

(Disclaimer:- Following Model Draft of proposal/ formats for the registration of Society is given only for understanding its nature and it is not mandatory. & subject to jurisdiction of concern Authority. Societies are at its liberty to frame its MOA & Rules and Regulations as per the provisions laid down in the Societies Registration Act, 1860)

DRAFT

Schedule-A

Date: /.....

To,
The Assistant Registrar of Societies,
..... Region,

Sub: Application for Registration of “ (name of the Society) ”
as per Societies Registration Act, 1860.

Respected Sir,
"

I undersigned have formed Association by name as above, and we are willing to register the same as per the Societies Registration Act, 1860. Therefore, I am submitting the following papers of Association along with this application.

- 1} Memorandum of Association.
- 2} Rules and Regulations.
- 3} Consent Letters of Members of Society.
- 4} Authority Letters.
- 5} Self-Declaration **OR** Affidavit duly sworn on Rs.100/- Non-Judicial Stamp Paper before Notary Public.
- 6} Resolution.
- 7} Schedule I, II & VI
- 8} Copy of resolution of formation of charitable organization/society

The aims and objects of the above Association are as per the Societies Registration Act, 1860, i.e. Section 20. I say that as per our knowledge there is no other Association in existence or registered under a Societies Registration Act. I am ready to pay the necessary fees for the same.

Therefore, I hereby request your office to register the above said Association at your office and to issue to necessary certificate to me.

Thanking you,
Yours faithfully,
(~-----~)

Enclosure:- As above.

Schedule-B

(Disclaimer:- following Draft of Memorandum of Association of the Society is given for understanding its nature and it is not mandatory. Societies are at its liberty to frame its own Rules and Regulations vide Sec. 3 read with Sec. 20 of the Societies Registration Act, 1860)

MEMORANDUM OF ASSOCIATION OF "-----Name of the Society-----"

1. NAME OF THE SOCIETY: " -----~-----"
2. OFFICE ADDRESS: C/O. _____ "
3. Area and Scale of Operation: The area of work will extend to National Region (all India).
4. Aims and Objectives : The main objectives of the Society are:
 1. To work on Educational Research training & Management including Science and Technology Field.
 2. To work for bringing in sustainable development by taking steps for eradicating poverty, providing elementary, educational, promoting gender equality, improving maternal health, environmental sustainability.
 3. To reach unserved, undeserved, backward and unreached areas through "targeted project" mode.
 4. To work for the uplift-ment of poor sections of society especially women and children bringing betterment in their living environment and improvement in their financial status.
 5. To provide basic necessities to under privileged sections of society by taking necessary actions and to conduct vocational courses, information Technology related courses and imparting necessary training to enable people to be self-sustainable and enable their economic uplift-ment.
 6. To work towards eradication of illiteracy in well-defined area on carrying out literacy campaigns which area specific time bounding volunteer based, cost effective and outcome oriented.
 7. To help the people in remediation, retention and consolidation literacy skills through guided learning and to help the literates to continue learning through self-directed processes.
 8. To adopt innovation, experimentation, learner evaluation and action research for bringing improvement of functional literacy and adult education program.
 9. To provide quality health care through adoption of social entrepreneurship
 10. To carry out study, research and provide expertise in the area of family rights, children rights and women rights under the broad context of human rights.
 11. To create environment awareness among the masses, schools, college students etc., by launching various environmental related surveys and data generation on continuous basis on pollutants for better planning.
 12. To network, collaborate with other NGOs, CBOs, and government agencies to foster sustainable environment and natural resources management
 13. To enhance endogenous development and cultural aspects of the management.

