

TIER II DOCUMENT CHECKLIST

No	Documents	Attested by	Remarks
1	Society Registration Certificate	Head of the NGO	Any one of these
2	Trust Registration Certificate	Head of the NGO	
3	Certificate of Incorporation from Registrar of Companies	Head of the NGO	
4	Trust Deed	Head of the NGO	Any one of these, should empower education, medical relief, relief of poor and/or preservation of environment as one of the objects
5	Memorandum of Association	Head of the NGO	
6	12A	Head of the NGO	
7	FCRA certificate (both sides) in case NGO has FCRA. Please note that if you Bank account has moved from the Bank mentioned in FCRA certificate please send us an attested copy of letter from authorities approving the changed account.	Head of the NGO	
8	Address Proof Document (Latest Telephone/Electricity/Broadband bill or a Bank letter)		
9	Income tax returns (assessment year 2014-2015) (acknowledgement page stamped by IT Dept only)	Head of the NGO	
10	Latest Statutory Auditor's Report (2013-2014)	Head of the NGO	
11	Latest Balance Sheet (2013-2014)	Head of the NGO	
12	Latest Income and Expenditure Statement (2013-2014)	Head of the NGO	
13	Two Donor Reference Documents	Donor & Head of the NGO	
14	Self attested cancelled cheque leaves of NON FCRA & FCRA (if applicable) accounts	Head of the NGO	
15	Tier II Registration & Annexure Form (if applicable)	Head of the NGO	
16	iGive Reimbursement Report	Head of the NGO	

Very important to note:

1. GiveIndia will retain the right to reject any NGO application that does not conform to GiveIndia Listing Requirements.
2. NGOs that get listed with 2013-2014 financials will have to renew listing in November, 2015
3. **NGOs with FCRA can raise funds from foreigners. However these donors will not receive Tax Exemptions in their country for any iGive donations.**