

**Service Description:-**A cooperative society which has, as its objects , the promotion of the economic and social interests of its members or the public in accordance with the Cooperative principles, or a cooperative society established with the object of facilitating the operations of such a society , including a society formed by the division of any existing cooperative society or amalgamation of existing cooperative societies, may be registered under the H.P. Cooperative Societies Act, 1968 .Different kind of Cooperative Societies can be registered with the minimum prescribed share capital.( Pl.see Annexure-I)

**How to Apply:-** An application form for registration of cooperative society is available at annexure-II and model Byelaws, Act & Rules etc. are available in the Printing Press of the H.P. Cooperative Development Federation (Himcofed) Shimla-4.Applicant may purchase the same from the above cooperative instituion. The contact no. of the said institution is 0177-2656667. An application for the registration of a cooperative shall be made to the respective Registrar Cooperative Societies as per guidelines and procedudre issued by this office (Pl.see Annexure-III).The application shall be accompanied by three copies of the Bye laws of the proposed cooperative society.The number of applicants shall not be less then ten.

**Eligibility criteria:-** The number of applicants shall not be less then ten, each of such persons being a member of a different family and competent to contract under section 11 of the Indian Contract Act,(9,of 1872) and where all the applicants are not individuals,the number of such applicants shall not be less than five.Every one of the applicants who is an individual shall be above the age of 18 years.

**Supporting documents:-** The Registering authrioty may require/seek any additional information with regard to registration .

**Notifications:-**The amendements carried out in the H.P. Cooperative Societies Act, 1968 and Rules made thereunder from time to time are available on departmental website [www.coophp.nic.in](http://www.coophp.nic.in)

**Sevice delivery process:-**The proposal for new registration or the amendment will be scruitnized 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.

## Guidelines and Procedure to be followed for Registration of a Co-operative society under State Act.

Guidelines and procedure required to be followed for registration of a co-operative society under Himachal Pradesh Cooperative Societies Act, 1968 are as under:-

The cooperative structure in the State consist of three tier cooperative intutions which are as under:-

1. Primary level Cooperatives(PACS, Credit & Primary UCB)
2. Secondary/central level Cooperatives (Tehsil Coop. Unions, Distt. Coop. Federations, DCCBs etc.)
3. Apex cooperatives (State Federations & Apex Coop. Bank etc.)

Subject to sub-section (1) of section 3 of the Act ibid, the State Government has conferred powers of Registrar to the Addl/ Joint Registrars, Deputy Registrars and Assistant Registrars respectively to assist the Registrar Co-operative Societies.

Therefore, following authorities are competent to exercise the powers conferred on them for Registration of cooperative society within their jurisdiction under the provisions of the H.P. Cooperative Societies Act and the Rules made thereunder.

Sr. No.	Kind of Society	Competent registration authority
1	Primary Cooperative Societies	Assistant Registrar of concerned Distt./Circle
2	Secondary Coop. Society	Deputy Registrars of concerned Division i.e. Eastern, Central and western divisions.
3	Apex Cooperative Society	Registrar Coop. Societies H.P. Block No. 25 SDA Complex Kasumpti Shimla-9 171009

The procedure which is required to be followed by individual applicants or cooperative societies, as the case may be, for submission of application for registration of a co-operative society to Registrar concerned are given as under:-

### Resolutions of proposed society:-

- i. Before the registration of a proposed cooperative society resolutions are required to be passed proposing name, address, area of operation, adoption of bye-laws, value of one share & admission fee, Liability and constitution of provisional committee, appointment of temporary secretary and cashier, authorization of persons to submit the papers of registration to Registrar concerned and to receipt the same after registration etc. in the general meeting of the proposed society in presence of all founder members and recorded in proceedings book prescribed for the purpose.

### Submission of Application:-

- ii. An application for registration of a co-operative society shall be made to Registrar Cooperative in the form prescribed in Schedule 1 & 2 under rule 4 of the H.P. Cooperative Societies Rules, 1971 accompanied by three copies of bye-laws and such other documents as may be prescribed by the Registrar from time to time conforming conditions laid in clauses (a) to (d) of sub-section 2 of the section 7 of the Act *ibid*.
- iii. Under the provision of sub-section 3 of the section 7, this application shall be signed by all individuals or authorized members as specified in clause (a) and (b) of the sub-section 3 of section 7 of the Act *ibid* qualifying the conditions laid in clause (b)&(C) of sub-section 2 of section 7 of Act and rule 11 of the Act & Rules *ibid*.