14. To work in an integrated manner for holistic development of rural areas by catering to the needs of people and work for the development of untouched areas.
15. Arranging Seminars, workshops, training programs, symposia, lectures, debates, panel discussions, conferences and courses on current research topics and other topics of international, national and local interest pertaining to research, training and applied aspects of social and development related issues.
16. To promote and inculcate responsible attitude towards the current social scenario among the civil societies, NGOs and government organization, PRIs and social institutions.
17. To conduct study, research and undertake projects in the field of urban and rural development and to bring improvement in infrastructure.
18. To undertake studies, research, projects, designs, implementation, appraisal, monitoring and evaluation of assignments in sectors such as civil service reform, economic reform, governance, financial management, institutional strengthening and development, capacity building, human resource development, physical infrastructure, social infrastructure such as education, health and nutrition, water supply and sanitation, sustainable livelihood, tourism, urban development, disaster management and natural resources management and environment.
19. To provide technical guidance to an individual or agency for promoting the aim and objectives of the society
20. To develop the database, maps, web pages and other online instruments that will promote the objectives of the society.
21. To run and organize courses for technical and formal education in all fields and development of technical knowhow.
22. To establish, run and manage schools, colleges, educational institutions and to organize computer courses and technical & vocational education with the help and aid from the Govt. agencies. Institutions, societies, trusts etc. And for the said purpose establish institutions, computer centers at villages, districts, state at all India level.
23. To help and train poor, orphans and handicapped persons.
24. To promote sports, provide sports and games facilities, organize tournaments and sports-meets and functions.
25. To construct and manage orphanages & Mahila-Ashrams.
26. To provide medical facilities to the General Public and infirm people, run and maintain hospitals.
27. To prevent child abuse.
28. To oppose the habit of drinking and work for removing the ill habits of drugs and narcotics etc. and extend full help to the authorities to remove and contain the said evil.

5. All the incomes, earnings, moveable or immovable properties of the society shall be society utilized and applied towards, the promotion of its aims and objectives only as set forth in the Memorandum of Association and no profit shall be paid or in any other manner whatsoever to the present or past members of the society or to any other person clamming through and one or more of the present or past members. No members of the society shall have any personal claim on any movable or immovable properties of the society or make any profit whatsoever, by virtue of his\ her membership.

f I

Place:- Mumbai:

Date:- /--/20..

I know the above signatories and they have signed before me.

(Attention of the above signatures before Notary Public, Advocate, Chartered Accountant, SEO/SEM in whose presence members have been signed.)

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(Disclaimer:- following Draft of Rules and Regulations of the Society is given for understanding its nature and it is not mandatory. Societies are at its liberty to frame its own Rules and Regulations vide Sec. 3 of the Societies Registration Act, 1860)

Schedule-C
RULES AND REGULATIONS
OF

"------(name of the Society)-----"

1. **DEFINITION:** The word "Society" wherever mentioned means"
_____ (name of the Society) _____".
2. **JURISDICATON :** The jurisdiction of the Association shall be all over Mumbai / Maharashtra / India.
3. **FINANCIAL YEAR:** The financial year of the Association shall be 151 April to 31 51 March of every year.
4. **MEMBERSHIP and Procedure to admit members:-**
5. **TYPES OF MEMBERS:** The membership of the society is open to any person who has attained the age of maturity and fulfils the terms & conditions of the society but the subject to the approval of Governing Body.
 1. **ADMISSION FEE & SUBSCRIPTION :-** The Admission Fee and the Subscription shall be as under unless otherwise revised by the Governing Body of the society:
 1. Admission Fee Rs ...100.../- at the time of admission, and
 2. Subscription Rs ...50..../- per month.
 2. **Ordinary Member:-** who shall pay subscription of Rs./- per month is to be called ordinary member of the society.
 3. **Patron Member:-** who shall pay subscription of Rs./- is to be called patron member of the society.
6. **CEASING TO BE A MEMBERS:** The Governing body of the society shall have the powers to expel/terminate a member or/ and members from the membership of the above society on the following grounds:
 1. On his/ her death,
 2. On his/ her written resignation,
 3. If he/she is found to be involved in any anti-social activity.
 4. If he/she is found guilty by the Governing Body by means of anti propaganda of the activities of the society.
 5. If he/ she is adjudged by a competent court of law to be a criminal offender or unsound mind.
 6. If he/she fails to pay the subscription of contributions for three months from the due date.
 7. If he/ she has not attended three consecutive meetings without proper intimation to the society.
 8. If he/she disregards the Rules and Regulations or the decisions of the Governing Body.

