

To

The Registrar of Firms & Societies,
UT, Chandigarh,

Subject : Registration of Society.

Dear Sir,

The society namely _____ is to be registered as a Charitable Society under the societies Registration Act 1860. In this regard please find enclosed the following documents for issue of Certificate of Registration of the Society :

1. Certified copy of Memorandum of Association of the Society.
2. Certified copy of the Rules and Regulations of the Society.
3. Certified copy of the four meeting Proceedings of the Society.
4. Registration fee of Rs. 500/- deposited in cash with the Office of Registrar of Firms & Societies, Chandigarh, vide Receipt No. _____ dated _____.

Thanking you,

Yours faithfully,

Dated:

(President)

MEMORANDUM OF SOCIETY

1. NAME
The name of the Society.
2. REGISTERED OFFICE
The registered office of the Society shall be situated at H.No. ,
Sector/Village, CHANDIGARH
3. AREA OF OPERATION
Chandigarh
4. AIMS AND OBJECTS :-
The objects of the society shall be :-
 1. To create a sense of brotherhood, cooperation, mutual harmony, love and affection amongst the members of the society and also amongst the general public.
 2. To take up effective, reasonable and lawful steps for the solution of problems relating to members of the society or relating to the general public.
 3. To take up effective but reasonable and lawful steps for the eradication of social evils such as dowry system, wastage of money in various functions, use of intoxicated drugs, child marriage and child labor etc.
 4. To organize blood donation, eye and free medical camps for the poorer section of the society.
 5. To render all possible help in case of any natural calamity e.g. earth quake, flash floods, famine or in case of any other emergency.
5. AIM AND OBJECTS ANCILLARY TO THE ACHIEVEMENT OF MAIN OBJECTS :-
 - i) To acquire by purchase, donations, gifts or otherwise any movable and/ or immovable properties, rights, interest and titles in the interest of the Society and its objects and to manage them.
 - ii) To raise funds for carrying on the activities of the Society.

- iii) To do all things as are incidental and conducive to the attainment of the above objects or any of them.
6. OTHER IMPORTANT CONDITIONS REQUIRED TO BE FULFILLED UNDER THE SOCIETIES REGISTRATION ACT 1860.
- a. The income and property of the society shall be applied solely towards the promotion of the objects of the society as set forth in the Memorandum of Association and no portion thereof shall be paid or transferred directly or indirectly to the members of the society.
 - b. No member of the Governing Body of the Society shall be appointed to any salaried office of the Society or any office of the Society paid by fees, that no remuneration shall be given by the Society to any member of such governing body except repayment of out of pocket expenses and interest on money lent or spent for premises/ demises to the society.
 - c. The Society by its constitution is required to apply its profits, if any or other income in promoting its objects.
 - d. If upon the winding up or dissolution of the Society, there remains after realization of its debts and liabilities any property whatsoever the same shall not be paid to or distributed among the members of the Society, but shall be given or transferred to some other institution having objects similar to the objects of the society to be determined by the members of the Society at or before the time of dissolution.

7. The management of the affairs of the Society is entrusted in accordance with the rules and regulation of the Society to a Governing Body of which the first members are :-

| Photo | Name & Address/Tel. | Occupation | Designation | Signature |
|------------------|---------------------|------------|----------------------|-----------|
| Self Attested | | | | |
| | | | President | |
| | | | Vice President | |
| | | | General Secretary | |
| | | | Treasurer | |
| | | | Executive Member | |
| | | | Executive Member | |
| | | | Executive Member | |

Certified to be true copy of Memorandum.

Witness :

Place : Chandigarh

Dated

RULES & REGULATIONS OF SOCIETY

1. **NAME**
The name of the Society.
2. **REGISTERED OFFICE**
The registered office of the Society shall be situated at H.NO. , Sector/Village , Chandigarh
3. **AREA OF OPERATION**
CHANDIGARH
4. **AIMS AND OBJECTS :-**
The objects of the society shall be :-
 1. To create a sense of brotherhood, cooperation, mutual harmony, love and affection amongst the members of the society and also amongst the general public.
 2. To take up effective, reasonable and lawful steps for the solution of problems relating to members of the society or relating to the general public.
 3. To take up effective but reasonable and lawful steps for the eradication of social evils such as dowry system, wastage of money in various functions, use of intoxicated drugs, child marriage and child labor etc.
 4. To organize blood donation, eye and free medical camps for the poorer section of the society.
 5. To render all possible help in case of any natural calamity e.g. earth quake, flash floods, famine or in case of any other emergency.
5. **AIM AND OBJECTS ANCILLARY TO THE ACHIEVEMENT OF MAIN OBJECTS :-**
 1. To acquire by purchase, donations, gifts or otherwise any movable and/ or immovable properties, rights, interest and titles in the interest of the Society and its objects and to manage them.

2. To raise funds for carrying on the activities of the Society.
3. To do all things as are incidental and conducive to the attainment of the above objects or any of them.
6. OTHER IMPORTANT CONDITIONS REQUIRED TO BE FULFILLED UNDER THE SOCIETIES REGISTRATION ACT 1860.
 1. The income and property of the society shall be applied solely towards the promotion of the objects of the society as set forth in the Memorandum of Association and no portion thereof shall be paid or transferred directly or indirectly to the members of the society.
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 3. The Society by its constitution is required to apply its profits, if any or other income in promoting its objects.
 4. If upon the winding up or dissolution of the Society, there remains after realization of its debts and liabilities any property whatsoever the same shall not be paid to or distributed among the members of the Society, but shall be given or transferred to some other institution having objects similar to the objects of the society to be

determined by the members of the Society at or before the time of dissolution.

