

Model of Forms/ letters for Registration as a society

Covering Letter to be addressed to Asst Registrar of Societies as follows

To

The Asst. Registrar of Societies
Greater Bombay, Bombay

Sub: Registration of Society under Societies Registration Act, 1860
Name of the Society

Dear Sir,

I request you to kindly register the aforesaid society under the Societies Registration Act, 1860. I forward herewith to you the following documents.

1. Memorandum of Association
2. True copy of Rules and Regulations
3. Consent letters of all the members of Managing Committee
4. Authority letter duly signed by all the members of Managing Committee
5. An Affidavit of the President or Secretary in respect of the address and property of the society duly stamped together with the Court Fee Stamp of Rs. 1.25
6. A declaration given by Managing Committee assuring the use of the fund of the society for the purpose for which they are collected

I further declare that the object, of the captioned society are in consonance with Section 20 of the Societies Registration Act, 1860 and that no other society exists, having the same or similar name to the name of the captioned society. I also declare that the captioned society is not registered under any other law and that I am agreeable to pay the registration charges of Rs. 50/-.

In view of aforesaid, I request you to register the aforesaid society immediately under the captioned Act.

Yours faithfully,
(Name & Address)

Encls: As aforesaid.

RULES AND REGULATIONS OF SOCIETY

1. Definition of terms used in Bye-laws.
2. Area of Operation.
3. Accounting Year.
4. Membership and procedure for enrolment.
5. Kinds of membership.
6. Termination of membership.
7. General Body Meeting, its powers and functions.
8. Notice of General Body Meeting and quorum.

9. Extraordinary General Body Meeting and its functions.
10. Managing Committee, Office Bearers.
11. Term of Managing Committee and procedure of election of office bearers.
12. Office-bearers of Managing Committee and their duties.
13. Meeting of the Managing Committee and meeting on requisition.
14. Notice of Meeting of Managing Committee and quorum.
15. Rules of election of Managing Committee.
16. Filling of vacancies in Managing Committee.
17. Powers and duties of Managing Committee.
18. Funds and income of the society or its utilisation.
19. Objectives based provision for expenditure (Percentage).
20. Provision for loans and deposits.
21. Provision regarding purchase and sale of immovable property
22. Operation of bank accounts and other financial matters (who is empowered to operate the bank account).
23. Maintenance of register of members.
The applicant should sign the format of application as mentioned in schedules 1, 2 and 6 to the Registration of Societies (Maharashtra) Rule, 1971 and the bye-laws should provide for the same.
24. Provision for amendment in Rules and Regulations.
25. Provision for change in the name and] Implementation will be according to Ss.12 object of the society] and 12A of the S. R. Act, 1960
26. Desiplution of the society will be according to Ss. 13 and 14 of the S. R. Act, 1960.

MEMORANDUM OF ASSOCIATION

1. Name of the Society :
2. Office Address :
3. Objects of the Society :
4. The names, addresses, designations, ages, occupations and nationalities of all the members of the first Managing Committee of the Society to whom the management and business of the society is entrusted.

Every page of this Memorandum must be signed by minimum 2 members					
	Sr. No.	Name	Address	Designation	Age
		Nationality	Occupation		
	1.				
	2.				
	3.				

5 members

- 4.
5. (For registration, the minimum requirement is seven)
- 6.
- 7.

5. We the following member signatories of the society desire to form our society under the Societies Registration Act, 1860 and accordingly we have formed the said society, today; i.e., and we have signed the Memorandum for the purpose of the registration of the society under the Societies Registration Act, 1860.

<i>Sr.No.</i>	<i>Member Full Name and Address</i>	<i>Signature</i>
---------------	-------------------------------------	------------------

(If the member of the Managing Committee is more than seven, then name, address of all should be given and all should sign)

Place :

Date :

I know the aforesaid persons who have signed this Memorandum in my presence.

Date : Sign/S.E.M./Advocate/C.A./Notary
Full Name & Address with seal.

CERTIFICATE

Certified to be the true copy of the bye-laws of the society.

<i>Name & Designation of Office Bearers</i>	<i>Signature</i>
---	------------------

- 1.
- 2.
- 3.

Place :

Date :

Note: Minimum three office bearers should certify.

CONSENT LETTER

To

The Asst. Registrar of Societies
Bombay.

Dear Sir,

Sub: Registration of Society under
Societies Registration Act, 1860.

We the undersigned being the members of the first Managing Committee of Society do hereby consent to Act according to the aims, objects and bye-laws of the society. We have signed this letter in token of our consent towards the registration of the aforesaid society under the Societies Registration Act, 1860.

Yours faithfully,

<i>Sr. No.</i>	<i>Name</i>	<i>Signature</i>
----------------	-------------	------------------

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

(to be signed by the office bearers of the Managing Committee)

Place :

Date :

I know the persons who have signed as aforesaid, signed in my presence.

Signature with Date

(S.E.M./Advocate/C.A./Notary)

Full Name, Address & Seal.

To

The Asst. Registrar of Societies

Bombay

Dear Sir,

We the undersigned members of the Managing Committee

..... Society do hereby authorise Shri

.....(Name and Designation) to

carryout any changes/amendments in the papers necessary for

registration of the Society. We further assure that the funds raised for

the society will only be utilised to achieve the objectives of the society,

<i>Sr.No.</i>	<i>Name</i>	<i>Signature</i>
----------------------	--------------------	-------------------------

1.

2.

3.

4.

5.

6.

7.

Place :

Accepted

Date :

(One who accepts the Signature with Date)