9. If five (or more than five) members of the society make a written complaint against any member the Governing Body of the society is authorised to take the decision of terminating of such member from the membership of the society.

NOTE: (i) The reason of termination/ cessation from the membership of the Society shall be communicated to the member concerned.

(ii) A member expelled from the membership of the society, shall have no right to enjoy the “Rights & Privileges” mentioned in clause No. 7 of these Rules & Regulations.

7. **RIGHTS & PREVIDEDGES OF MEMBER** : All and every member of the society:

1. have one vote at every meeting.
2. shall be entitled to participate in the meetings cultural or/ and educational functions and other lawful gatherings, called/ arranged by the society.
3. have right to collect the identity card after depositing the required/prescribed fee (fixed by the Governing Body).

8. **DUTIES OF THE MEMBERS** : All and every member of the society shall:

1. administer the oath of the office and loyalties to the society and/or its constitution.
2. elect the Governing Body of the society.
3. attend the General Body meetings.
4. give the necessary informations to the society pertaining to any matter which is necessary to be known by the society.
5. not indulge in activities which are prejudicial to the interest of the Rules & Regulations of the society.

9. **. FUNCTIONS OF GENERAL BODY:**

1. **MEETING:** The annual General Body Meeting shall be called in the month of March(or as and when the Governing Body will decide in the Governing Body Meeting called for this purpose) every year.
2. **NOTICE** : Not less than 15 days clear notice shall be given to the members before the Date of General Body Meeting, enclosing the agenda specifying Date, Time, Place and the General nature of Business to be discussed at such meeting.
3. **QUORUM:** The quorum of the General Body Meeting shall be $\frac{2}{3}$ rd of the total Strength of General Body members. If the required quorum is not attended in any meeting it shall be adjourned for a further period of 15 days. At such adjourned meeting , no quorum shall be required / necessary.

10. **MANAGING COMMITTEE/ GOVERNING BODY:** The Management and administration of the said Association shall be carried out on and managed by the Managing Committee which may pay all legal expenses incurred in promoting and registration of the said Association, are mentioned herein these Rules and Regulations and specifically required to be exercised by the Committee in General Body Meeting. The term of every Governing Body shall be years. The Managing Committee shall be

constituted of the following members

1. President1(One)
 2. Secretary1(One)
 3. Treasurer1(One)
 4. Member4(Four)
 5. There shall be Maximum 11 and Minimum 7 Members In the Managing Committee.
 6. The Managing Committee so constituted as aforesaid shall elect from amongst themselves the Office-bearers. Any retiring member of the Managing Committee shall be eligible for re-election. The Managing Committee however, may fill up the casual vacancies. Any person appointed by the Managing Committee shall hold office for the remaining period only.
11. MEETING OF THE MANAGING COMMITTEE: Members of the Managing Committee shall meet ordinarily once In a 3 month or more if necessary to conduct the the said Association. Minimum seven days the meeting in writing/by hand should be . members of the Managing Committee.
 12. NOTICE AND QUORUM: Minimum Seven Days clear notice shall be required for the Governing Body Meeting enclosing the agenda specifying Date, Time Place and the General Nature of Business to be discussed at such Governing Body Meeting.
 13. URGENT MEETING: The Urgent Governing Body Meeting may be called by the 24 hours notice but quorum for the same Urgent Governing Body Meeting shall be 2/3rd or the total strength of the Governing Body of the society.
 14. REQUISITION MEETING OF THE MANGING COMMITTEE:- The requisition meeting of the Managing a requisition made in writing by President and/or any 3/5th the Managing Committee Members. Such requisition shall the meeting proposed to be called and must be by and shall be delivered at the office of the Association. On receipt of the requisition the Managing shall forthwith proceed to convene the meeting. If, Managing Committee to so, then and/or the requisitioner's convene such from the delivery of requisition.
 15. QUORUM OF THE MEETING: The quorum of the every Governing Body Meeting shall be 2/3rd (two- Third) of the total strength of Governing Body.
 16. POWER OF THE MANAGING COMMITTEE: The Managing Committee shall work and have full powers and authority to do all acts, matter, things and deeds which may be necessary or expedient for the purpose of and in particulars to the following :
 1. To look after, manage, supervise and control the management of the said Association and its properties.
 2. To admit or reject new member and accept resignation of the members.
 3. To have an audited statement of accounts prepared every year for submission to the Registrar of Societies & Income Tax and any other authority as may be required as the Law for the time being in force, if any.
 4. All clauses herein are intended to secure exemption from Income Tax on the Income of contributions and donations to the Trust and any clause or portion of this Memorandum of Association which in

