

NGO Darpan Registration Document Kit

Preview: sample pages

Preview for evaluation only. These sample pages may not be copied, adapted or used for your organisation's work. A licence to use the files comes only with the paid download.

The pages below are copied from the files in the paid download, so you can see the layout and depth before you buy. Some pages are shown only in part. This is not the complete product.

Sample pages:

1. Guide (contents), page 1
2. Guide, page 2
3. Guide, page 6

Word (DOCX) pages are shown as rendered to A4 in LibreOffice; layout may vary in other editors.

Published by NGOGrant.in · contact@ngogrant.in. General information only, not legal advice.



NPO DARPAN PORTAL · ALL STATES AND UNION TERRITORIES

NGO Darpan Registration Document Kit

Prepare your papers and data for the NPO DARPAN portal

For trusts, societies and Section 8 companies in every State and Union Territory of India: document checklist, every portal field screen by screen, on-screen messages and fixes, and ready-to-use templates.

Last verified: 21 October 2026 (against <https://ngodarpan.gov.in> and its official guides)

Published by NGOGrant.in · contact@ngogrant.in

Not affiliated with or endorsed by NITI Aayog. No approval is guaranteed. General information only, not legal advice.

Contents

1. Read this first
2. What NPO DARPAN is
3. Who can register
4. Documents and information to collect
5. The process at a glance
6. Stage A: sign up and set your password
7. Stage B: complete the profile
8. Already registered before 7 March 2025?
9. After you get the DARPAN ID
10. Errors and fixes
11. Act names by State (as listed on the portal)
12. Sources, cross-links and disclaimer

Kit files: *this guide (DOCX/PDF)* · *NGOGrant-Darpan-Checklist-and-Field-Sheet.xlsx* · *templates/ (5 Word templates)*.

1. Read this first

Disclaimer. Registration and timelines depend on the authority; no approval is guaranteed. Last verified: 21 October 2026. Consult a CA/advocate. General information only, not legal advice.

NGOGrant.in is operated by LendLink Tech Private Limited (CIN U74999NL2017PTC013422, GSTIN 13AAFCV8178A1ZE), Kohima, Nagaland. NGOGrant.in is an independent publisher. It is **not** part of, affiliated with or endorsed by NITI Aayog, the NPO DARPAN portal or any Government department. Contact: contact@ngogrant.in. General information only, not legal advice.

1.1 What this kit does

This kit helps a trust, society or Section 8 company in any State or Union Territory of India get its papers and data ready **before** it opens the NPO DARPAN portal (<https://ngodarpan.gov.in>), so the online form can be finished in one sitting. It contains:

- this guide (what the portal asks for, screen by screen, and the messages it shows);
- an Excel workbook: document checklist, portal-field preparation sheets, office-bearer and witness sheets, Act names by State, an error checklist and a 30-day tracker;
- Word templates: certified list of present Governing Body members, resolution format, office-bearer details form, witness details form and a translation attestation note.

1.2 How facts are marked in this kit

- Every statement about the portal comes only from the portal itself (<https://ngodarpan.gov.in>) or from the official guides and circulars it publishes. The source code in square brackets, for example [S6], points to the source list in Section 12 and in sources.md.
- "Not stated by the portal" means the official material we read does not cover the point. Check it on screen or with the helpdesk.
- "NGOGrant suggestion" marks our own suggested formats and practical tips. These are not portal rules.
- Quotations from the portal keep the portal's own spelling and spacing.

1.3 Important advisory from the portal: NITI Aayog name and logo

The portal shows this "Important Advisory" on its home page [S2]:

"It is hereby brought to the notice of all NPOs that use of the NITI Aayog name/logo or the National Emblem, in any manner, is strictly prohibited."

"The Darpan ID generated upon registration on the Darpan Portal does not confer any right, endorsement, affiliation, or recognition by NITI Aayog or to use the NITI Aayog name/logo or the National Emblem, in any form or manner."

"Any unauthorised use shall attract suitable administrative and legal action, including blacklisting of Darpan ID, as per applicable laws."

"All concerned are advised to immediately refrain from use of NITI Aayog logo, endorsement, affiliation, or recognition by NITI Aayog, failing which Darpan ID shall be cancelled."

What this means for your NGO's papers: do not put the NITI Aayog logo or the National Emblem on your letterhead, website, brochures or certificates, and do not describe your Darpan ID as "approved by" or "recognised by" NITI Aayog. This kit itself uses no NITI Aayog logo or emblem.

3. Who can register

Point	What the official material says	Source
Eligible entities	"Any Non-Profit Organization (NPO) registered as a Trust, Society, Section 8 Companies, or registered under any other Acts can register"	[S6] FAQ 3
Individuals	"No, individual registration is not permitted."	[S6] FAQ 4
NPO Type options on the sign-up form	Section 8 Company; Society; Trust (three options in the dropdown)	[S9]
Registering Authority options	Charity Commissioner; International Organisation; Registrar of Companies; Registrar of Cooperative Societies; Registrar of Societies; Sub-Registrar; Others (choosing Others opens a "Registering Authority Name" box)	[S9] [S10]
State of Registration	All 36 States and Union Territories are listed	[S9]
Act Name	The list depends on the State chosen. See Section 11 and the "Act Names by State" sheet	[S9]
Minimum office bearers	"A minimum of 1 office bearers is required." The sign-up form accepts 1 to 50 for "Total Number of Office Bearers including Members"	[S5] [S10]
Already registered before 07-Mar-2025	Use the "Login with OTP" route in Section 8; do not sign up again	[S3] [S8]

Note: FAQ 3 says "registered under any other Acts", but the NPO Type dropdown shows only Section 8 Company, Society and Trust [S9]. An organisation registered under another law (for example a co-operative society) should check with the helpdesk which NPO Type applies. (not stated by the portal; check on screen)