

Checklist and Procedure for services pertaining to Registration of Societies		
1	Name of the service	Name approval of society
	Designated Officer	District Registrar
	Documents to be enclosed with the request	Address Proof/NOC of the proposed registered office of society
	Fee/ Charges to be paid to get the service	Rs. 100 /-(Head of Account 1475- 51-200-99-51)
	Timeline	03 Days after completion of application
	Procedure	1. The applicant shall create a login ID for submitting online application along with required scanned copy of documents for Name approval of Society. 2. The online application submitted will go to the login ID of concerned District Registrar and he/she will forward it to the dealing official (Industrial Extension Officer/Assistant) for verification. 3. The dealing official (Industrial Extension Officer/Assistant) will check the application and documents in his/her login ID. If any discrepancy is found in the application/documents, the case will be put onhold with intimation to the applicant. 4. The applicant will revert to onhold application and submit the requisite information within 07 days failing which the application shall liable to be rejected. 5. Dealing official (Industrial Extension Officer/Assistant) will check the resubmitted application/documents and forward the same to the District Registrar with his/her comments for approval/rejection. 6. District Registrar will check the application/documents and finally approve it if the same is found complete. 7. After approval, the Name approval Certificate will be issued online to the applicant.
2	Name of the service	Registration of Society upon approval of name
	Designated Officer	District Registrar
	Documents to be enclosed with the request	1. Copy of Resolution for the formation of Society.* 2. Memorandum of Society* 3. Bye-laws of the Society* 4. List of Members of the society along with full address * 5. Copy of Resolution of the Society Authorizing the undersigned to submit this Application.* 6. Land Proof/Rent Deed/NOC from the owner for Registered office of the Society.* 7. Adequate Land Proof of having legal competence and lawful control in case of religious / public place
	Fee/ Charges to be paid to get the service	Rs. 2700/- (Head of Account 1475- 51-200-99-51)
	Timeline	15 Days after completion of application
	Procedure	1. The applicant shall create a login ID for submitting online application along with required scanned copy of documents for Registration of Society. 2. The online application submitted will go to the login ID of concerned District Registrar and he/she will forward it to the dealing official (Industrial Extension Officer/Assistant) for verification. 3. The dealing official (Industrial Extension Officer/Assistant) will check the application and documents in his/her login ID. If any discrepancy is found in the application/documents, the case will be put onhold with intimation to the applicant. 4. The applicant will revert to onhold application and submit the requisite information within 15 days failing which the application shall liable to be rejected. 5. Dealing official (Industrial Extension Officer/Assistant) will check the resubmitted application/documents and forward the same to the District Registrar with his/her comments for approval/rejection. 6. District Registrar will check the application/documents and finally approve it if the same is found complete. 7. After approval, the Registration Certificate will be issued online to the applicant.

3	Name of the service	Registration Number for an Existing Society (u/s 9(4))
	Designated Officer	District Registrar
	Documents to be enclosed with the request	1. Copy of resolution of governing body for new registration number* 2. An Attested copy of the Old Registration Certificate* 3. New memorandum of association (new in accordance with provisions of act 2012)* 4. Bye-laws of the Society (New In Accordance With Provisions of Act 2012)* 5. List of Members of Society.* 6. List of members of Collegium (if applicable) 7. List of Members of the Governing Body.* 8. Copies of Audited Balance Sheet /Annual Account for the last three Financial years a) Copy of first year* b) Copy of Second year* c) Copy of third year* 9. Copy of the Resolution of the Society Authorizing the Applicant to submit this Application* 10. Any Other Document (If Any)
	Fee/ Charges to be paid to get the service	Rs. 2700/- (Head of Account 1475- 51-200-99-51)
	Timeline	15 Days after completion of application
	Procedure	1.The applicant shall submit online application along with required scanned copy of documents for Renewal of Registration of Society. 2. The online application submitted will go to the login ID of concerned District Registrar and he/she will forward it to the dealing official (Industrial Extension Officer/Assistant) for verification. 3. The dealing official (Industrial Extension Officer/Assistant) will check the application and documents in his/her login ID. If any discrepancy is found in the application/documents, the case will be put onhold with intimation to the applicant. 4. The applicant will revert to onhold application and submit the requisite information within 15 days failing which the application shall liable to be rejected. 5. Dealing official (Industrial Extension Officer/Assistant) will check the resubmitted application/documents and forward the same to the District Registrar with his/her comments for approval/rejection. 6. District Registrar will check the application/documents and finally approve it if the same is found complete. 7. After approval, the Registration Certificate will be issued online to the applicant.