inconsistent with or repugnant to the sections of the Income Tax Act, 1961 as amended, substituted or modified from time to time, shall be deemed to be deleted or modified with effect from the date on which the sections to which the clause or part of a clause is repugnant or inconsistent comes into force.

5. To accept donation in cash or in kind on such condition and without condition.
6. To make an appeal to the people for general donation as per the decision of the General Body.
7. To appoint such committee with such powers as the Managing Committee may think fit and proper, for such purpose. And/or to dismiss the same when the purpose is full-filled.
8. Generally, to do all such other acts, things as are incidental or conducive to the attainment of the above powers and duties or anyone or more of them and the aims and objects specified in the Memorandum of Association.
9.(etc)
17. **ELECTION** : The General Body in its Annual Meeting will elect its President and all the office bearers and also the Executive Members of the Governing Body after every five years, by secret ballot papers or by show of hands as the election officer may decide. The Election Officer will be appointed by the Governing Body Meeting called for this purpose. The powers of the Elections Officer shall be framed in the same meeting to complete the election proceedings.
18. **Minutes to be kept :-** It shall be kept in the written form and in the register kept in this regard. It shall be written by the secretary or in his absence any other person authorized by the Managing committee or the president as the case may be. Language of the meeting will be Marathi. However, General body of the society may change the language of the minutes.
19. **Officer Bearers and Their Duties:-**
 1. **President:-** The President shall preside over all meetings of the society. He shall convey the meetings in absence of the secretary. He shall sign all minutes of meetings. He shall enter in to contract on behalf of the society with any Juristic person for execution of objection of society. He shall be responsible for all act done by society through managing committee. He shall have power to cast additional vote in case any resolution is having equal votes in its favour and against it.
 2. **SECRETARY:** The Secretary shall accept application for membership and submit to the Managing Committee and he will maintain Membership Register up-to-date. He shall maintain minute book and attend daily routine correspondence. The Gen. Secretary shall maintain all other necessary books.
 3. **TREASURER:** The Treasurer shall ordinarily receive all payments made to the Society and pass the necessary receipts and shall account books.
 4. **MANAGING COMMITTEE MEMBERS :** He shall attend all the Committee Meeting and shall actively participate in deliberation as agenda. He shall assist, advice, suggest, guide and co-operate with

other members of the Committee for proper discharge of their duties jointly and severally. He shall be bound to offer any service to the betterment and uplift of the Association.

