

To

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

Sub. Application for the registration of society.

Sir,

Please find enclosed herewith memorandum of association along with Rules & Regulations in duplicate in respect of -----Society with the request to register the same under the provisions of Himachal Pradesh Societies Registration Act, 2006. Identity proof of all the promoter members and all other requisite documents are also enclosed.

Yours faithfully,

(President)

MEMORANDUM OF ASSOCIATION

We the following persons/officers/officials whose names, addresses and designations are subscribed below are desirous of forming a society under the name and style of ----- in pursuance of the aforesaid memorandum of Association and have signed the memorandum in the presence of the witness as shown below:-

Sr. No.	Name -Permanent Address of subscribers with Father/Husband Name	Age	Occupation	Addhar No.	Signature
1					
2					
3					
4					
5.					
6.					
7.					
7.					

Dated

To

The Registrar of Societies, H.P.

Witness,

Signature;

Full Address.

Application Form –II

The Management of the affairs of the -----Society is entrusted by the regulations of the society to the Governing Body, whose names, addresses and occupations are specified below:-

Sr No	Name	Father's/Husband's name	Address for Correspondence	Status/position
1.				
2.				
3.				

Joint Declaration from the promoter members.-

We the following persons

name Address signature

have joined together and formed ourselves into a society namely Bharat Educational & Welfare Society and intend to get it registered under Himachal Pradesh Societies Registration Act, 2006. We solemnly affirm and declare as under:-

- i) that we the members are from different families and not running any other NGO with similar name.
- ii) that we are not convicted from any court of law and eligible to contract under section 11 of the Indian Contract Act, 1872.
- iii) that we shall have no objection to change or amend the above mentioned name, if in case any other society is found in existence with the similar name prior to this registration.
- iv) that the society shall abide by Himachal Pradesh Societies Registration Act, 2006 and Rules made there-under and shall work for charitable or welfare causes.
- v) that we the members shall be liable or responsible for all the consequences concerned to the society.

In the Presence of following witness-

I Name -----

Address-----

Signature-----

Declaration /NOC

(To be given by the owner of Premises)

I -----s/o-----do hereby solemnly affirm and declare as under,-

1. That I am the legal owner and in possession of Premises at -----

2. That I shall have 'No Objection' if registered office of the Proposed -----
society is established at my above said Premises and validly used by the society to
operate its activities.
3. That I further declare that the contents of my above declaration are true and correct
to the best of my Knowledge and if the contents of above declaration are found
incorrect / wrong or misleading, the authorities shall have the right to take
appropriate action against me as per Provisions of law.

(Signature)

In the Presence of following witness.-

1 Name -----

Address-----

Signature-----

HOW TO APPLY :-

CHECK-LIST FOR REGISTRATION OF SOCIETIES UNDER HIMACHAL PRADESH SOCIETIES REGISTRATION ACT, 2006.

The association of seven or more persons being members of different families intending to work for literary, scientific, educational, religious, charitable or other purposes eligible to contract under section 11 of the Indian contract Act, 1872 and desirous to be registered under the provisions of Himachal Pradesh, 2006 (Act No. 25 of 2006) and Rules made there-under shall require to submit memorandum of association alongwith following documents.-

1. Proposed name of the Society;
2. Objectives of the society as per section-1(3) of the Act;
3. Location & Head Office of the Society duly supported by some documentary proof such as electricity/water bill and declaration that the premises shown in the memorandum of association will be validly used by the society to operate its activities ;
4. Area of operation with full justification;
5. Name, age, addresses & occupation of the office bearers as well as subscribers to the memorandum of association as per format -I prescribed in the H.P. Societies Registration Rules, 2006 in duplicate as well as duly certified two copies of regulations of the proposed society necessarily narrating therein the following points :-

- Pre-requisites for admission as members ;
- the liability of members to fines and certain circumstances of forfeitures;
- the consequences of non-payment of any subscription or fine, the resignation and expulsion of members;
- the appointment and removal of staff and officers and their powers;
- the manner of electing and removing the governing body and the powers of such body;
- the time and place of annual general meeting and, its powers , special general meeting and other meetings of the society;
- the manner in which notice of such meetings may be given;
- the quorum necessary for the transaction of business at meetings of the society;
- the manner of making altering and rescinding regulations of the society;
- the investments of funds, keeping of accounts and for an annual or periodical audit of accounts
- the manner of dissolving society

- the condition that the society will have neither profit motive nor its profit shall be distributed among members;
- Dissolution as per section-44;
- the determination after dissolution that property shall be utilized by the Government in the event of cancellation to the extent of grant might have received from the Government.
- supply of copy of bye-laws to all the members;
- legal proceedings;
- property of the society how vested
- authorization for joint banking operations;
- custodian of records;
- such other matters as may be considered expedient having regard to the nature and objects of the society .

6. Resolution regarding adoption of Rule-Regulations/Bye-laws duly signed by all the promoter members;

7. Joint declaration of promoter members to the effect that the society shall perform only charitable & welfare activities and the members shall be liable /responsible for all the consequences concerning society etc;

8. Two Copies of memorandum of association in original signed by three authorized signatories, containing identity proof of all the promoter members such as Adhar card driving license, voter identity card, a copy of the proceedings of the first meeting. The signatures of the subscribers to the memorandum of association on format-I shall require to be witnessed by some person with his some documentary evidence;

9. The society shall get the proposed name and proposed bye laws approved from the Registrar Office at the first instance to avoid duplicacy. Thereafter registration fee of Rs. 500/- as per rule-4 of Pradesh Societies Registration Rules, 2006 shall be deposited into Government Treasury; (copy of relevant schedule attached)

10. Any other document or information as Registrar of Societies deems fit.

The Prevalent Act and Rules made there-under as well as Sample for society is available on departmental website www.coop.nic.in

SERVICE DESCRIPTION

The Himachal Pradesh Societies Registration Act, 2006 has been enacted in the State to provide for the registration/amendment and working of literary, scientific, educational, religious, charitable or other ~~purposes~~ ^{Societies} as specified by the Government from time to time.

ELIGIBILITY CRITERION

Any seven or more persons, being member of different families and competent to contract under section 11 of the Indian contract Act, 1872 associated for literary, scientific, educational, religious, sports promotion, charitable or other purposes as described in sub section (3) of section 1 of the Himachal Pradesh, Societies Registration Act, 2006 (Act No. 25 of 2006), may, by subscribing their names to a memorandum of association and filing the same with the Registrar, form themselves into a society..

SUPPORTING DOCUMENTS

Memorandum of association as per format -I prescribed in the H.P. Societies Registration Rules, 2006 in duplicate as well as duly certified two copies of regulations of the proposed society accompanied by a copy of aadhar cards of promoter members, joint declaration of members, NOC 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. 500/- 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 new registration or 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.