<https://www.w3schools.com/howto/howto_css_dropdown.asp> hover

<https://www.w3schools.com/howto/howto_js_navbar_hide_scroll.asp> hide nav

<https://www.w3schools.com/howto/howto_css_dropdown_navbar.asp> dropdown menu with hover

<https://www.w3schools.com/howto/howto_css_mega_menu.asp> mega menu

<https://www.w3schools.com/howto/howto_js_curtain_menu.asp> curtain menu

<https://www.w3schools.com/howto/tryit.asp?filename=tryhow_css_responsive_header> responsive header

<https://www.w3schools.com/howto/howto_css_image_transparent.asp> IMAGE transparent

<https://www.w3schools.com/howto/howto_css_image_overlay.asp> image overlay fade

<https://www.w3schools.com/howto/howto_css_team.asp> about us

<https://www.w3schools.com/howto/howto_js_portfolio_filter.asp> filter page

<https://leagueapps.desk.com/customer/en/portal/articles/1191653-how-to-add-sponsor-logos-to-your-site-s-footer> img link

CRITERIA :

### ****Eligibility Criteria:****

• The interested organizations/firms should be[registered under relevant Acts/Rules](https://www.ngoregistration.org/).  
• They should have their office network in the district where they apply to be the Lead NGO.  
• They must have a strong presence and good track of record in the district.  
• They should have had to experience a similar nature of projects handled in the past.  
• They should have at least Rs. 10 lakhs turn over per annum  
• They should have enough qualified and experienced staff who are capable of handling technical and managerial issues.  
• Sensitivity towards group action/conflict resolution and equity for the marginalized community. visit [ngo consultancy](https://www.ngoregistration.org/" \t "_blank) to gain knowledge for registration of organization.

hen an individual wants to create a group that involves volunteers, activities, and resources, it becomes important to have proper management in place. To run such companies, trusts and Societies in the correct manner, a certain set of rules need to be followed.

## Essential documents for online society registration & trust registration

Before a registered deed is delivered to an NGO, submission of specific documents is required.

#### TRUST REGISTRATION

For the trust registration, the following papers are mandatory:

* A bill of electricity or water stating the address that needs to be registered.
* The identity proof of at least two members of the company. The proof can be:  
  - Voter ID  
  - Driving License  
  - Passport  
  - Aadhaar Card

Once the payment for the registration is done, it takes about 8 to 10 days for online registration to be completed under the Indian Trust Act – 1882. Before the deed becomes valid throughout the country, the settler has to deliver a presentation at the registrar’s office.

**Note:**On the scheduled date for registration, the Author of the Trust shall be present in the Register Office for registration.

#### SOCIETY REGISTRATION

For a society registration, the following papers are essential:

* The name of the society.
* Address proof of the office.
* Identity proof of all the nine members which can be:  
  - Driving License  
  - Copy of Passport  
  - Voter ID  
  - Aadhaar card
* Two copies of the Memorandum of Association and By-laws of the society.

**Note:** Once the payment for the registration is done, it takes about 8 to 10 days for drafting the MoA and By-laws of the Society. Thereafter it takes 21 to 30 days for the Society to be registered.

#### SECTION 8 COMPANY:

For a Section 8 company registration, the following papers are essential:

* The name of the Company for approval.
* Address proof of the office. It can be electricity or water bill or house tax receipt.
* Identity proof of all the Directors which can be:  
  - Driving License  
  - Copy of Passport  
  - Voter ID  
  - Aadhaar card
* The Memorandum of Association and Articles of Association of the Company.
* **Purpose of NGO – Section 8 Company**
* The main purpose of establishing a  company as a Section 8 company is to promote non-profit objectives such as trade, commerce, arts, charity, education, religion, environment protection, social welfare, sports, research, etc. The profits/incomes of the company if any, are applied towards promoting the objectives of the company and are not distributed as dividends to its shareholders.
* A minimum of two directors is required if the Section 8 company is to be incorporated as a private limited company, and a minimum of three directors in case of incorporation as a public limited company. The maximum number of members is 200 in case of a private limited company, whereas for a public limited company, there is no such limit.
* Also, there is no requirement of minimum paid-up capital in case of a Section 8 company.
* **Pre-Requisites to the Registration Process**
* **a.**[**Obtain DSC**](https://cleartax.in/services/get-digital-signature/p)**(Digital Signature):**Digital signatures of the proposed directors of the company are required as the forms for registration process are filed online and should be digitally signed. Digital signature certificates (DSC) are issued by government recognized certifying agencies. The list of such certified agencies can be accessed [here](http://www.mca.gov.in/MinistryV2/certifyingauthorities.html). The cost of obtaining a DSC varies depending upon the certifying agency. You must obtain either a Class 2 or a Class 3 category  DSC. Under the Class 2 category, the identity of a person is verified against a pre-verified database, whereas under the Class 3 category, the person needs to present himself before registering authority to prove his/her identity.
* **b.**[**Apply for Director Identification Number (DIN)**](https://cleartax.in/services/din/p)**:**You have to apply for a  DIN for the proposed directors of the company. The application for allotment of DIN has to be made in Form DIR-3. You have to attach the scanned copy of the necessary documents such as a self-attested copy of PAN, Identity and Address proof of directors along with the form and submit it online on the [MCA Portal](http://www.mca.gov.in/MinistryV2/applyfordin.html). The form must be attested by a practicing professional who can be a chartered accountant, a company secretary, or a cost accountant.
* **Forms Required for Registration**

