

## 12A & 80G CHECKLIST

### DOCUMENTS REQUIRED

- Copy of Registration Certificate
- Copy of Trust Deed / Bylaws / Memorandum of Association & articles of Association
- Copy of Pan Card of NGO
- Office Proof : Copy of Electricity Bill / Tax Receipt /Water
- NOC from Landlord (where registered office is situated);
- Activities Reports, Photos, News paper Cutting since inception or last 3 years.
- Audit Reports & ITR (if any), since inception or last 3years.
- List of governing body / board of trustees members with their Address, contact details – **Attached Format**
- Copy of PAN Card of governing body/ board of trustees members
- List of donors along with their address and PAN

S. No.	Details Required	Please write the details
1.	Name of the NGO	
2.	Type of NGO	Trust/ Society / Non Profit Company
3.	Registered Address of the NGO	
4.	Phone Number of NGO	
5.	Contact Person	
6.	Contact Person Mobile Number	
7.	Contact Person Email Id	

**PUNE :**

88 88 33 55 44 / 88 88 33 77 44  
contact@sahyog.in

**MUMBAI**

88 88 44 99 11 / 88 88 55 22 77  
mail@sahyog.in

**AKOLA**

88 88 44 00 11 / 88 88 05 1234  
info@sahyog.in

**web: [www.sahyog.in](http://www.sahyog.in)**



Contact us