4	Name of the service	Change in name of the Society
	Designated Officer	District Registrar
	Documents to be enclosed with the request	1. True Copy of New Name Approval Letter 2. True copy of Resolution passed by the Governing Body 3. True copy of Special Resolution passed by the Governing Body 4. Certificate of Registration in Original 5. Aadhar Number
	Fee/ Charges to be paid to get the service	Rs. 500/- (Head of Account 1475- 51-200-99-51)
	Timeline	07 Days after completion of application
	Procedure	1. The applicant shall submit online application along with required scanned copy of documents for change in name of Society. 2. The online application submitted will go to the login ID of concerned District Registrar and he/she will forward it to the dealing official (Industrial Extension Officer/Assistant) for verification. 3. The dealing official (Industrial Extension Officer/Assistant) will check the application and documents in his/her login ID. If any discrepancy is found in the application/documents, the case will be put onhold with intimation to the applicant. 4. The applicant will revert to onhold application and submit the requisite information within 07 days failing which the application shall liable to be rejected. 5. Dealing official (Industrial Extension Officer/Assistant) will check the resubmitted application/documents and forward the same to the District Registrar with his/her comments for approval/rejection. 6. District Registrar will check the application/documents and finally approve it if the same is found complete. 7. After approval, the Registration Certificate will be issued online to the applicant.

5	Name of the service	Change in registered office (within district) of the Society
	Designated Officer	District Registrar
	Documents to be enclosed with the request	1. Land Proof 2. Certificate of Registration in Original 3. Resolution of the Governing Body 4. Copy of Aadhar card
	Fee/ Charges to be paid to get the service	Rs. 500/- (Head of Account 1475- 51-200-99-51)
	Timeline	07 Days after completion of application
	Procedure	1. The applicant shall submit online application along with required scanned copy of documents for change in address of Society. 2. The online application submitted will go to the login ID of concerned District Registrar and he/she will forward it to the dealing official (Industrial Extension Officer/Assistant) for verification. 3. The dealing official (Industrial Extension Officer/Assistant) will check the application and documents in his/her login ID. If any discrepancy is found in the application/documents, the case will be put onhold with intimation to the applicant. 4. The applicant will revert to onhold application and submit the requisite information within 07 days failing which the application shall liable to be rejected. 5. Dealing official (Industrial Extension Officer/Assistant) will check the resubmitted application/documents and forward the same to the District Registrar with his/her comments for approval/rejection. 6. District Registrar will check the application/documents and finally approve it if the same is found complete. 7. After approval, the Registration Certificate will be issued online to the applicant.

6	Name of the service	Apply For the change in registered office (outside district) of the Society
	Designated Officer	District Registrar
	Documents to be enclosed with the request	1. Certificate of Registration in Original 2. Copy of the Resolution Passed by the Governing Body 3. Proof of Location and Society's right to use such place as its Registered Office in the new District 4. Memorandum of Association Certified By District Registrar 5. Byelaws of the Society as per the latest filing Certified by the District Registrar 6. Particulars of the office bearers and member of the Governing Body of the Society as per the latest filing
	Fee/ Charges to be paid to get the service	Rs. 500/- (Head of Account 1475- 51-200-99-51)
	Timeline	07 Days after completion of application
	Procedure	1. The applicant shall submit online application along with required scanned copy of documents for change in address of Society. 2. The online application submitted will go to the login ID of concerned District Registrar and he/she will forward it to the dealing official (Industrial Extension Officer/Assistant) for verification. 3. The dealing official (Industrial Extension Officer/Assistant) will check the application and documents in his/her login ID. If any discrepancy is found in the application/documents, the case will be put onhold with intimation to the applicant. 4. The applicant will revert to onhold application and submit the requisite information within 07 days failing which the application shall liable to be rejected. 5. Dealing official (Industrial Extension Officer/Assistant) will check the resubmitted application/documents and forward the same to the District Registrar with his/her comments for approval/rejection. 6. District Registrar will check the application/documents and finally approve it if the same is found complete. 7. After approval, the Registration Certificate will be issued online to the applicant.

