

Registration of Institutions for Persons with Disabilities under Section 51 of Rights of Persons with Disabilities Act, 2016

Every application for a certificate of registration should have following enclosures subject to the condition of applicability:-

1. Covering letter -
2. Filled application form-Form A
3. Proof of residence of the applicant
4. Certified Copy of Society registration certificate/Trust
5. Certified Copy of the Memorandum of Association and by-laws of the organization/Trust deed
6. Certified list of members of the Board of Management/Governing Body of the organization.
7. Copy of minutes of last two meeting of Governing Body/Executive Body
8. Documentary evidence of work or proposed work in the area of disability
9. Annual Report of previous years giving details of the project being run by the Voluntary Organization/institution
10. Copies of Audited statements of accounts of previous years
11. Details of grants received if any in the last three years from the Government
12. Documents related to building status (rented / own building/allotted by any agency)
13. Details of covered /proposed beneficiaries to be covered by the institution and nature of disability in following format;

Sl.No.	Name	Father's name	M/F	Age	Address	Contact Details	Type of Disability	Aadhaar No.
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14. Details of staff employed by the institution in following format;

Name	M/F	Age	Educational Qualification	Address	Contact Details	Responsibility	Salary	Aadhaar No.	RCI registration no. (enclosed copy of RCI registration certificate)
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15. Copy of RCI registration certificate of concerned staff

Note-All documents should be attested by the signatory authority with stamp.