

To

The Registrar of Societies,
Himachal Pradesh,
SDA Complex, Shimla- 171009

Sub: Application for the registration of amendment.

Sir,

Please find enclosed herewith memorandum of amendments in duplicate in respect of -----Society with the request to register the same under the provisions of Himachal Pradesh Societies Registration Act, 2006. All the requisite documents for amendment as per check list are also enclosed.

Yours faithfully,

(President)

HOW TO APPLY

Every society registered under any Act relating to the registration of societies working for literary, scientific, educational, religious, charitable or other purposes and desirous to amend its memorandum or bylaws under the provisions of Himachal Pradesh, 2006 (Act No. 25 of 2006) and Rules made there-under shall require to submit following documents:-

2. Memorandum in duplicate and annotated form duly signed by three authorized signatories on the following format:-

Clause/Article No	Existing provision	Proposed amendment	Reasons
2.	3.	4.	

1. Resolution of the general body passed by 3/5th majority of the members in a special general meeting.
2. Form -IV duly signed by the president.(available in H.P. Societies Registration Rules, 2006)
3. Submission of original record i.e. memorandum of association, Regulations and certificate in case of name change.
4. Submission of audited account returns, update list of members as well as office bearers accompanied by their identity proofs.
5. Location & Head Office of the Society supported by some documentary proof such as electricity/water bill and declaration that the premises shown in the memorandum of association as registered office is being validly used by the society.

MEMORANDUM OF AMENDMENTS

Clause/Article No	Existing provision	Proposed amendment	Reasons
1.	2.	3.	4.

NOTE:- Every page of memorandum requires to be certified by three authorized governing body members. The persons by whom or on whose behalf such memorandum is admitted shall furnish such further information in regard to the society as the Registrar may require.

SERVICE DESCRIPTION

Any registered society and working of literary, scientific, educational, religious, charitable or other purposes as specified by the Government from time to time may alter, extend or abridge the purposes or regulations within the meaning of the Himachal Pradesh, Societies Registration Act, 2006 (Act No. 25 of 2006) after following the due procedure for amendments laid down in section 9 to 13 of the ibid Act.

ELIGIBILITY CRITERIAN

Every society, existing immediately which has been registered under the Himachal Pradesh, Societies Registration Act, 2006 or under any other Act relating to Societies is eligible to alter or rescind the objects and regulations.

SUPPORTING DOCUMENTS

Memorandum of amendment as per format -I, Resolution of the general body passed by 3/5th majority of the members in a special general meeting, Form -IV prescribed in the Himachal Pradesh Societies Registration Rules, 2006, Submission of original record i.e. memorandum of association, Regulations and certificate in case of name change,

Submission of audited account returns, update list of members as well as office bearers accompanied by their identity proofs, Location & Head Office of the Society supported by some documentary proof such as electricity/water bill and declaration that the premises shown in the memorandum of association as registered office is being validly used by the society or any other information as required by the Registrar

APPLICATION FEE

After examining the proposal and if approved by the Registrar, the society shall require to deposit the registration fee of Rs. 100/- per amendment in the Government Treasury through e-challan and submit the same in original to the registering authority.

NOTIFICATIONS

Notifications with regard to amendment carried out in the H.P. Societies Registration Act, 2006 and Rules made there-under from time to time are available on the departmental website www.coophp.nic.in

SERVICE DELIVERY PROCESS

The proposal for registration of the amendments will be scrutinized and deficiencies, if any, will be communicated to the concerned within 21 days from the date of receipt of the proposal. The registration certificate will be issued within 15 days after receipt of complete proposal.