7	Name of the service	Filing of Mandatory Annual Returns u/s 50 (1)
	Designated Officer	District Registrar
	Documents to be enclosed with the request	1. Annual Report on Working 2. Balance Sheet & Auditors report
	Fee/ Charges to be paid to get the service	Rs. 500/- (Head of Account 1475- 51-200-99-51)
	Timeline	30 Days after completion of application
	Procedure	1. The applicant shall submit online application along with required scanned copy of documents for Annual return of Society. 2. The online application submitted will go to the login ID of concerned District Registrar and he/she will forward it to the dealing official (Industrial Extension Officer/Assistant) for verification. 3. The dealing official (Industrial Extension Officer/Assistant) will check the application and documents in his/her login ID. If any discrepancy is found in the application/documents, the case will be put on hold with intimation to the applicant. 4. The applicant will revert to on hold application and submit the requisite information within 15 days failing which the application shall liable to be rejected. 5. Dealing official (Industrial Extension Officer/Assistant) will check the resubmitted application/documents and forward the same to the District Registrar with his/her comments for approval/rejection. 6. District Registrar will check the application/documents and finally approve it if the same is found complete. 7. After approval, the Certificate will be issued online to the applicant.

8	Name of the service	Resolution of Governing Body / General Body Meetings (Amendments, Members Inclusion/ Exclusion, Other Major Decision)
	Designated Officer	District Registrar
	Documents to be enclosed with the request	1. Annual Report on Working 2. Balance Sheet & Auditors report
	Fee/ Charges to be paid to get the service	Rs. 100/- (Head of Account 1475- 51-200-99-51)
	Timeline	30 Days after completion of application
	Procedure	1. The applicant shall create a login ID for submitting online application along with required scanned copy of documents for Resolution of Society. 2. The online application submitted will go to the login ID of concerned District Registrar and he/she will forward it to the dealing official (Industrial Extension Officer/Assistant) for verification. 3. The dealing official (Industrial Extension Officer/Assistant) will check the application and documents in his/her login ID. If any discrepancy is found in the application/documents, the case will be put on hold with intimation to the applicant. 4. The applicant will revert to on hold application and submit the requisite information within 15 days failing which the application shall liable to be rejected. 5. Dealing official (Industrial Extension Officer/Assistant) will check the resubmitted application/documents and forward the same to the District Registrar with his/her comments for approval/rejection. 6. District Registrar will check the application/documents and finally approve it if the same is found complete. 7. After approval, the Certificate will be issued online to the applicant.

9	Name of the service	Amendment in the Memorandum and By-laws
	Designated Officer	District Registrar
	Documents to be enclosed with the request	1. Copies of the Resolution passed by the Governinig Body 2. Copies of Special Resolution passed by the Governing Body 3. Attested Copy of Memorandum/By-Laws before Proposed Amendment 4. Attested Copy of Memorandum/By-Laws After Proposed Amendment
	Fee/ Charges to be paid to get the service	Rs. 500/- (Head of Account 1475- 51-200-99-51)
	Timeline	30 Days after completion of application
	Procedure	1. The applicant shall submit online application along with required scanned copy of documents for amendment in memorandum and byelaws of Society. 2. The online application submitted will go to the login ID of concerned District Registrar and he/she will forward it to the dealing official (Industrial Extension Officer/Assistant) for verification. 3. The dealing official (Industrial Extension Officer/Assistant) will check the application and documents in his/her login ID. If any discrepancy is found in the application/documents, the case will be put onhold with intimation to the applicant. 4. The applicant will revert to onhold application and submit the requisite information within 15 days failing which the application shall liable to be rejected. 5. Dealing official (Industrial Extension Officer/Assistant) will check the resubmitted application/documents and forward the same to the District Registrar with his/her comments for approval/rejection. 6. District Registrar will check the application/documents and finally approve it if the same is found complete. 7. After approval, the Certificate will be issued online to the applicant.

10	Name of the service	Approval of scheme of collegium
	Designated Officer	District Registrar
	Documents to be enclosed with the request	1. Upload Copy of Special Resolution of Governing Body 2. Upload Copy of Resolution of General Body
	Fee/ Charges to be paid to get the service	Nil
	Timeline	15 Days after completion of application
	Procedure	1. The applicant shall create a login ID for submitting online application along with required scanned copy of documents for Registration of Society. 2. The online application submitted will go to the login ID of concerned District Registrar and he/she will forward it to the dealing official (Industrial Extension Officer/Assistant) for verification. 3. The dealing official (Industrial Extension Officer/Assistant) will check the application and documents in his/her login ID. If any discrepancy is found in the application/documents, the case will be put onhold with intimation to the applicant. 4. The applicant will revert to onhold application and submit the requisite information within 15 days failing which the application shall liable to be rejected. 5. Dealing official (Industrial Extension Officer/Assistant) will check the resubmitted application/documents and forward the same to the District Registrar with his/her comments for approval/rejection. 6. District Registrar will check the application/documents and finally approve it if the same is found complete. 7. After approval, the Certificate will be issued online to the applicant.

