NGO Darpan registration documents checklist

Tick each item once it matches across your documents and the live Darpan form.

Document or detail	What to check	Ready	Checked by
Registration certificate of the organisation	Society, trust or Section 8 certificate with the registering authority stamp or e-sign clearly visible	☐	
Complete MoA or trust deed	Upload the full document, not just the first and signature pages	☐	
By-laws or rules	The governing rules that apply now, readable and signed	☐	
Certified list of the present governing body	The current list, not the founding list	☐	
Latest resolution, if any	Appointments, changes or authorisations that match the profile	☐	
Organisation PAN	Exact PAN name and PAN incorporation date	☐	
Office-bearer details	PAN and Aadhaar particulars and contact details asked for in the live form	☐	
Organisation email and mobile	Contacts the organisation controls, for OTP verification	☐	

Full guide with explanations and official sources: https://ngogrant.in/documents/ngo-darpan-registration-documents/

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