20. **GENERAL BODY MEETING:** The General Body Meeting of the Association shall be held once in a year within 90 days immediately after 31 st March of every year at such place, time and date as Managing Committee shall determine.
21. **EXTRA ORDINARY GENERAL BODY MEETING:** An Extra Ordinary General Body Meeting may be conveyed by the Managing Committee of its own motion, or upon a requisition made in writing by President and/or and 3/5th members of the Association. Such requisition shall specify the subject of the meeting proposed to be called and must be signed by all the requisitionists and shall be delivered at the office of the Association.
22. **NOTICE OF THE GENERAL BODY/EXTRA GENERAL BODY MEETING:** Fifteen clear days notice specifying the place, date, time with agenda shall be given to the each and every member of the Association, by hand delivery to their registered address or by Registered Post A.D. But the accidental omission to give or not/receipt of such a notice by any member shall not be invalid at the proceeding of any General Body Meeting.
23. **BUSINESS OF THE ANNUAL GENERAL BODY MEETING:** The business of the Annual General Body Meeting shall be :
 1. a) To confirm the minute of the previous Annual General Body Meeting.
 2. To adopt the previous years and audited statement of documents.
 3. To elect the Managing Committee for the next terms, if the terms is over.
 4. To admit new members as per decision taken by the Managing Committee.
 5. To appoint Advocate / Legal Advisor, Chartered Accountant and fix their remuneration's.
 6. To consider any other matter, due notice of which has been given five days prior to the General Body Meeting.
24. **QUORUM OF THE GENERAL BODY MEETING:** The Quorum for the General Body Meeting shall be 1/3rd of the members of the Association on record. Any adjourned meeting for want of quorum shall be held half an hour later at the same place and the members present shall form the quorum. But no business other than that specified in the notice shall be transacted at such meeting.
25. **ELECTION:** The Election shall take place after every 5 years in the General Body Meeting by Show of Hands / secret ballot / depending of the presence of the quorum.
26. **SOURCE OF INCOME:** Association shall raise their funds by way of subscription, contribution, membership fees, grants, bank interests, donation in cash or in kind.
27. **BANK ACCOUNT:** The Managing Committee shall open Bank

Account/Accounts in any Scheduled Bank/Nationalized Bank in the name of the Association / Society / Mandal and shall be operated jointly by at least two-office bearers out of President, Secretary and Treasurer.

28. **SUB COMMITTEE/COMMITTEES:** The Managing Committee shall have power to appoint sub committee Or Committees as and when necessary and which the President of the Association shall preside over these sub committee or committees.
29. **BOOKS OF ACCOUNTS:** The Managing Committee shall direct the Treasurer to keep the accounts, up-to date, and/or the help of the auditor specifically appointed for the purpose and shall be audited by a qualified Chartered Accountant regularly.
30. **EXPENSES ON THE OBJECT:** The fund of the Association should be used for the full-fillment of the objects of the Association as specified in the Memorandum of Association.
31. **PROVISION REGARDING SALE AND PURCHASE OF IMM-OVABLE PROPERTY:** Association can sell its property in the name of the Association as decided by General Body Meeting with prior permission of the Charity Commissioner.
32. **PROVISION REGARDING LOANS AND DEPOSIT:** Managing Committee shall have power to keeps Association Deposit in a Scheduled Bank or Nationalized Bank and also it shall have power to raise interest free loans from any Individual Body or Institution for the requirement of the Association by taking permission of the Charity Commissioner.
33. **MEMBERSHIP REGISTER TO BE KEPT:** A Membership up-to-date register of members who are members within the meaning of Section 15 of the Societies Registration Act, 1860 will be maintained in the form of Schedule VI to the Societies Registration (Maharashtra) Rules, 1971 vide Rule 15 thereof. This Membership Register shall be produced at the time of General Body Meeting for the verification of the General Body.
34. **CUSTODY OF THE DOCUMENTS:** Any important papers connected to the Association shall be kept at the registered office and/or any other suitable place as per the decision of the Association.
35. **PROVISION FOR AMENDMENTS IN RULES AND REUGLATIONS**
This change shall be take place by 3/5th majority of General Body Meeting.
36. **PROVISION FOR CHANGE IN NAME AND OBJECTS OF THE SOCIETY:** The Change shall take place according to Section of 12 and 12-A of the Societies Registration Act, 1860.
37. **DISSOLUTION:** In the event of dissolution of the Trust, the entire Trust funds shall be realized and first be used for payment of liabilities of the Trust. The assets left in any, shall be disbursed to other Trust or Associations having similar objectives after obtaining previous approval of Commissioner of Income Tax and in no event it shall be distributed in any manner, to any of the Board of Trustees or their relatives or related concerns. The Society can be dissolved in accordance with Section 13 and 14 of the Societies Registration Act, 1860.

