

Checklist for Registration



Checklist of registration of Not for Profit Organization (NPOs) on BSE SSE

NPOs seeking registration on BSE SSE shall make a formal application to the BSE SSE on its letter head requesting for registration along with documents mentioned below:

Sr. No.	Particulars	Remarks										
1.	Certificate of Constitution/Registration of Entity <i>(Note: Valid for further period of 12 months at the time of seeking registration) (Refer Annexure I for categories)</i>											
2.	Proof of Ownership and control (MOA/AOA/Trust Deed/Bye-Laws or any other, including all amendments thereof)											
3.	Copy for: <ul style="list-style-type: none"> ▪ Permanent account Number (PAN) ▪ Tax Deduction and Collection Account Number (TAN) ▪ Goods & Service Tax Number (or declaration if GST is not applicable) 											
4.	Audited Financial Statements for last 3 full financial years along with Auditors Report as filed with Income Tax under Form 10(B) for last 3 financial years											
5.	Income Tax Returns for last 3 years											
6.	Valid 80G Registration under Income Tax Act, 1961 <i>(Note: Valid for further period of 12 months at the time of seeking registration)</i>											
7.	Confirmations from the Practicing Chartered Accountant (PCA) as per Annexure II											
8.	Registration Certificate under the Income Tax Act, 1961 under section 12AB (along with previous registrations under 12A/12AA, if applicable) and/or 10 (23C) <i>(Note: Valid for further period of 12 months at the time of seeking registration)</i>											
	Confirmation of eligibility criteria for being identified as Social Enterprise as specified under Regulation 292E of Chapter X-A of SEBI (ICDR) Regulations, 2018 <i>Note: Kindly confirm which criteria is met along with supporting documents as per Annexure III</i>											
9.	Additional Disclosures as per Annexure IV											
10.	Non-Refundable Registration fees <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Processing Fees</td> <td style="width: 20%;"></td> </tr> <tr> <td>Applicable Tax (Amount)</td> <td></td> </tr> <tr> <td>TDS</td> <td></td> </tr> <tr> <td>Net Fees Payable</td> <td></td> </tr> <tr> <td>Payment Details (RTGS details)</td> <td></td> </tr> </table>	Processing Fees		Applicable Tax (Amount)		TDS		Net Fees Payable		Payment Details (RTGS details)		
Processing Fees												
Applicable Tax (Amount)												
TDS												
Net Fees Payable												
Payment Details (RTGS details)												

Annexure I

(To be submitted on the letterhead of the Entity seeking registration)

We hereby confirm that the Entity << **Name of the Entity**>> is registered as :

Sr. No.	Particulars	Remarks
1.	a charitable trust registered under the Indian Trusts Act, 1882 (2 of 1882)	
2.	a charitable trust registered under the public trust statute of the relevant state	
3.	a charitable society registered under the Societies Registration Act, 1860 (21 of 1860)	
4.	a company incorporated under section 8 of the Companies Act, 2013 (18 of 2013)	
5.	any other entity as may be specified by the Board	

Note: Please attach relevant certificate (**Valid for further period of 12 months at the time of seeking registration**)

Name of the Entity

(Signature of Authorised Person)

***Certificate from Chartered Accountant in Practice
(On CA Letterhead)***

NPO has to obtain the following certificate from the practising Chartered Accountant –

----- start -----

We hereby certify that <Name of NGO>, with Income Tax PAN <PAN Number> and address as per IT Return <address>, has:

- Average Annual spending of previous three financial years of Rs. _____
- Average Annual funding received during previous three financial years of Rs. _____
- Possesses valid regular Income Tax Exemptions & deductions, and has not received any notice for withdrawal of registration granted under section
 - 12A/12AA/12AB or section 10(23C)
 - 80G of Income Tax Act, 1961
- Has not violated conditions mentioned in its 12A/12AA/12AB, 10(23C) and 80G registrations.
- Has filed its annual returns for the last financial year (FY 20XX-XX) within due dates to (check the applicable options) :
 - Income Tax (Yes/ No/ Not Applicable)
 - Charity Commissioner / Registrar of Societies / Registrar of Companies
 - (Yes/ No/ Not Applicable)
- Its registration as a not-for-profit organisation is valid for the next 12 months.