11	Name of the service	Submission of List of elected Collegium Members for Information u/s 30 (3)
	Designated Officer	District Registrar
	Documents to be enclosed with the request	Document (if any)
	Fee/ Charges to be paid to get the service	Rs. 100/- (Head of Account 1475- 51-200-99-51)
	Timeline	15 Days after completion of application
	Procedure	<p>1. The applicant submit online application along with required scanned copy of documents.</p> <p>2. The online application submitted will go to the login ID of concerned District Registrar and he/she will forward it to the dealing official (Industrial Extension Officer/Assistant) for verification.</p> <p>3. The dealing official (Industrial Extension Officer/Assistant) will check the application and documents in his/her login ID. If any discrepancy is found in the application/documents, the case will be put onhold with intimation to the applicant.</p> <p>4. The applicant will revert to onhold application and submit the requisite information within 15 days failing which the application shall liable to be rejected.</p> <p>5. Dealing official (Industrial Extension Officer/Assistant) will check the resubmitted application/documents and forward the same to the District Registrar with his/her comments for approval/rejection.</p> <p>6. District Registrar will check the application/documents and finally approve it if the same is found complete.</p> <p>7. After approval, the Certificate will be issued online to the applicant.</p>

12	Name of the service	Approval of Members of Society registered under act 2012
	Designated Officer	District Registrar
	Documents to be enclosed with the request	1. Last filed List of Members
	Fee/ Charges to be paid to get the service	Rs. 200/- (Head of Account 1475- 51-200-99-51)
	Timeline	30 Days after completion of application
	Procedure	<p>1. The applicant shall submit online application along with required scanned copy of documents for member list of society</p> <p>2. The online application submitted will go to the login ID of concerned District Registrar and he/she will forward it to the dealing official (Industrial Extension Officer/Assistant) for verification.</p> <p>3. The dealing official (Industrial Extension Officer/Assistant) will check the application and documents in his/her login ID. If any discrepancy is found in the application/documents, the case will be put onhold with intimation to the applicant.</p> <p>4. The applicant will revert to onhold application and submit the requisite information within 15 days failing which the application shall liable to be rejected.</p> <p>5. Dealing official (Industrial Extension Officer/Assistant) will check the resubmitted application/documents and forward the same to the District Registrar with his/her comments for approval/rejection.</p> <p>6. District Registrar will check the application/documents and finally approve it if the same is found complete.</p> <p>7. After approval, the Certificate will be issued online to the applicant.</p>

13	Name of the service	Submission of List of elected Governing Body for Approval u/s 33 & rule 19
	Designated Officer	District Registrar
	Documents to be enclosed with the request	<p>1. Copy of result sheet duly signed by the returning officer</p> <p>2. Elected memebtrs of governing body duly signed by the returning officer</p>
	Fee/ Charges to be paid to get the service	Rs. 100/- (Head of Account 1475- 51-200-99-51)
	Timeline	15 Days after completion of application
	Procedure	<p>1. The applicant submit online application along with required scanned copy of documents.</p> <p>2. The online application submitted will go to the login ID of concerned District Registrar and he/she will forward it to the dealing official (Industrial Extension Officer/Assistant) for verification.</p> <p>3. The dealing official (Industrial Extension Officer/Assistant) will check the application and documents in his/her login ID. If any discrepancy is found in the application/documents, the case will be put onhold with intimation to the applicant.</p> <p>4. The applicant will revert to onhold application and submit the requisite information within 15 days failing which the application shall liable to be rejected.</p> <p>5. Dealing official (Industrial Extension Officer/Assistant) will check the resubmitted application/documents and forward the same to the District Registrar with his/her comments for approval/rejection.</p> <p>6. District Registrar will check the application/documents and finally approve it if the same is found complete.</p> <p>7. After approval, the Certificate will be issued online to the applicant.</p>