CERTIFICATE

Certified to be true copy of the Rules and Regulation of the Association viz
" _____ (Name of the Society) _____ "

(PRESIDENT) (SECRETARY) (TREASURER)
PLACE: MUMBAI
DATED:

(PRESIDENT) (SECRETARY) (TREASURER)

(Each page of the Rules and Regulation to be signed by the above three persons)

DRAFT

Schedule-D**CONSENT LETTER**

To,
The Assistant Registrar of Societies,
Mumbai Region, Mumbai.

Sub: Registration of " "Under the Societies Registration Act,1860.

Respected Sir,

We, the following of the First Managing Committee of the above Association. Here by consent to act as member and to get the said Association registration under the Society Registration Act, 1860 and in taken whereof we have affixed our signatures as under:

Sr, No.	Name & address of the Members	Signatures

Mumbai. Dated: Place:- Mumbai:

Date:- /--/2017

I know the above signatories and they have signed before me.

(Attention of the above signatures before Notary Public, Advocate, Chartered Accountant, SEM in whose presence members have been signed.)

Schedule-E**AUTHORITY LETTER**

To,
The Assistant Registrar of Societies,
Mumbai Region, Mumbai

Sub: Registration of" " Under the Societies Registration Act,1860.

Respected Sir,

We, the following members of the First Managing Committee of the above mentioned Association, hereby authorize Mr ----- making any change or alternation in the proposal submitted in your office for registration under Societies Registration Act, 1860.

Sr, No.	Name & address of the Members	Signatures

Mumbai

Dated :

Above authority letter is accepted.

(sworn before Notary public on 100/- Stamp paper OR on plan paper vide
Government Resolution प्रसुधा 1614/345/प्र .रू .71/18-अ)

The Latest Photo
be affixed

Schedule-F

Annexure-A
Affidavit /SELF - DECLARATION

I, _____ - _____ Age-____, Aadar No. _____ Occupation - _____, Residence at - _____., hereby declare that,

1. I am ____(name)___ of "--Name of the Society---" and have applied to the Assistant Registrar of Societies, Greater Mumbai Region, Mumbai on --/2017 for the registration of the said society under the Societies Registration Act, 1860. The statement made in and the contents of the Memorandum of Association, Rules and Regulation are true and correct.
2. The aforesaid society is a charitable institution an Institution formed for charitable purposes and its aims and objects are according to Section 20 of Societies Registration Act, 1860.
3. I also state that:
 1. I know all the signatories to the Memorandum of Association.
 2. There are no changes till date in the contents of the papers pertaining to the registration of the Society.
 3. To my information, no other society has been registered or in existence at Mumbai during the aforesaid name of a similar name.
 4. Till date, the society does not have any immovable property. The movable property of the Society is Rs. _____/- (Rupees Only) is in the custody of Treasurer in the name of the Society.
 5. The place indicating the office address of the Society as indicated in the Memorandum of Association is owned by _____ . In support of this, I have enclosed to this Self Declaration a true copy of Electric Bill and his No Objection Certificate. In this connection, all the officer bearer of the Society and I shall be fully responsible in case any dispute or problem arises.
4. The information provided herein-above is true and correct to the best of my knowledge and belief If the information is found to be false, I shall be liable for prosecution and punishment under Indian Penal Code and/or any other law applicable thereto.