### Prescribed documents:-

- iv. The set of prescribed schedules, model bye-laws, Act & Rules etc. are available in the Printing Press of the H.P. Cooperative Development Fed.(HIMCOFED) shimla-4. Applicant may purchase the same from the above cooperative institution. The contact No. of the above institution is 0177-2656667.

### Norms for Registration:-

- v. The norms for the purpose of registration of different kinds of Cooperatives, have been specified vide this Department order dated 11-06-1996(Annexure-I) and subsequent clarification dated 27-06-1996(Annexure-II) regarding value of one share and admission fee required to be subscribed/paid before registration of the proposed society.

### Other requirements:-

- vi. The amount of share capital and admission fee received from applicants is required to be deposited in saving bank account in the name of proposed society and the counter folio of the same is required to be enclosed with the registration application.
- vii. Receipt and Disbursement statement, profit and loss a/c and Balance sheet of the proposed society after making cash transactions of share capital and admission fee etc. in the proposed society are required to be attached with the application form for registration.
- viii. Receipt of cashier, custodian of record of the proposed society are required to be enclosed with said application.
- ix. After completing all the formalities as stated here-in-above, application alongwith other prescribed/ required documents are to be submitted to the Registrar concerned for registration alongwith the feasible report of the circle/block inspector.

### Contact Nos. of concerned officers:-

- X To complete the other required formalities, Assistant Registrars at Circle/Distt level, Deputy Registrars at Divisional level and the Joint Registrar( Marketing) Coop. Societies H.P. at Directorate level may be contacted by attending their offices on any working day. The contact No. of above authorities can be accessed from the departmental website i.e.

[www.coophp.gov.in](http://www.coophp.gov.in) & [www.coophp.nic.in](http://www.coophp.nic.in). However , telephone No. of officer concerned of this Directorate is 0177-2620722& 0177-2621308.

**Registration:-**

Xi The Registrar concerned after satisfying with the conditions laid in section 4(copy enclosed) of the Act, may register the society in favour of applicants and intimate the same to the duly authorized person by the proposed society to collect registration certificate alongwith file board etc. to start the working of the society in accordance with the provisions of its registered bye-laws.

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No. 10-124/90-Coop.(A&L)  
Directorate of Cooperation  
Himachal Pradesh

ORDER

Whereas the existing norms, earlier specified by this office for the purpose of registration of different kinds of Cooperatives, have become outdated over the years.

Whereas there is a need to evolve fresh norms for different kinds of societies to be registered forthwith in order to make them viable and to have a strong share capital base.

Now, therefore, I Deepak Sanan, Registrar Cooperative Societies, H.P. in pursuance of rule 152 of the H.P. Cooperative Societies Rules, 1971 do hereby divide different kinds of societies under following two categories and issue directions that a newly organized cooperative society shall, henceforth, be registered after having fulfilled following norms :-

1. Category I

- (1) Transport Society
- (2) Tourism Society
- (3) Housing Society
- (4) Processing Society
- (5) Marketing cum Processing Society.

2. Category II

- (1) Industrial Society
- (2) Labour and construction Society
- (3) Consumer Stores.
- (4) Fisheries Society.
- (5) Milk Society
- (6) Thrift & Credit Society
- (7) Other Societies.

3. Norms for Category I:

- (i) Value of one share-Rs. 5,000/-
- (ii) Minimum share capital-Rs. 2,00,000/-
- (iii) Admission Fee- Rs. 100/-

Shri. S. Sharma  
July  
11/6/96

50/6  
12/1/96

4. Norms for Category II:

- (i) Value of one share - Rs. 500/-
- (ii) Minimum share capital - Rs. 20,000/-
- (iii) Admission Fee - Rs. 10/-

5. Except the norms with regard to value of share, minimum share capital and admission fee as specified under paras (3) and (4) above, other norms, previously fixed by this office for different kinds of societies, from time to time, shall remain unchanged.

6. Instructions already issued regarding non-registration of Primary Agriculture Cooperative Credit Society (PACS) shall continue to apply.

7. Notwithstanding anything contained in paras (3) and (4) above, wherever, the registration authority feels that a particular kind of society for executing its functions needs higher outlay in terms of share capital as against the norms specified under its category, he/ she may, for ensuring viability of the proposed society, fix, for reasons to be recorded in writing, such norms (s) as he/ she may deem appropriate for the smooth functioning of that society.