|  |  |
| --- | --- |
| Name of the form | Purpose of the Form |
| INC 1 | Name Approval |
| INC 7 | Application for Incorporation of Company |
| INC 8 | Declaration |
| INC 9 | Affidavit from each director and subscriber |
| [INC 12](http://www.mca.gov.in/MCA21/dca/downloadeforms/eformTemplates/NCA/Form_INC-12_help.zip) | Application for License |
| INC 13 | Memorandum of Association |
| INC 14 | Declaration from a practicing Chartered Accountant |
| INC 15 | Declaration from each person making the application |
| INC 16 | License to incorporate as Section 8 company |
| [INC 22](http://www.mca.gov.in/MCA21/dca/downloadeforms/eformTemplates/NCA/Form_INC-22_help.zip) | Situation of Registered Office |
| DIR 2 | Consent of Directors |
| [DIR 3](http://www.mca.gov.in/MCA21/dca/downloadeforms/eformTemplates/NCA/Form_DIR-3_help.zip) | Application to ROC to get DIN |
| [DIR 12](http://www.mca.gov.in/MCA21/dca/downloadeforms/eformTemplates/NCA/Form_DIR-12_help.zip) | Appointment of Directors |

* **Purpose of the Forms**
* **Form INC – 1**
* Form INC-1 is filed for the reservation of the name of the proposed company. But before quoting the name in the form, it is recommended that applicants access the free name search facility of existing companies available on the [MCA portal](http://www.mca.gov.in/mcafoportal/showCheckCompanyName.do). The system will provide a list of closely resembling names of the existing companies based on the search criteria. This will help you avoid choosing a name similar to that of an existing company. You can make up to 6 choices of names in the order of your preference in the form.
* **Form INC-12**
* Form INC-12 is filed for the grant of the license to operate as a Section 8 company. Along with this form, applicants are required to attach a draft copy of the Memorandum of Association (MOA) and Articles of Association (AOA). There is a prescribed format for Memorandum of Association of a Section 8 company in Form INC 13. The subscription pages of the MOA and AOA shall be signed by each subscriber along with their name, address, description, and occupation, in the presence of at least one witness.
* **Form INC 12 is to be submitted along with the following attachments :**
* a. INC-13 – Memorandum of Association
* b. Draft Articles of Association
* c. INC-15 for the declaration by each subscriber to MOA that the draft memorandum and articles of association have been drawn up in conformity with the provisions of Section 8
* d. Estimated statement of Income & Expenditure for the next three years
* e. List of proposed Promoters and Directors of the Company
* **The following forms are required to be filed after the issuance of the license to the company:**
* **Form INC 7**
* INC 7 is the application for the incorporation of the company. The following documents must be attached along with Form INC 7:
* a. Memorandum and articles of the company duly signed by all the subscribers
* b. An affidavit from each of the subscribers and first directors in Form INC 9, that they are not guilty of any offense or misfeasance
* c. Declaration in Form INC 8 that all the requirements of the Companies Act have complied with
* d. Address of correspondence till the registered office is official
* e. Address and Identity proofs of all the subscribers to MOA and first directors of the company
* **Form INC 22**
* Form INC 22 is filed for providing notice of the address of the company’s registered office. It can be filed along with Form INC-7, or within 30 days of the incorporation of the company.
* **Form DIR 12**
* Form DIR 12 is filed for the appointment of the directors of the company. It must be filed within 30 days from the date of the appointment of the directors.
* **Procedure for incorporation of a Section 8 company**
* **Step 1** –  Obtain a DSC of the proposed Directors of the Section 8 Company. Once a DSC is received, file Form DIR-3 with the ROC for getting a DIN.
* **Documents to attach for DIN application:**
* Proof of Identity and Address Proof.
* **Step 2** – Once the DIR-3 is approved, the ROC will allot a DIN to the proposed directors.
* **Step 3** – File Form INC-1 with the ROC for applying for a company name. A total of 6 names can be applied for in order of preference, out of which one would be allotted, based on availability.
* **Step 4** – After approval, file Form INC-12 with the ROC to apply for a licence for the Section 8 company.
* Documents to attach with INC-12:
* a. Draft MOA as per Form INC-13
* b. Draft AOA
* c. Declaration as per Form INC-14 (Declaration from Practicing Chartered Accountant)
* d. Declaration as per Form INC-15 (Declaration from each person making application )
* e. Estimated Income & Expenditure for next 3 years.