Place: Mumbai.

Applicant Signature:

RESOLUTION

The meeting of the members held on dt.- --/---/----- at resident of _____ do hereby unanimously pass the following resolutions.

1) Resolved to establish a Association to be named " _____ " and be registered with the Assistant Registrar of Societies, Greater Mumbai Region, Mumbai.

2) Resolved unanimously that following member is elected members of the Managing Committee of the aforesaid Association.

Sr, No.	Name & address of the Members	Signatures

Place: Mumbai.

Dated:

To,
The Assistant Registrar of Societies,
Mumbai Region, Mumbai.

Sub: No Objection Certificate.

Respected Sir,

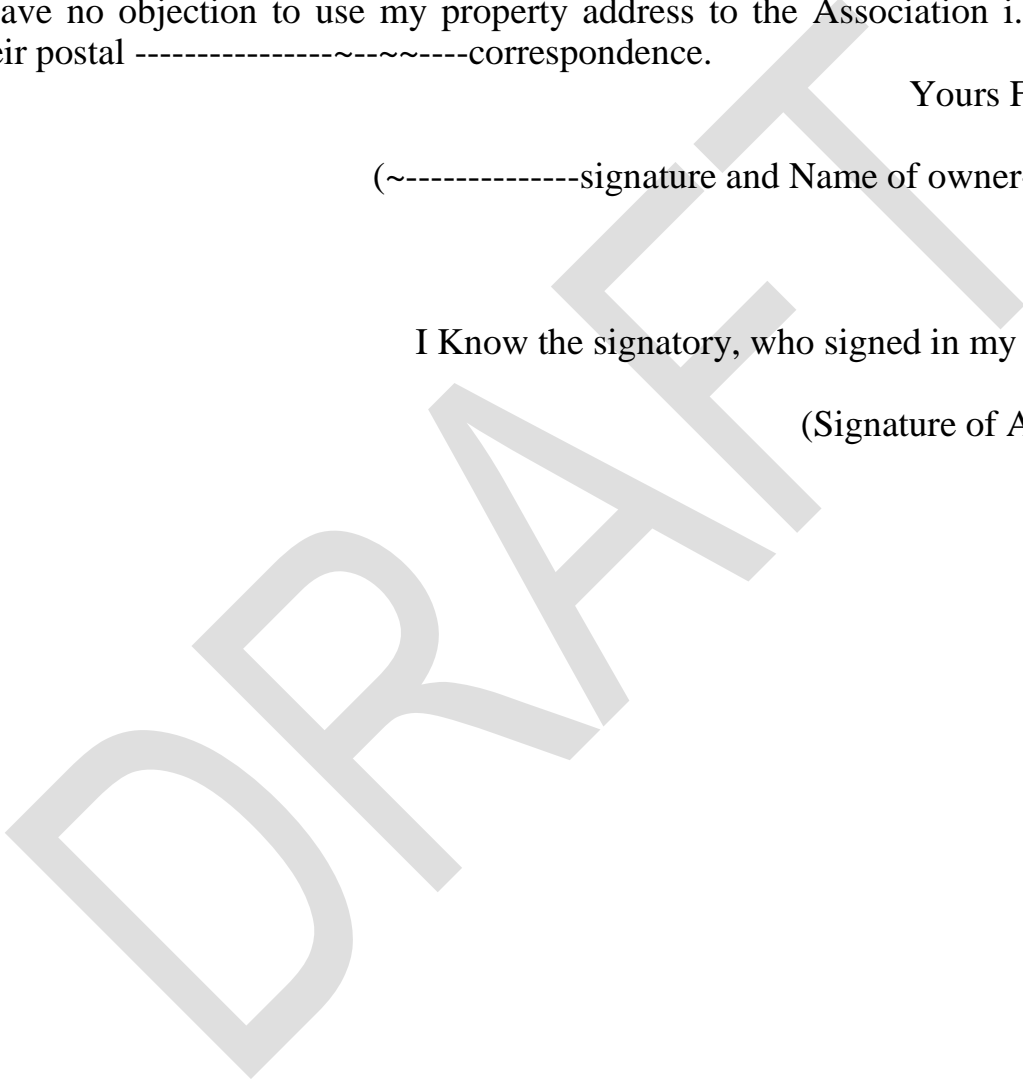
I undersigned, the owner of property address, i.e. -----
, have no objection to use my property address to the Association i.e. " " for
their postal -----correspondence.

