



# Arthayan Bizfinmart private limited

## Checklist for Society Registration under Societies Registration Act, 1860.

Society is formed when a group of people comes together for a common purpose or a charitable cause. These societies are mostly formed for the promotion of the following charitable causes:

1. Science
2. Literature
3. Performing fine Arts
4. Maintenance of Libraries
5. Military orphan funds
6. Knowledge
7. Maintenance of Museums and galleries
8. Grant for charitable assistance
9. Any other cause as may be approved by the Government

Minimum of seven people is required to form a society. And these societies are governed by the 'Societies Act, 1860'. The rules and regulations for these may slightly differ from State to State.

### Registrar of Societies

The State Government of Maharashtra appoints Registrar or Assistant Registrar of Societies who are authorized to register society under the provisions of the Society Registration Act, 1960.

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## Selection of Name

The name of the society to be registered should be unique. The Societies Registration Act, 1860 does not permit an already existing name to be registered for a Society. The name of the society should not resemble the name of any country, state, local authority or that is prohibited under the Emblems and Names Act, 1950.

Following are the list documents to be furnished for Society Registration in Maharashtra

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
7. Resolution
8. No objection certificate of office address
9. Office address proof (Electricity bill etc.)
10. Photographs(separately)
11. Identity Proof of all members(Commonly and separately) Aadhar Card & Pan cards

List of Documents to establish as proof of identity for members of Societies can be:-

1. PAN Card , Voter ID Card ,Citizen ID of all the members of the proposed society has to be submitted along with the application.(All copies must be self attested)



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List of Documents for address proof of Welfare Societies/Trust (NGO) can be:-

1. The Latest electricity bill & Pan Card with name of any individual for office address.  
(Two self-attested photocopies of each).

2. One passport size original photo of the applicant.

Valid Email Address is required for registration of user in the system.

A copy of the proof of address where the registered office of the society will be located along with an NOC from the landlord if any has to be attached.

3. The Residence Proof of all the members of the society also has to be submitted. The following can be used as a valid residence proof:

- Bank Statement
- Aadhaar Card
- Utility Bill
- Driving License
- Passport

Memorandum of Association has to be prepared which will contain the following clauses and information:

- The work and the objectives of the society for which it is being established
- The details of the members forming the society
- It will contain the address of the registered office of the society



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Rules & Regulations also have to be prepared which will contain the following information:

- Rules and regulations by which the working of the society will be governed and the maintenance of day to day activities.
- It will contain the rules for taking the membership of the society.
- The details about the meetings of the society and the frequency with which they are going to be held also to be mentioned.
- Information about the Auditors.
- Forms of Arbitration in case of any dispute between the members of the society.
- Ways for the dissolution of the society will also be mentioned.

Once the rules have been formed, they can be changed but the new set of rules will be signed by the President, Chairman, Vice President and the Secretary of the Society.

4. A covering letter mentioning the objective or the purpose for which the society is being formed will be annexed to the beginning of the application. It will be signed by all the founding members of the society.
5. A list of all the members of the governing body has to be given along with their signatures.
6. A declaration has to be given by the president of the proposed society that he is willing and competent to hold the said post.

All the above documents have to be submitted to the Registrar of Societies along with the requisite fees in 2 copies. On receiving the application, the registrar will sign the first copy as acknowledgment and return it while keeping the second copy for approval. On proper vetting of the documents, the registrar will issue an Incorporation Certificate by allotting a registration number to it.

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