8. The specified norms of minimum share value, share capital and admission fee should be applied in all cases. However, wherever, members of weaker sections, scheduled castes/ scheduled tribe seek registration of Co-operative society and are unable to meet the specified share capital requirements, they may be assisted through the state plan scheme of share subsidy for enrollment as members, to the extent possible under the scheme.

9. In the case of societies already registered where share capital contribution of members, is less than the norms specified at para 3 & 4 above, efforts may be made to persuade such societies to seek member's share contribution to attain at least these levels.

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10. These orders shall come into force with immediate effect.

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Registrar Cooperative Societies  
Himachal Pradesh.  $\Phi$

Endst No. 10-124/90-Coop.(A&L) Dated Shimla-9th June, 96  
Copy to :-

1. The Additional Registrar, Cooperative Societies Dharamsala for information please.
2. All the Additional Registrar, in H.P. for information please.
3. All the Joint Registrar in H.P. for information please.
4. All the Deputy Registrar, in H.P. for information please. [Consumers]
5. All the Assistant Registrar, in H.P. for information and necessary action please.
6. All branch officers in the Directorate of Cooperation, H.P. Shimla for information please.
7. The Secretary, H.P. State Cooperative Union, Shimla for publication in the Sabkar Darpan please.
8. 25 spare copies.

4/11  
Registrar Cooperative Societies  
Himachal Pradesh.  $\Phi$

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no.10-124/90-Coop.(A&L)  
Directorate of Cooperation  
Himachal Pradesh.

S. Sharma

CLARIFICATION

9-6-8-70

This is with reference to this Directorate order of  
even number dated 11th June, 1996 whereby fresh norms for  
the purpose of registration of different kinds of societies were  
fixed by the undersigned.

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28/6/96

A query has been raised as to whether a society being  
registered for purely marketing purpose would be covered under  
category I or category II.

It is, therefore, clarified that any society being  
registered for marketing purpose only may be treated in category  
II under serial number '(7) Other Societies.'

at  
Registrar Cooperative Societies,  
Himachal Pradesh.

Endst.No. 10-124/90-Coop.(Add) Dated Shimla-9 the 27  
Copy to: 26th June, 96

1. The Additional Registrar, Coop. Societies Dharamshala for information please.
2. All the Additional Registrar, in H.P. for information please.
3. All the Joint Registrar in H.P. for information please.
4. All the Deputy Registrar, in H.P. for information please.
5. All the Assistant Registrar, in H.P. for information and necessary action please.
6. All the Branch Officers in the Directorate of Cooperatin. H.P. Shimla for information. (Consumers)
7. The Secretary H.P. State Cooperative Union, Shimla for publication in the Sakkar Dappan please.

at  
Registrar Cooperative Societies,  
Himachal Pradesh.



**SCHEDULE**

**FORM A**

**APPLICATION FOR REGISTRATION OF A SOCIETY**

(See rule 4)

(To be submitted in Duplicate)

1. Name of the proposed society with headquarters
2. Address (village, post office, block, tehsil and district)
3. Form of leability                    ...                    ...                    ...
4. Area of operation                    ...                    ...                    ...
5. Objects                                    ...                    ...                    ...
6. Share Capital :-
  - (a) Authorised                    ...                    ...                    ...
  - (b) Value of different category of shares ...                    ...
7. Number of persons who have agreed to join as members.
8. Full name and address of the person authorised to correspond with the Registrar regarding registration of the society and to whom the order of refusal to register if any, shall be communicated by the registrar under rule 6.
9. The applicants have elected the following persons to the Provisional Committee which is to conduct the affairs of the society for a period of three months, from the date of registration of the society or for such further period as the Registrar may permit in writing.
 

(1)	(2)	(3)	(4)
(5)	(6)	(7)	

Under section 7 of the Himachal Pradesh Co-operative Societies Act, 1968, we, the undersigned being persons possessing the qualifications proposed for election to membership according to the bye-laws three copies of which are enclosed, request that the society may be registered.

We declare that we belong\*/do not belong to different families as defined in clause (b) of sub-section (2) of section 7.

Serial No.	Name	Father's name	Age	Profession	Place of residence	No. of shares purchased
1	2	3	4	5	6	7

Value of shares subscribed	Value of shares paid up	Signature or thumb impression	Attestation of thumb-impressions if any
8	9	10	11