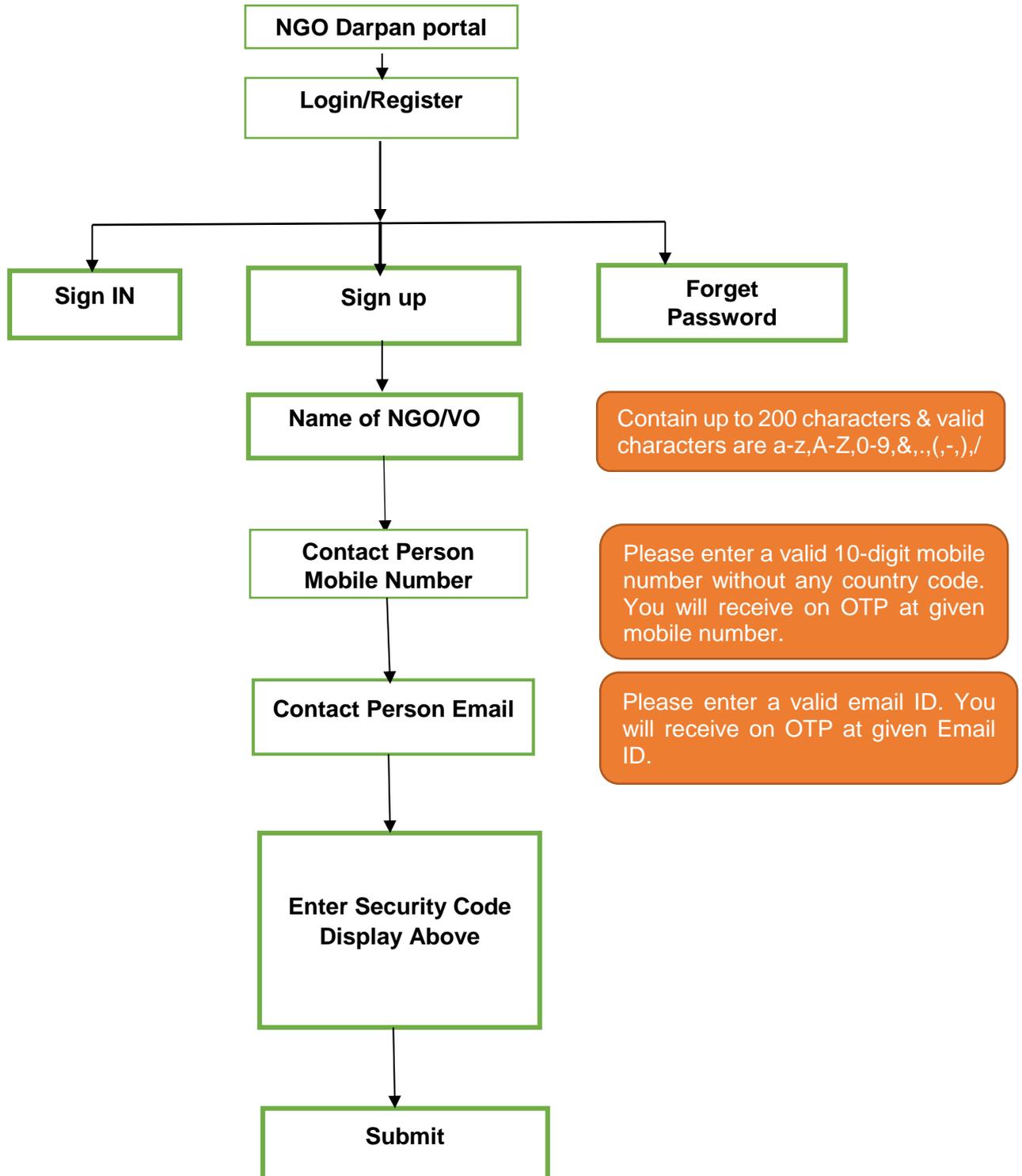


## Annexure-I

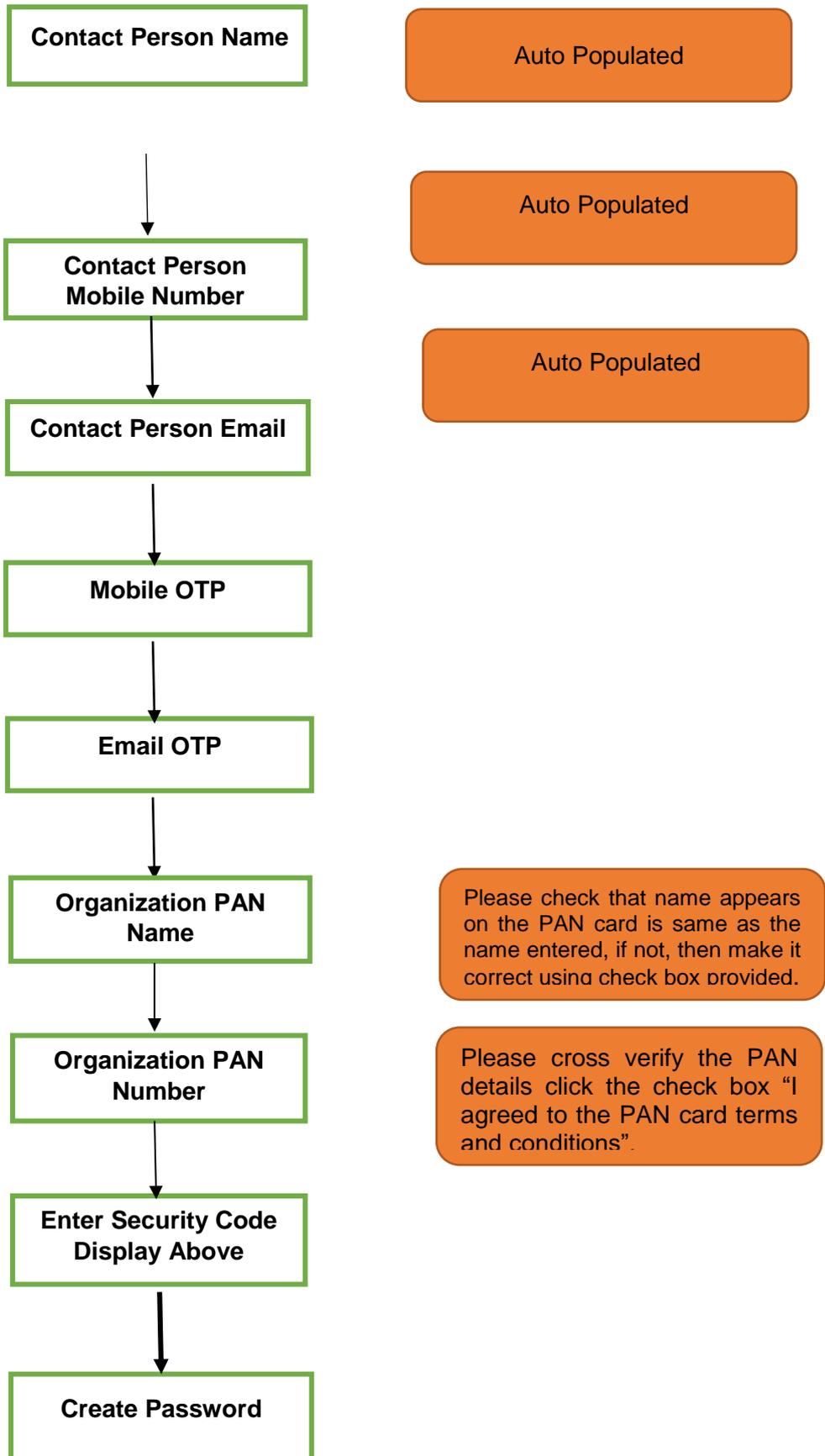
### How to Sign Up

Kindly visit NGO Darpan Portal at (<https://ngodarpan.gov.in>) and follow the steps given:

#### Step-1



**Step-2 &3**

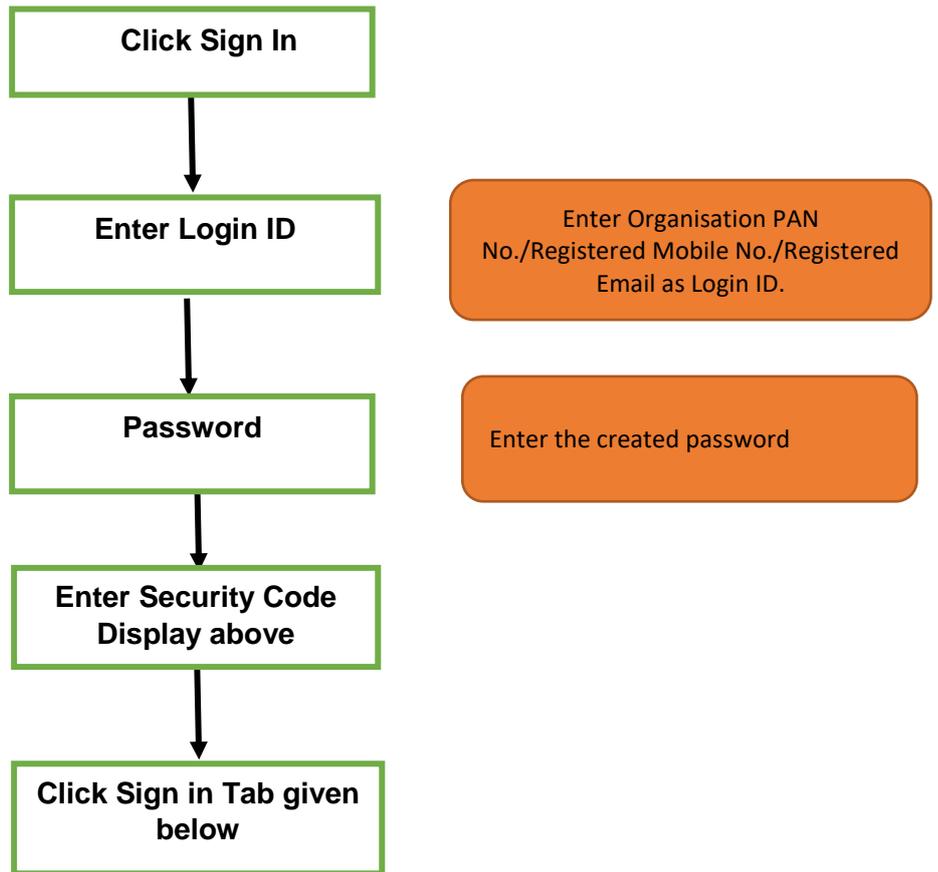


**Note: The Password must contain the following:**

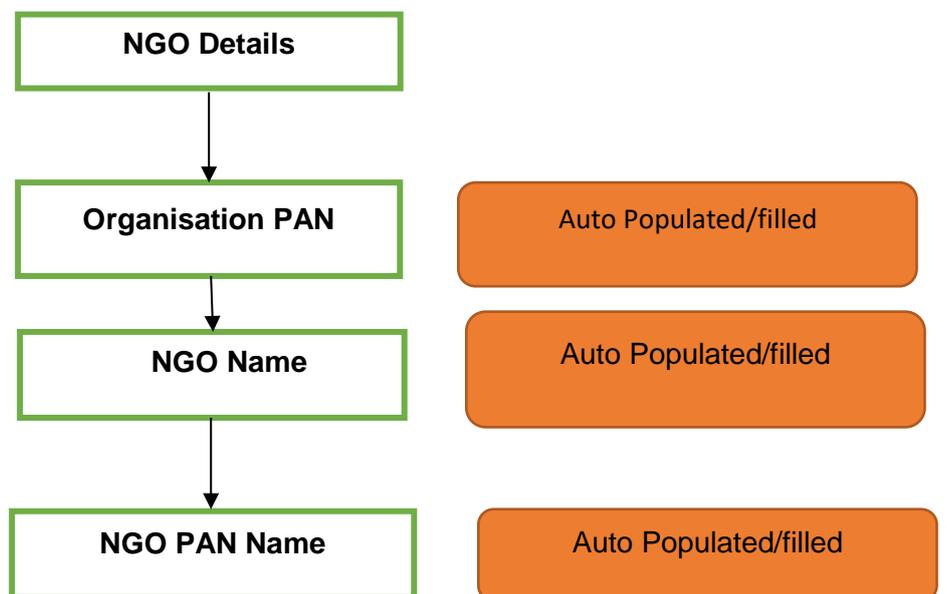
- Atleast one capital letter
- Atleast one special character (e.g. @, #, \$, %, ^, &, \* etc.)
- Atleast one numeric letter

**After completing the sign-up procedure as indicated above the applicant has to choose Sign in option for Login and complete the required details:**

**Step-4**



**Step-5**



City Pin Code



Email



Registered with

Please select option from drop down with from drop



Registration No.



Act Name



Is NGO Registration Validity Available

Please select Yes or No option



Is FCRA Available

Please select Yes or No option



FCRA No.

