

## Guidelines for Registration of NGOs with the National Trust for Welfare of Persons with Autism, Cerebral Palsy, Mental Retardation and Multiple Disabilities

### Eligibility Criteria for Registration -

- NGOs of the following three categories - **Voluntary Organization / Association of Parents of Person with Disability / Association of Person with Disability**, already working in the field of Autism, Cerebral Palsy, Mental Retardation, Multiple Disability can apply.
- Should be registered under Societies Registration Act of 1860 or Section of 25 of Companies Act 1956 or as a Public Charitable Trust.
- Should also be registered under Person with Disability (PWD) Act 1995 / Revised PWD Act, 2016.
- Further, should also be registered on NGO-Darpan portal of Niti Aayog.

### Documents Required To Apply For Registration

- Form-E (to be generated through online system, while filling up the online registration form) for registration under Rule 27(3) of the National Trust. All pages should be duly signed and stamped by authorized signatory.
- Resolution & Authorization of the Organization to file application for registration with the National Trust (to be uploaded in the online form along with the MOA / Trust Deed etc.)
- Audited Annual Accounts of the latest last two financial years
- Annual Report of Activities for the latest last three years, **focusing more on National Trust disabilities related activities.**
- Memorandum of Association (MOA) / Trust Deed along with the latest certificate issued by the Competent Authority as Registrar of Societies etc. regarding details of Governing Body Members / Board Trustees / Management Committee Members (To be uploaded after merging in one pdf file).
- Certificate of Registration under Persons with Disabilities (PWD) Act-1995 or RPWD Act,2016.
- Certificate of Registration/ Incorporation under any relevant Act like Societies Registration Act.
- Proper proof of Registration on NGO-Darpan Portal of Niti Aayog.

Registration Fees is Rs. 2000/- for urban & Rs. 1000/- for rural area. The fee is to be deposited electronically while filling up 9<sup>th</sup> page in the online registration form.

The National Trust registration will be generally co-terminus with the registration under PwD Act-1995 or RPwD Act, 2016. During the period, the organization should also have the valid registration on NGO-Darpan Portal of Niti Aayog.

The NGOs who are registered with The National Trust and whenever their PwD Act registration expires, shall be given a grace period of 6 months to one year, for getting new registration under PwD Act.

Application for renewal of registration should be submitted to National Trust 6 months prior to expiry of the date of registration under National Trust Act.

**- Selecting the Correct Category of the organization, while filling up the online registration form (for New Registration as well as for Renewal of Registration) -**

While filling up the online registration form, the NGO should appropriately select one of the following three categories of registration with the National Trust –

**‘Association of Persons with Disabilities’** - If more than 50% Governing Body Members / Board Trustees / Managing Committee Members of the NGO are *Persons with National Trust related Disabilities*;

**‘Association of Parents of Persons with Disabilities’** - If more than 50% Governing Body Members / Board Trustees / Managing Committee Members of the NGO are *Parents of Persons with Disabilities* related to the National Trust;

**‘Voluntary Organization’** - Remaining NGOs should select this category.

## **New Registration / Renewal of Registration**

### **Organizations already Registered through the old website (ROs) Registration:**

**Q:- If Old Registered Organizations (ROs) face difficulty for registration in the new system ?**

**Ans:-** They have to submit the new form by going “Registration->Previous Registered NGOs” here they’ve to fill previous application id, then proceed to the next step and complete the form for Quick Registration.

**Note:-**

- 1) Old ROs who have done Quick Registration, must submit their complete detailed registration form within 6 months after the date of Quick Registration or before the expiry of their earlier registration.
- 2) For this, after login, on their dashboard, they have to click on “**Click here to fill and submit your details**” link displaying below login expiry date or they can also fill all the details by clicking on “Complete NGO Application” blinking on top.
- 3) Old ROs who are submitting their detailed registration form and their earlier registration is valid, do not need to pay any registration fees.
- 4) In case of applying for renewal , the RO has to pay registration fees online, while filling up 9<sup>th</sup> page of the online registration form – Rs. 2000/- for ROs situated in Urban areas and Rs. 1000/- for ROs of Rural areas .

**Q:- ROs done quick registration but failed to submit the complete detailed registration form before six months or before expiry of their registration ?**

**Ans:-** They will not be able to login on the website after expiry date of their earlier registration or after the six months of Quick Registration date. In that case, they have to complete their detailed registration renewal form and submit all the information.

**Note:** After “Quick Registration”, if the detailed complete online registration form is not submitted within 6 months, from the date of quick registration, the RO will not be able to login. In that case the RO will have to go for renewal process and also RO have to pay the renewal charges, as applicable for new Registration.

## **New Registration / Renewal of Registration :**

**Q:- Sometimes Registered Organizations /NGOs unable to complete their registration process due to sudden power cut, session expiry, slow internet speed ?**

**Ans:-** If NGOs are not able to complete the online registration form in one go, after completing first step then they will receive the Application id and Password to complete the online form, in their email. If the NGOs do not receive the same by mail, they can write to the National Trust on [contactus@thenationaltrust.in](mailto:contactus@thenationaltrust.in) and get the same.

Go to edit for further add on -

### **“Registration-> Edit Registration Form”**

After paying the registration fees on 9 step if click submit button to move on the next level for verification.

After 9<sup>th</sup> step / page of online registration form – payment verification, on the last step / page - Edit / Print / Submit, please get a print of the online form (for sending the same to “The National Trust” along with the hard copies of other documents uploaded in the online form).

If not able to verify the payment of registration fees, please send the payment deduction details and scanned payment proof to “The National Trust” at [contactus@thenationaltrust.in](mailto:contactus@thenationaltrust.in).

If opted for **RTGS / NEFT**, if download the **Challan Form** appeared on their screen and take that to bank for payment & their send details to NT at [contactus@thenationaltrust.in](mailto:contactus@thenationaltrust.in)

**Q: How to check the status of your online registration Application for registration with the National Trust?**

**Ans:** The NGO can always check the status of registration application online. The procedure for the same is – On Homepage, Press on – Registration – View Application Status – Enter Application Id and get the complete status message.

**Q:- Sometimes RO/NGO loss their login details and they are unable to login.**

**Ans:-** In that case please send email to the “The National Trust” at [contactus@thenationaltrust.in](mailto:contactus@thenationaltrust.in) with NGO name and address, contact person, mobile number.  
number.

**Note:** For any clarification, the NGO can contact telephonically on – 011-43187822 / 43187820 / 43187828 / 43187804.