

PROCEDURE AND CHECKLIST FOR REGISTRATION OF SOCIETIES UNDER H.P SOCIETIES REGISTRACATION ACT, 2006

PROCEDURE FOR APPLICATION SUBMISSION

- **Step-1:** Visit the official website of Department of Cooperation by clicking on below mentioned link
<http://admis.hp.nic.in/hpcoop/>
- **Step-2:** Now, navigate to “Society Registration” tab for applying online for society’s registration under H.P Societies Registration Act, 2006.
- **Step-3:** Now, the applicant will create account for Charitable/NGO society by filling the mandatory details. Once the applicant is registered then can proceed further.
- **Step-4:** After successful creation of online account, applicant will be asked to submit the mandatory details (explained step by step in attached User Manual Guide) and uploading required scanned documents enlisted in checklist.
- **Step-5:** After submitting all required details, applicant can submit the application to the department. Once the application got approval from the department, applicant can further proceed to payment process for registration.
- Please find below the link illustrating step by step procedure from registration to submission of application to department. (**Help guideline for User**)

[“Click to view User Manual”](#)

PROCEDURE FOR APPLICATION APPROVAL (DEPARTMENTAL)

- **Step-1:** Online Application will be received by **Registering Authority** (Cooperative Department Himachal Pradesh).
- **Step-2:**After scrutiny, the proposal file will be submitted to the Branch officer by the DA concerned.
- **Step-3:**After satisfaction of the Branch Officer, file will be submitted to the Registrar Cooperative Societies for accord of prior/ formal approval of registration.
- **Step-4:**File will be routed back to DA through the Branch Officer concerned with the remarks of Approved /Rejected.
- **Step-5:** Applicant will get an acknowledgment status on their registered email-id and mobile number.

In the event of approval, the society shall require to deposit the prescribed registration fee of Rs. 500/- in the Government treasury through e-challan, otherwise applicant will be asked to send response on the query raised by department. Thechallan in original will be submitted to the registering authority concerned for the purpose of reconciliation and audit by the Accountant General, H.P.

- **Step-6:** Applicant can finally download the approval certificate from the online portal.

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)

The Prevalent Act and Rules made there-under as well as Sample for society is available on departmental website <http://admis.hp.nic.in/hpcoop/>

Timelines:

Certificate will be issued within twenty one days (21 Working Days) from the date of receipt of original application and other connected documents, if everything is in order or further information/documents are required by the Registrar for completion of registration.

Public Service Guarantee Act, 2011 Notification is available for your reference

<http://admis.hp.nic.in/hpcoop/Content/Notification.pdf>