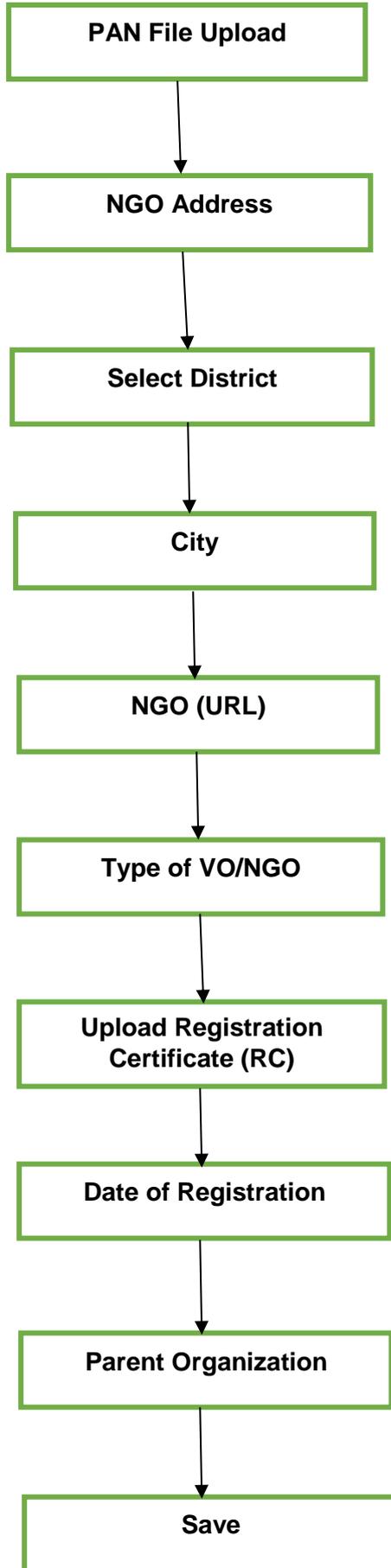


FCRA Reg. Date



FCRA Expired Date





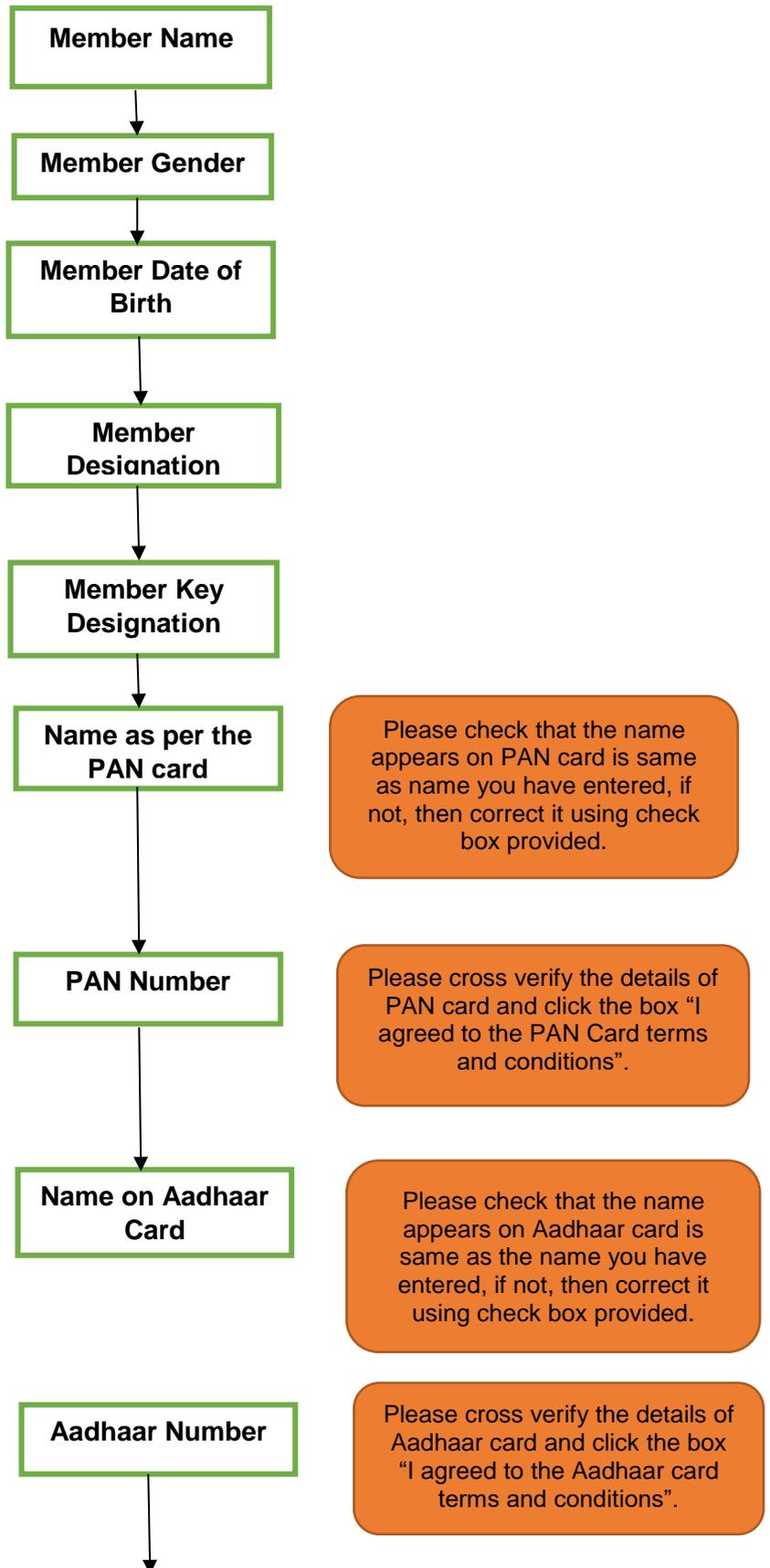
If PAN is not verified online due to some technical error, you can upload scan copy in pdf or Jpg format of Org. PAN card

