

REVISED

Check List for Amendment in the Memorandum of Association and Bye laws/ Rules and Regulations of the Society Under Section 9, 10 & 13 of the H.P. Societies Registration Act, 2006.

1. **Application in Form No. IV** duly signed by the President of the Society (available in H.P. Societies Registration Rules , 2006)
2. Submit the proposal in duplicate (i.e. two original set) on the following format duly signed by three authorised signatories in the general house meeting, if amendment is proposed in **Memorandum of Association**.

Amendment in the Memorandum of Association of the (Name of Society)

Clause/ Article No.	Existing Provision	Proposed Amendment	Reasons
President	Secretary	Treasurer	

1. Similarly submit the proposal in duplicate (in two original set) on the following format duly signed by three authorised signatories in the general house meeting if, amendment is proposed in Bye laws /Rules and Regulations.

Amendment in the Bye laws/ Rules and Regulations of the (Name of Society)

Clause/ Article No.	Existing Provision	Proposed Amendment	Reasons
President	Secretary	Treasurer	

2. Enclose the Copy of resolution of Executive/ Governing Body meeting as per details given in point No. 5 of the Form No. IV.
3. Ensure that the election of the governing body is done within the stipulated period as given in the bye laws of the society.
4. Ensure that the quorum of the governing body meeting is complete as per the provisions given the bye laws of the society.
5. Enclose the Copy of general body meeting as per details given in point No. 6 of the Form No. IV.
6. Ensure that proposed amendments are approved in the general body meeting with majority of 3/5th members present in the general body meeting.
7. Ensure that proposed amendments are approved in the general body meeting with majority of 2/3rd members present in the general body meeting in case the amendment is proposed in the name of the society under section 10 of the Act.
8. Ensure that the quorum of the general body meeting is complete as per the provisions given the Act and Rules and bye laws of the society.
9. Original registration certificate and bye laws of the society are required to be produced to cross examine the same with the office record.
10. Original registration certificate and bye laws of the society are required to be enclosed/surrendered in case of change of name, address and area of operation of the society.

11. List of office bearers/governing body members (with the Identity proof in case new members) with the date of election is required to be submitted.
12. List of total numbers of general body members (with the Identity proofs in case new members) is required to be submitted as per the Extract of membership register of the society as under:-

Sr. No	Name and address with Father Husband name	Age	Occupation	Date of Admission	Date of Cessation of membership	Remarks
1						
2						
3						

Certified to be true copy of original and nothing has been concealed therein

President

Secretary

Treasurer

13. If the amendment is proposed in the office address of the society then location and existence of the building is to be supported with the documentary proof such as electricity bill /water bill/telephone bill along with NOC from the owner of the premises.
14. The audited accounts returns are required to be enclosed to assess the working of the society.

Note:-To avoid any litigation at later stage it may be ensured that the Amendment in Memorandum of Association and Bye laws and other documents should be signed by all the concerned members and office bearers with their own signature. In case of any fraudulent action will be initiated against the delinquents as per law.

Approved

[Signature]
Additional Registrar (Monitoring)
Co-operative Societies, H.P. Shimla-6