

Description

- 1. Please file photocopy of PAN card and all documents uploaded while applying for 12A.
Please furnish evidence regarding filing of Income Tax returns for last 3 Years with PAN.**
- 2. A declaration that no part of the income of the Trust/Social/ Non Profit Company Directly or indirectly for the benefit of any person specified in section 13(1)(c) of the income Tax Act, 1961 and that no part of the income or property of the Trust/ Society/Company was ever used or applied for the benefit of any person specified in section 13 (3)(c) of the Income Tax Act, 1961, duly signed by the Authorized Signatory.**
- 3. A note specifying the main area of your charitable/ religious activities and a projection/ plan for the main charitable/religious activities to be undertaken in the next two Year.**
- 4. Please attach a 'No Objection Certificate' from the owner of the premises along with proof of his ownership or proof of ownership if owned by the Society/ Trust/Sec-8 Company.**
- 5. Please submit copies of ITRs, audit reports in form 10B for the last 3 years with income & expenditure, receipt & payment Account statement and Balance Sheet in respect of society/trust/Sec-8 company.**
- 6. Please attach a certified copy of the trust Deed/ Memorandum of Association and produce original copy for verification.**
- 7. Please attach a copy of the proof of identity of the main Trustee/President or Secretary of the Trust/Society/Non Profit Company . Please furnish complete list of society members with address, PAN & telephone numbers as on date.**
- 8. Please attach a note on activities conducted since inception/during last three years.**
- 9. Please attach details of donations made since inception/ during last three years.**
- 10. Please furnish confirmations of donations/corpus fund/loans/member fee/grant received of 2000/- and more with their address and PAN as on date.**
- 11. Please attach details of movable & immovable assets including your bank accounts depicting name of the bank, branch, type of account and number of account.**
- 12. Please file an undertaking that there will be no infringement to the 1st proviso to section 2(5) of the Income Tax Act. 1961.**
- 13. Please furnish your telephone number and e-mail address.**
- 14. Please specify the category of charitable purposes provided in section 2(5) of the Income-Tax Act.1961 in which your case falls, i.e., whether your objective is relief of the poor/ education / yoga / medical relief / preservation of environment (including watersheds. Forests and wildlife) / preservation of monuments or places of artistic/historic interest/ advancement of any other object of general public utility/**

religious activities. Please furnish details of charitable activities carried out during the last three years along with supporting evidences.

15. Your Trust Deed/ Memorandum of Association does not have Irrevocability Clause. Please include this clause in your Trust Deed/ Memorandum of Association.
16. Your Trust Deed/ Memorandum of Association does not have a clause that the beneficiaries are a section of the public and not specific individuals. Please include this clause in your Trust Deed/ Memorandum of Association and file a certified copy of the amended Trust Deed/ Memorandum of Association.
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18. Your Trust Deed/ Memorandum of Association does not have any clause providing that in the event of dissolution of Trust/ Society/ Non Profit Company. Please include this clause in your Trust Deed/memorandum of Association and file a certified copy of the amended Trust Deed/Memorandum of Association.
19. In case, applying for registration u/s 80G. please produce original registration certificate u/s 12A/ 10(10(23C) of the Income Tax Act, 1961 . If you had earlier applied for registration u/s 12AA & recognition u/s 80G of Income Tax Act.1961. then furnish the copy of order passed u/s 12A, 80G & 10(23C) of the Income Tax Act,1961.
20. Please produce copy of Bank Statement/Passbook as on date.
21. Please produce all relevant papers/documents/registers/books of accounts, bills/Bouchers in original for verification.
22. Name of Society/Trust Section 8 Company where any of your Member/ Trustee/ Director is in that Society/Trust/Section 8 Company with its PAN number and copy of 12A/80G/10(23C), if any.
23. Please explain whether any funds have been set apart/accumulated during last 3Years for Any specific object of the trust as required under provisions of section 11(2) of the I. T. Act, if so please details thereof.
24. If your trust/society is an educational institution , please furnish details of all the students enrolled in your institute during last three years under Right to Education Act,2009.
25. Please furnish copies of approvals/permissions received from the Competent Authorities, with respect to the charitable activities carried out by you in the past three Years, under the relevant respective laws, which are material for the purpose of achieving your objects.

26. Please attach acknowledgement and printouts of e-filed application in respect of Form-10A, in case filing for regn, u/s 12AA of the Income Tax Act, 1961.