Please Select District from drop down List

Please Select Type of VO/NGO from drop down list

## Member Details

**Note: Provide at least three (in case of trust two) of office bearers with the designations mandatorily Chairman/President, Secretary General (in charge of operation) and Treasurer/Financial Trustee (or any other name for similar position)**



**Mobile Number**



**Email of member**



**Active/working  
since**



**Save**

**Source of Funds**

**Financial Year**



**Grant Sanctioned**



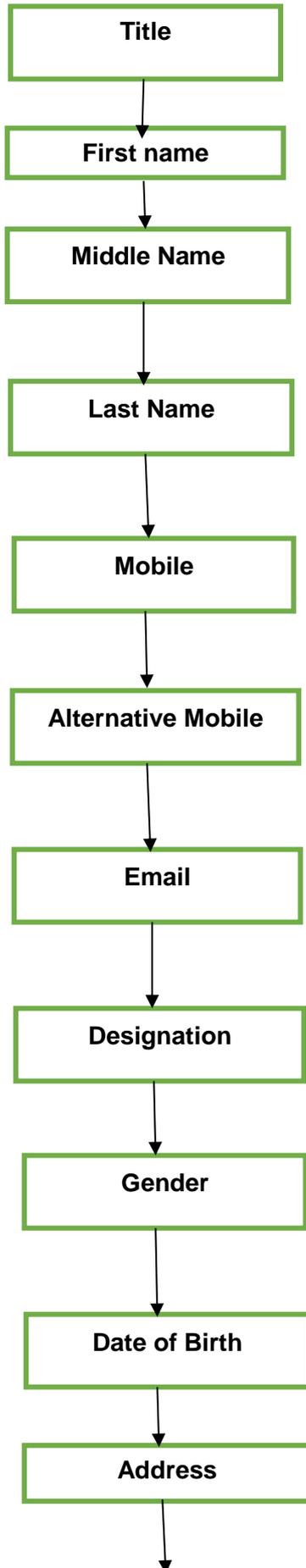
**Purpose/Comment**



**Save**

Please select Yes or NO (if yes is selected the applicant has to fill requisite details in the prescribed format)

**Key Contact Information**



Please select from drop down list

**District**



**Pin code**



**Save**

**Working Area**

**NGO Name**



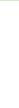
**Select working Area/Sector**



**Activities/Achievements**



**Best Practices**



**Major Activities/Achievements**



**Save**

Please select from drop down list

**Note:**

- i. A system generated message will be shown in your profile if your account is 100% complete. Thereafter, documents are verified by NGO Darpan portal administrator and if found in order an email is sent to applicant within 48 hours. This email conveys that applicant can now generate their unique id. Now, applicant can sign in the portal generate their unique id.
- ii. In case user forget the password for account, he/she has to click on Forget Password option and feed the Login ID of account (i.e. Registered Mobile No./Registered Email ID/ PAN no. of organisation) & captcha given below. With a click on Forget password a onetime password (OTP) will be sent on above mentioned Login ID. Using OTP user can change the password.