

# REGISTRATION FORM (ON-LINE)

(As on 13.09.2024)

## A. General Details

- (i) Name of Organization \*:
- (ii) PAN Number of Organization \*:
- (iii) Website

## B. Head of the Organization details

- (i) Name of the Head of the Organization \*:
- (ii) Gender \*:
- (iii) Designation \*:
- (iv) Email ID \*:
- (v) Landline No. :
- (vi) Mobile No. \*:
- (vii) Aadhar No\*:

## C. Organization Address details

State  District

Address

City

Pin Code

D. **Category of Registration** \*: Voluntary Organization /  
Association of Parents /  
Association of Persons with Disability

**E. Disability Dealt with** \*:

Autism  Cerebral Palsy  Intellectual Disability  Multiple Disability

**F. Act under which Registered**

(i) Society Act /Company Act/ Public Charitable Trust : ( Pl. tick )

(ii) Registration Number \*:

(iii) Valid From \*: \_\_\_\_\_ Till \_\_\_\_\_ (Optional)

**G. If your organization is registered under Foreign Contribution Regulation Act (FCRA)**

(i) Registration Number \_\_\_\_\_

(ii) (i) Valid From: \_\_\_\_\_ Till \_\_\_\_\_

**H. If earlier registered with National Trust**

(i) Registration Number:

(ii) First Registration From: \_\_\_\_\_ To \_\_\_\_\_

**I. Registration No. under RPw D Act, 2016**

(i) Registration Number: \*:

(ii) Registration From\*: \_\_\_\_\_ To \_\_\_\_\_

**J. Unique ID No. / Registration under NGO Darpan of NITI Aayog**

- (i) Unique ID No. \*: \_\_\_\_\_
- (ii) Registration Date \*: \_\_\_\_\_

**K. Activities and Financial Details of Last 2 Y ears**

- (i) Current Activities in brief (200-1000 Characters) \*:
- (ii) Financial Report of Last Year \*:
- (iii) Total Expense of the organization (INR) \*:
- (iv) Certified by Chartered Accountant \*:
- (v) Financial Report Before Last Year \*:
- (vi) Total Expense of the organization(INR) \*:
- (vii) Certified by Chartered Accountant \*:
- (viii) Financial details during last 2 years
  - a. Total grant from Govt. at Central / State / District level –
  - b. CSR from Private Sector -
  - c. CSR from Govt. Sector / Central or State PSUs -
  - d. Donation from other sources -
  - e. Income from other sources –
  - f. Total income (a to e)
  - g. Total expenditure -

**L. Establishment Details**

- (i) Own / Rented Building \* ( Proof to be attached )
- (ii) Rented/Leased\*: From \_\_\_\_\_ To \_\_\_\_\_

### **M. Governing Body/Managing Body Members List**

- (i) NAME
- (ii) GENDER: Male / Female
- (iii) DATE OF BIRTH
- (iv) AADHAR NUMBER
- (v) QUALIFICATION
- (vi) ADDRESS
- (vii) OCCUPATION
- (viii) PARENT OR PERSON WITH DISABILITY
- (ix) IF PARENT, THEN NAME OF THE PWD WITH TYPE OF DISABILITY

### **N. Staff List**

- (i) CRR No. ( Where ever applicable)
  - (ii) JOB TYPE
  - (iii) NAME
  - (iv) AADHAR NUMBER
  - (v) DESIGNATION
  - (vi) AGE
  - (vii) QUALIFICATION
  - (viii) SALARY / HONORARIUM (MONTHLY)
  - (ix) DATE OF JOINING THE ORGANIZATION
  - (x) Number of full time staff
  - (xi) If Part Time then fill frequency of visits per week
- (Frequency                      Salary in (INR) )

**O. Annual Report of last year (Please upload)**

**P. If hostel is maintained, then number of hostellers**

(Disability wise)

Disability type \_\_\_\_\_ No. of hostellers \_\_\_\_\_

**Q. Beneficiary details**

Disability type \_\_\_\_\_ No. of beneficiaries \_\_\_\_\_

**R. Audited Accounts of last 2 years which should include Receipt and Payment Account, Income and Expenditure Account, Balance Sheet**

(i) Year 1 :

(ii) Year 2 :

**S. Pl. attach proof of the following**

(i) Copy of Undertaking in letter head of Head of the NGO signed and stamped by authorized signatory

(ii) Memorandum of Association (MOA):

(iii) Copy of Certificate of Registration under Societies/Registration Act/Companies Act/Public Charitable Trust:

(iv) Copy of Certificate under Rights of Persons with Disabilities Act, 2016

(v) Copy of Certificate of Registration under National Trust Act, if registered earlier.

(vi) Evidence whether organization is located in own/rented building

(vii) Copy of PAN Card of Applicant Organization

(viii) Copy of Aadhar Card of Staff Members (If applicable)

- (ix) Copy of Aadhar Card of Governing Body/Managing Body members :
- (x) Copy of Proof of Unique ID of Registration under NGO Darpan NITI Aayog:
- (xi) Copy of Form E signed and stamped by authorized signatory in each page

**T. Basic criteria of last 2 years for Registration with National Trust (For Voluntary Organizations)**

- (i) Minimum income - Rs. 3 lakh Per Annum
- (ii) Minimum Expenditure – Rs. 3 lakh Per Annum
- (iii) Minimum number of beneficiaries – 20 with UDID
- (iv) Minimum donation & CSR fund – Minimum 20% of the income
- (v) 12 A & 80 G certificate (optional)

**U. For Parent Association & For Association of PWD**

Minimum 20 UDID card or UDID Enrolment Number with disability certificate