For Firm Name

Firm Registration Number:

Signature and Stamp

CA Name

CA Membership Registration Number:

UDIN:

Date

Place

----- end -----

Annexure III

Confirmation of eligibility criteria for being identified as **Social Enterprise** as specified under Regulation 292E of Chapter X-A of SEBI (ICDR) Regulations, 2018

Note: Kindly confirm which criteria is met along with supporting documents

(To be submitted on the letterhead of the Entity seeking registration and Practicing Chartered Accountant (PCA))

We hereby confirm that the following for the Entity << *Name of the Entity*>> :

1) Areas of Focus (Kindly Tick wherever applicable)

<input type="checkbox"/>	Eradicating hunger, poverty malnutrition and inequality
<input type="checkbox"/>	Promoting health care (including mental health) and sanitation; and making available safe drinking water
<input type="checkbox"/>	Promoting education, employability and livelihoods
<input type="checkbox"/>	Promoting gender equality, empowerment of women and LGBTQIA+ communities
<input type="checkbox"/>	Ensuring environmental sustainability, addressing climate change (mitigation and adaptation), forest and wildlife conservation
<input type="checkbox"/>	Protection of national heritage, art and culture
<input type="checkbox"/>	Training to promote rural sports, nationally recognised sports, Paralympic sports and Olympic sports
<input type="checkbox"/>	Supporting incubators of social enterprises
<input type="checkbox"/>	Supporting other platforms that strengthen the non-profit ecosystem in fundraising and capacity building
<input type="checkbox"/>	Promoting livelihoods for rural and urban poor, including enhancing income of small and marginal farmers and workers in the non-farm sector
<input type="checkbox"/>	Slum area development, affordable housing ³ , and other interventions to build sustainable and resilient cities
<input type="checkbox"/>	Disaster management, including relief, rehabilitation and reconstruction activities
<input type="checkbox"/>	Promotion of financial inclusion
<input type="checkbox"/>	Facilitating access to land and property assets for disadvantaged communities
<input type="checkbox"/>	Bridging the digital divide in internet and mobile phone access, addressing issues of misinformation and data protection
<input type="checkbox"/>	Promoting welfare of migrants and displaced persons
<input type="checkbox"/>	Any other area as identified by the Board or Government of India from time to time

2. Quantum of Work (Kindly Tick wherever applicable)

<input type="checkbox"/>	Revenue – At least 67% of the immediately preceding 3-year average of the SE's revenues comes from providing the eligible activities to members of the target population
<input type="checkbox"/>	Expenditure – At least 67% of the immediately preceding 3-year average of the SE's expenditure has been incurred for providing the eligible activities to members of the target population
<input type="checkbox"/>	Customer base/ beneficiaries – Members of the target population to whom the eligible activities have been provided constitute at least 67% of the immediately preceding 3-year average of the SE's customer base/ beneficiaries

3. Barred Activities / Organisations (*Kindly Tick wherever applicable*)

<input type="checkbox"/>	Corporate foundations, that are primarily funded by a parent corporate entity or a group of corporate entities
<input type="checkbox"/>	Political or religious organisations or activities
<input type="checkbox"/>	Professional or trade associations
<input type="checkbox"/>	Infrastructure companies and housing companies (other than affordable housing companies).

Annexure IV

(To be submitted on the letterhead of the Entity seeking registration)

Sr. No	Particulars	Submitted (Yes/No)
1.	Vision Statement	
2.	Mission Statement	
3.	Address (Kindly submit Proof of address)	
4.	NGO Darpan screenshot with Id or email from Darpan	
5.	Governing Board along with member details (Name, Address, DOB)	
6.	Number of staff – Permanent/Contractual/Volunteers (Average for last 3 years)	
7.	Details of Statutory Auditor(s) / Social Auditor(s)	
8.	Certificates / Awards last 3 years	
9.	Authority letter for representative	
10.	Details of key projects for last 3 years	
11.	Social Audit Reports/ Impact Assessment Reports for projects (if any)	

Note: Kindly submit necessary/relevant documentation wherever applicable as separate annexure(s)