

## Service-related Information

### Service Name: **Registration of Societies**

- i. **Service Description:** Registration of Societies is governed under Societies Registration Act, 1860
- ii. **Competent Authority:** Registrar of Societies, Charity Commissioner, Law & Judiciary Department, Government of Maharashtra
- iii. **Type of Service:** Pre-establishment
- iv. **Governing Act/ Rule:** Societies Registration Act 1860 and Societies Registration (Maharashtra) Rules, 1971
- v. **Applicable Section:** Sections 1, 1A,1B, 2, 3, 3A of Societies Registration Act 1860 || Rules 4-6 of Societies Registration (Maharashtra) Rules, 1971
- vi. **Applicability Criteria:** It applies to: Charitable societies, the military orphan funds or societies established for the promotion of science, literature, or the fine arts, for instruction, the diffusion of useful knowledge, the diffusion of political education, the foundation or maintenance of libraries or reading rooms for general use among the members or open to the public, or public museums and galleries of paintings and other works of art, collections of natural history, mechanical and philosophical inventions, instruments, or designs.
- vii. **Delivery Mode:** Online
- viii. **Service availability in MAITRI:** No
- ix. **Service Link(s):**
  - a) Registration of Charitable Societies: [charity.maharashtra.gov.in](http://charity.maharashtra.gov.in)
- x. **Fee (in INR):**

S. No.	Criterion / Slab	Fee (In Rs.)
1.	Registration of Society under Societies Registration Act, 1860	Registration fee: Rs. 50/- Portal fee: Rs. 5/-

