NGO documents checklist

Tick each group your NGO holds and note where the file is kept. Rows marked “As applicable” only apply if you have that registration.

Group	Documents	Applies to	Have it	Where kept
Formation	Registration certificate; trust deed, society memorandum and rules, or Section 8 MoA and AOA; amendments	All	☐	
Identity	Organisation PAN; office address proof; bank account documents	All	☐	
Tax registration	Orders under section 332 (earlier 12A/12AB) and section 354 (earlier 80G) in Form 106 or 107	NGOs claiming exemption or offering donor deduction	☐	
NGO Darpan	Darpan Unique ID and the documents uploaded for it	NGOs seeking government grants and many funders	☐	
CSR-1	CSR-1 registration number from the Ministry of Corporate Affairs	NGOs implementing company CSR projects	☐	
FCRA	FCRA registration or prior permission, FCRA Account records, FC-4 annual returns	Only NGOs receiving foreign contribution	☐	
Governance	Minutes, resolutions, member and governing-body registers, policies	All	☐	
Finance and returns	Books of account, audited financial statements, audit report, income-tax return (ITR-7 for trusts and institutions claiming exemption), donation receipts, Form 113/114 records where applicable	All, as applicable	☐	
Funding and reporting	Proposals, grant agreements, utilisation certificates, annual report, NGO profile	NGOs with grants or donors	☐	

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

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