Yours Faithfully,

(-----signature and Name of owner-----)

I Know the signatory, who signed in my presence.

(Signature of Applicant)



SCHEDULE I

(See Rule 7)

Statement of annual List of persons referred to in section 4 of the Societies Registration Act, 1860

Name and address of the society: "_____(name of Society)_____"

Registration No. under the Societies Registration Act, 1860.

Date of election and period for which elected

Period for which the list is filed

Sr, No .	Name & address of the Members	Designation In Society	Age	Nationality	Occupation

Date

Place:-

(PRESIDENT)

(SECRETARY)

(TREASURER)

SCHEDULE II

(See Rule 8)

Statement relating to persons employed by the society, their conditions of employment etc. during the year ending 31st December 20_

Name and address of the society: " _____(name of Society)_____ "

Registration No. under the Societies Registration Act, 1860.

Sr No.	Name and designation of the Employee	Present pay scale	Wheter temporary or permanent whether full time or part time	Present pay per month	Dearness Allowances per month
1	2	3	4	5	6

Special pay, if any	Other allowance, if any (House rent, Medical, conveyance)	Provident Fund benefits, if any,	Other benefits and amenities provided by the society, if any	Remarks
7	8	9	10	11

PRESIDENT

SECRETARY

TREASURER

SCHEDULE VI

(See Rule 15)

List of Members to be maintained by the governing body of a society

Name and address of the society: " "

Registration No. of the society under the Societies Registration Act, 1860.

Sr No.	Names and addresses of the members	Date of admission of the membership	Signature of the member	Remarks
1				
2				
3				
4				
5				
6				
7				

Palce:-

Date:-

(PRESIDENT)

(SECRETARY)

(TREASURER)

A List of Documents for Welfare Societies/Trust (NGO) I

1. Voter I
2. Aadhar Card.
3. Sr. Citizen ID.
4. Passport upto valid dtd.
5. Driving license upto valid dtd.
6. Above anyone every persons. Two set xerox copies on self attested each one.

B

7. Municipal Tax bill, Latest electricity bill & pan card individual name of anyone person **for office address**. Two set xerox copies on self attested.
8. List of e-mails, mobile numbers, occupations & two passport size original photos every persons.

C

9. Applicant/Settler name anyone person.
10. Applicant PAN Card
11. Applicant one passport size original photo.

Carry with original documents

*T. & C. Apply.

Update wef dtd. 22/03/2017.

Documents required for registration of the Society under provisions of the
Societies Registration Act, 1860.

[Should be scanned with 150DPI and with Black and white Background]

St.	Particulars of Documents	Schedule
1	Covering Letter	Schedule-A
2	Memorandum of Association with Identification (Each page should be signed by three members of the managing Committee)	Schedule-B
3	Rules and Regulations (Each page should be signed by three members of the managing Committee)	Schedule-C
4	Consent letter of all members	Schedule-D
5	Authority Letter	Schedule-E
6	Resolution	
7	No objection certificate of office address	
8	Schedule-I, II and VI vide Rules	
9	Self-Declaration or Affidavit	Schedule-F
10	Office address proof (Electricity bill etc.)	
11	Photographs and Identity Proof of all members	

(Try to keep each schedule scan image size below to approx-1mb. You can try online PDF resize or compression utility/apps to reduce the size of file/files)