

## Document Checklist for NGO for Submitting CSR Projects

S. No.	Documents Required
1	Detailed Proposal for CSR Activity
2	Registration with MCA on their website (CSR-1 Form)
3	Aims/ goals, objectives and constitution of organisation with key areas of work
4	Income Tax exemption certificates: 12A, 80G/ 35 AC etc. along with certification for validity of the certificate that the same have not been withdrawn
5	Certificate of Registration or Trust Deed
6	Registration with Govt. Agencies, if any.
7	Details of financial support received for CSR activities from PSUs/ Govt. Agencies (Name of the project, funding agency, location, beneficiaries and year of completion)
8	Details of major completed project(s) in similar area(s) tax during last 3 years along with project completion certificates issued from the funding agencies. Please provide impact assessment report of the same, if available. (Name of the project, funding agency, location, beneficiaries and year of completion)
9	Details of major ongoing project(s)
10	Copy of PAN Card
11	FCRA certificate & latest FCRA returns in Form FC-3, if any.
12	Acknowledgement of IT return filed for last three years.
13	Detailed Proposal for CSR