



Arthayan Bizfinmart private limited

Checklist for Registration Society / Trust (NGO) under Bombay Public Trust Act 1950.

1. Apply to Asst. / Deputy Charity Commissioner of the region in Schedule II (Prescribed form) affix court fees stamp of Rs. 100.
2. Application to be made within 3 months of creation of the trust
3. Covering letter.
4. Trust Deed Certified copy / memorandum of association and rules & regulations (in case of society) [on Rs. 100 Stamp Paper, or franked for Rs. 100/-]
5. Consent Letter signed by all Trustees and stating that they hereby allow the applicant trustee to represent on their behalf and complete all registration formalities and obtain the certificate of registration. [THIS IS A SIMPLE TYPED LETTER – NO STAMP PAPER, NO COURT FEE STAMP, NO FRANKING, etc.].
6. Affidavit signed by the Settler (this is to be handed over on the day of the Hearing, after completion of the Hearing) [with Rs. 10/- Court Fee Stamp].
7. Copies of Proof of Address and Proof of Identity of all Trustees (Voter ID , Driving License, Passport, Aadhar Card, one passport size photo etc.) – These are all to be self-attested. Carry the original documents with you if possible, as sometimes these may be checked.
8. One passport size Photograph & Copy of the proof of identity of each of the two witnesses.
9. NOC from the owner of the property that is proposed as the Registered Address for the Trust, for the use of this address as the registered address of the Trust, along with a recent Electricity Bill, land-line telephone bill or Society maintenance bill of the same address with the owner's name. Copies to be self-attested. [THIS

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10. If anyone other than the Settler is getting the Registration done, then a Letter of Authorization from all Trustees is needed, authorizing this person to submit, collect, make changes and sign as needed on all documents, connected to the Registration. [THIS IS A SIMPLE TYPED LETTER – NO STAMP PAPER, NO COURT FEE STAMP, NO FRANKING, etc.]
11. Memorandum of particulars of immovable property to be filed within 3 months of creation of trust in schedule IIA. Application for registration of a public trust created by will has to be made within 1 month of granting of probate (i.e., copy of will certified under the seal of the court) or within 6 months of testator's death, whichever is earlier. In case of a society, it will have to be registered under the societies Registration Act as well as with the Charity Commissioner.

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