

Procedure and Checklist for Online Registration of Cooperative Society under “The Himachal Pradesh Cooperative Societies Act, 1968”.

a) checklist

- Basic details of the proposed Society i.e application for registration of a society under rule-4 at Form-A.
- Scanned copy of ID proof (Driving License/Voter ID/Passport/Other relevant document) of minimum ten members enrolled of the proposed Society.
- Only one eligible member from a family (“family” means husband, wife and their unmarried sons and daughters) can be admitted/enrolled who fulfills conditions of membership U/S-17(a) and U/R-11 of the H.P. Cooperative Societies Act, 1968 and rules made thereunder.
- Scanned copy of Proceeding of Meeting.
- Details of the provisional committee (Minimum of 5 members) to be selected from the Membership of proposed Society.

Note:- Atleast one member of Provisional Committee should be checked as Authorized to correspond with the Registrar regarding Registration.

b) Procedure/Service Delivery Process

Step-1 : Visit the official website of Department of Cooperation by clicking on below mentioned link <https://coophp.nic.in/>

Step-2 : Under the “Society Registration” Tab click on “HP Cooperative Societies Act, 1968” and “Apply online for Cooperative Society Registration”

Step-3 : Fill the Account Registration form and submit. Note down the system Generated Registration ID (This will be the Login ID as well). An activation code will be sent on registered Mobile No and Email ID.

Note: It may be ensured that the login ID should be made in the name of any of the officer bearers of the proposed society along with his/her own contact number for communication purpose and to ascertain the validity of applicant.

Step-4 : Click on the Activation link. Use your Registration ID and Activation code to activate your account.

Step-5 : Once the account is activated, Log in using your credentials.

Step-6 : Fill basic details of the proposed Society.

Step-7 : Upload a scanned copy of application for registration U/R-4 duly signed by all the promoter members and copy of Society bylaws duly signed by two authorized members of proposed society.

Step-8 : Upload a scanned copy of tentative accounts alongwith copy of Bank receipt and first page of pass book of proposed cooperative society.

Step-9 : Membership details: A minimum of 10 members should constitute the membership of the proposed Society. It is mandatory to provide scanned copy of ID proof (Driving License/Voter ID/Passport/Other relevant document) of members enrolled (The scanned copy should be in pdf format and its size should not exceed 150 KB)

Note: Only one member from a family (“family” means husband, wife and their unmarried sons and daughters) can be admitted/enrolled.

Step-10 : Upload a scanned copy of Proceeding of Meeting (The scanned copy of proceeding of meeting should be in pdf format and its size should not exceed 500 KB).

Step-11: Provisional Committee: The Provisional Committee should have a minimum of 5 members (Members shall be selected from the Membership of proposed Society)

Note: Atleast one member of Provisional Committee should be checked as authorized to correspond with the Registrar regarding Registration.

Step-12 : Submit the form. Applicant will get a acknowledgment status on their registered email ID and mobile number.

Step-13 : Regularly monitor the status of your application. Applicant can finally download the approval certificate from the online portal.

Step-14 : **Share Capital**: Refer to the link :
<https://coophp.nic.in/Content/ShareCapital1968.pdf>