

Documents required for registration of the Society under provisions of the Societies Registration Act, 1860. Should be scanned separately (except Identity Cards) with 150 DPI and with Black and white Background

<u>Sr.</u>	<u>Particulars of Documents</u>	<u>Schedule</u>
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	Self-Declaration or Affidavit	Schedule-F
6	Schedule-I, II and VI vide Rules	
7	Resolution	
8	No objection certificate of office address	
9	Office address proof(Electricity bill etc.)	
10	Photographs(separately) and Identity Proof of all members(Commonly and separately)	Adhar Card & Pan cards

A List of Documents to establish identity of members for Welfare Societies/Trust (NGO):-

1. Aadhar Card.
2. PAN Card
3. Voter Identity Card.
4. Sr. Citizen ID.
5. Passport up-to valid dtd.
6. Driving license up-to valid dtd.

(Above anyone every persons. Two set xerox copies on self attested each one.)

B List of Documents to establish address proof of Welfare Societies/Trust (NGO):-

7. The Latest electricity bill & Pan card individual name of anyone person for office address. Two set xerox copies on self attested.

C List of Other Documents for registration of Welfare Societies/Trust (NGO):-

8. Applicant one passport size original photo.
9. List of e-mails, mobile numbers, occupation.

Carry with original documents

*T. & C. Apply.

Update wef dtd. 22/03/2017.

Schedule-A

Date: --/---/-----

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

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.

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

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

1. NAME OF THE SOCIETY: " -----"
2. OFFICE ADDRESS: C/O. _____ "
3. OBJECT OF SOCIETY
 1. State object of the society in clear and plain words. There may be numbers of Objects of the Society which are described in the Societies Registration Act, 1860.
4. The following are the members, their addresses and designation, age, occupation and nationality who are the member of the Governing Body of above Association. And they are entrusted the work and management of the Association as per Rules and Regulations of the Association. **(description of all members to be given)**

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

5. We the following signatories the members of the above Association jointly and severally declare that we wish to form a Association and register the same under the Societies Registration Act, ,1860, and for that object we met today i.e. on _____ and formed the above Association for registration **(Minimum Severn persons has to be signed the memorandum Vide Rule 4 of the Maharashtra Society Registration Rules 1971, but there is no maximum limits)**

Sr, No.	Name & address of the Members	Designation In Society	Signatures

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, SEO in whose presence members have been signed.)

Schedule-CRules And Regulations
Of

"------(name Of The Society)-----"

1. Definition: The Word "Society" Wherever Mentioned Means" _____(name Of The Society)_____".
2. Jurisdiction : 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:
6. Ceasing To Be A Members:
7. General Meeting, Its Powers And Functions:-
8. Notice And Quorum Of General Meeting:-
9. Special Meetings And Its Functions:-
10. Managing Committee And Its Constitution.
11. Tenure Of Managing Committee And Procedure Of Election.
12. Post Of Managing Committee And Their Functions.
13. Meeting Of The Managing Committee And Requisition Meeting Of The Managing Committee:-
14. Quorum For The Requisition Managing Committee And Its Notice:-
15. Rules Of Election Of Management Committee:-
16. Procedure For Filing Vacancies In Management Committee.
17. Functions Of Management Committee And Its Duty:-
18. Source Of Income:
19. Expenses On The Object:
20. Provision Regarding Loans And Deposit:
21. Provision Regarding Sale And Purchase Of Immovable Property:
22. Bank Account:-
23. Membership Register To Be Kept:
24. Provision For Amendments In Rules And Regulations
25. Provision For Change In Name And Objects Of The Society:
26. Dissolution:

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)

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:- /--/-----

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

(Attention of the above signatures before Notary Public, Advocate, Chartered Accountant, SEO 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 by me.
Name and Signature.

**(On plan paper vide Government Resolution
प्रसुधा १६१४/३४५/प्र.क्र.७१/१८-अ)**

The Latest Photo
be affixed

Schedule-F

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:

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 _____

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 scale	pay	Whether temporary or permanent and whether full time of 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)

RESOLUTION

The meeting of the members held on --/---/----- 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. "----- (Name of the Society)----- " for their postal -----correspondence.

Yours Faithfully,

(-----Signature and Name of owner-----)

I Know the signatory, who signed in my presence.
(Signature of Applicant)