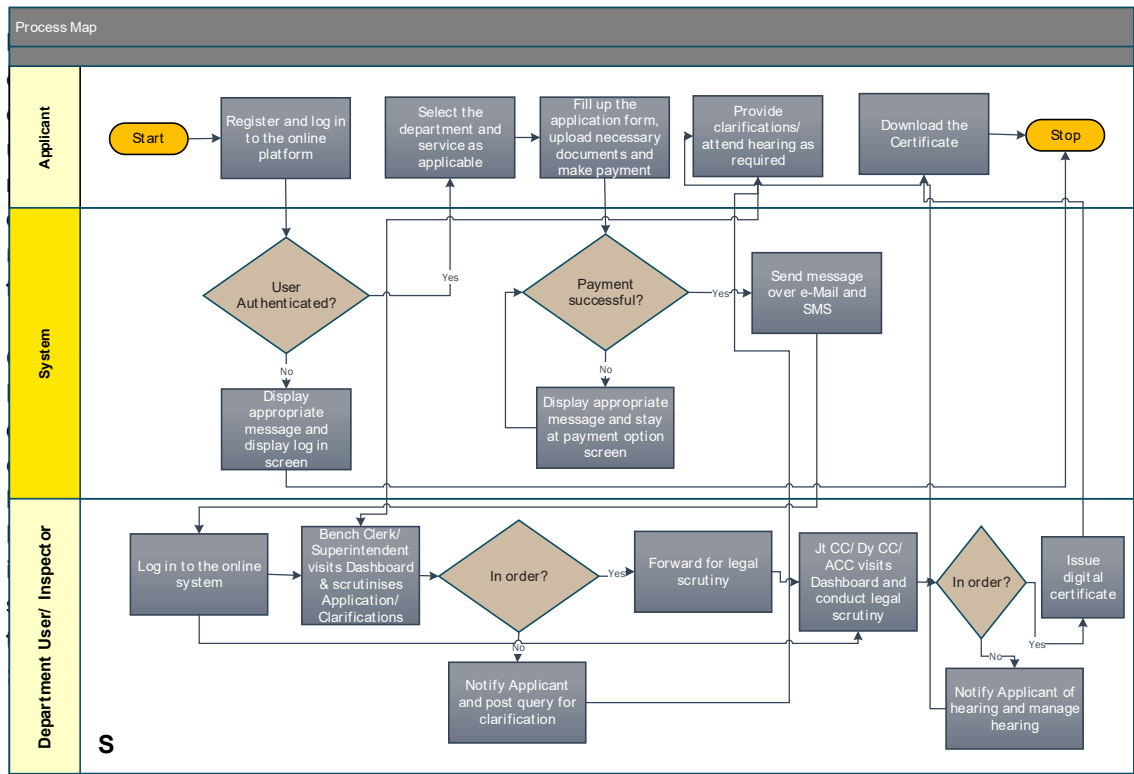
xi. **Procedure Steps:**

<b>S. No.</b>	<b>Action by</b>	<b>Stages/ Steps</b>	<b>Indicative time required for approval</b>	<b>Statutory Fee (in INR)</b>
1.	Applicant	Register in the online portal.	--	--
2.		Log in to the portal.	--	--
3.		Select the service 'Registration of Societies'.	--	--
4.		Fill up the application form. The application form requires information such as, details of all members (min. seven members), mode of succession, objects of the society concerned and details of movable and immovable property.	--	--
5.		Upload documents as prompted by the system.	--	--
6.		Make payment for the service, as applicable.(As on date both online & offline payment option are available)	--	Registration fee: Rs. 50/- Portal fee: Rs. 5/-
7.	System	Trigger e-Mail and SMS intimation to the applicant mentioning the application number.	Real-time	--
8.	Department user	Accounts Clerk(If payment is made offline) & Inward Clerk record payment and application number respectively.	05	--
9.		Bench Clerk records scrutiny details, and either raises a query to applicant for clarification or forwards application with scrutiny to Superintendent.	05	--
10.		Superintendent reviews scrutiny and either raises a query to applicant for clarification or forwards application with scrutiny to Dy CC/ ACC.	05	--
11.		Dy CC/ ACC records legal scrutiny details, manages hearings and records findings, basis which he either issues Society Certificate or rejects the same.	15	--

<b>S. No.</b>	<b>Action by</b>	<b>Stages/ Steps</b>	<b>Indicative time required for approval</b>	<b>Statutory Fee (in INR)</b>
12.	Applicant	The digitally signed certificate shall be available in the applicant's dashboard for download.	--	--

xii. **Process Flowchart**

xiii.



**Societies:**

- i. Memorandum of Association
- ii. Consent Letter of Members
- iii. Authority Letter from Board of Members
- iv. Board Resolution copy
- v. Society's office address proof
- vi. NOC for Trust Office Address
- vii. Address proof of all members
- viii. Identity proof of all members
- ix. Self - Declaration.
- x. Application regarding exemption from paper publication. (Affix Rs.10/-court fee stamp).
- xi. Vakalatnama (if submitted)
- xii. Schedules 1,2 and 6.
  - a. Statement of annual List of persons referred to in section 4 of the Societies Registration Act, 1860
  - b. Statement relating to persons employed by the society, their conditions of employment etc. during the year
  - c. List of Members to be maintained by the governing body of a society

xiv. **Notified Timeline:** 30 working days (from receipt of application)

xv. **Notification Link:**

<https://charity.maharashtra.gov.in/Portals/0/Files/RTS%20Notification.pdf?ver=2017-08-05-203509-263>

xvi. **Statutory Form Name and Section:** -NA

xvii. **Form Structure:**

- a) Society Name
- b) Building/ Office Name and Address
- c) Details of each Member
  - i. Name
  - ii. Date of Birth
  - iii. Gender
  - iv. Occupation
  - v. Address
  - vi. Mobile No.
  - vii. Email ID
  - viii. Aadhaar No
  - ix. PAN No.
  - x. Nationality
- d) Mode of Succession
  - i. Mode
  - ii. Min. no. of Members
  - iii. Max. no. of Members
  - iv. Tenure of Members
  - v. Objects (objectives) of Society
  - vi. Particulars other than documents relating to the Origin / Creation of this Society
  - vii. Particulars of Scheme if any relating to this Society
- e) Immovable Property Details = Town/ Village; C.S./ Municipal/ Survey No.; Area; Assessment/ Judi; Tenure/ Nature; Estimated Value (INR)
- f) Movable Property Details = Details, Estimated Value (INR), Purchase Date
- g) Particulars of Encumbrances if any on Trust Property
- h) Particulars of title deeds pertaining to trust property and names of trustees in possession thereof
- i) Income Details
  - i. Source of Income
  - ii. Average Gross Annual Income
    1. From Movable Property
    2. From Immovable Property
- j) Average Annual Expenditure
  - i. On remuneration to trustees and manager
  - ii. On establishment and staff
  - iii. On religious objects
  - iv. On charitable objects

k) Communication with Trust/ Society

- i. Contact Name
- ii. Address
- iii. Mobile No.
- iv. Email ID

xviii. **Requires Inspection:** No

xix. **Inspection Procedure:** N/A