7. MEMBERSHIP

Persons seeking membership shall agree to abide by the Rules and Regulation of the Society.

8. MEMBERSHIP FEE AND SUBSCRIPTION FEE

i) Any person seeking membership of the Society shall be required to pay membership fee of Rs. _____ at the time of admission.

ii) Subscription fee of Rs. _____ per month.

9. CONSEQUENCES OF NON PAYMENT OF SUBSCRIPTION FEE.

In case of a member does not pay his subscription fee for three months, he shall be expelled from the membership of the Society.

10. FINES AND FOREFEITURES

In case a member does not pay his subscription fee in time, a fine of Rs. - shall be paid for every day of delay. In case a member does not pay his subscription fee for three months, he shall not only be expelled from membership but whatever subscription fee has been paid by him shall stand forfeited. The Governing body shall have the power to waive off the fine.

11. CATEGORIES OF MEMBERS.

There shall be following categories of members of the Society.

i) Ordinary Members

All members who pay Rs. _____ as membership fees, annually, shall be designated as Ordinary Member of the Society.

ii) Honorary Members

Persons of distinction in the field of charitable and religious works would be invited to become Honorary Members of the Society without paying any membership fee. They shall have no right to vote.

12. RESIGNATION / EXPLUSION / VACANY OF MEMBER

A Member may be expelled from membership of the Society by 3/5 majority of members voting for the resolution, if he is found not abiding by the Rules and Regulation of the Society or is found engaged in activities against the aims and objects of the Society. A member also loses his membership if he resigns, becomes of unsound mind or convicted of a criminal offence by a court of law in India. A person ceases to be a member in case of non payment of membership fee or find thereon. A person also loses his membership if he does not attend three successive meetings of the Society. The membership of a person come to an end in case any member dies. Such a vacancy or vacancies created by aforesaid reasons shall be filled by 2/3rd majority of members voting. The membership in case of death of a member is not hereditary.

13. RE-ADMISSION

If any member of the Society is expelled by the Governing Body on the reason of non-payment of subscription fee, he can be re-admitted

provided the member concerned pays all upto date dues and fines with permission of the Governing Body.

14. GENERAL BODY

Formation :

The Supreme Authority of the Society shall vest in the General Body, which will consist of all the members of the Society.

POWERS AND FUNCTIONS :

- i) The General Body shall elect office bearers of the Governing Body from amongst its members by secret ballot.
- ii) The General body shall receive and adopt the Audited Statement of Accounts and the Annual Report of the Society by 2/3rd majority of the members present and voting.
- iii) The General Body shall have the power to enact new Rules amended and rescind any of its existing Rules and Regulations by 2/3rd majority of the members and voting.
- iv) The General Body shall have the power to transact such other business may be brought up at its meeting.

Meeting :

- i) General Body shall meet at least once every year at a time and place fixed by the President of the Society.
- ii) A Special meeting of General Body shall be convened by President of the Society as and when it shall become necessary.

Quorum :

Minimum of 3/5 members at any meeting shall constitute the quorum of the General Body meeting.

15. GOVERNING BODY

Formation :

There shall be a Governing Body of the Society to assure and fulfill the aims and objects and carry out its business and other affairs. The Governing Body would be formed/elected from amongst the members of the General Body.

Meeting :

Meeting of the Governing Body shall be convened at least once every month. It may even meet more than once if it deems necessary to carry out the business of the Society. Under normal circumstances a notice of 3 days shall be given to convene a meeting of the Governing Body. However, in case of emergency a short notice of 24 hours can also be issued.

Quorum :

A meeting of 3/5th members present at a meeting would be enough to constitute the quorum of the meeting of the Governing Body.

POWERS AND FUNCTIONS :

- i) The Governing Body shall be responsible for the management and administration of all the affairs of the Society.
- ii) The Governing Body shall work for the achievement of its aims and objects as stated in its Memorandum of Society.
- iii) The Governing Body shall take all decisions of majority votes.

- iv) The Governing Body shall comply with the statutory provisions of the Societies Registration Act, 1860 as well as other laws applicable from time to time.
- v) The Governing Body shall have the powers as are the powers of the Society mentioned in its Rules and Regulations.
- vi) The Governing Body shall :
 - a) Prepare plans, projects and programs.
 - b) Appoint Election Officers, mentioning his/her powers.
 - c) Maintain and file annual lists.
 - d) File Balance Sheet.
 - e) Submit audited accounts.
 - f) Any other information required by the Registrar of Societies.
 - g) Maintain quorum in its meetings.
 - h) Issue relevant notices including elections and dissolution and pass resolutions.
 - i) Collection admission, subscriptions and other fee as well as donations and special contributions.
 - j) Hold urgent, monthly meetings and give notices for annual meeting of the General Body.
 - k) Pursue legal proceedings if any for and against the Society.
 - l) Purchase and sell immovable and moveable property in the name of the Society, mortgage and lease out the same to raise necessary funds for achieving its objects.
 - m) To construct and erect, demolish and renovate buildings as required in the interest of the Society.

- n) To do all other jobs as are incidental to and in the interest of the Society.

Strength :

The Society shall have the following members as the Governing Body deemed in accordance with the Rules and Regulations of the Society.

- | | |
|----------------------|---|
| 1) President | 1 |
| 2) Vice President | 1 |
| 3) General Secretary | 1 |
| 4) Treasurer | 1 |
| 5) Executive Member | 3 |

Mode of Election / Tenure of Office bearers:

The members of the Governing Body shall be elected out of the General Body by secret ballot. Each office bearers shall be elected for a term of 3 years. On the expiry of 3 years the new body shall be elected within the framework of the Rules and Regulations of the Society till such time a new body is formed. As soon as the new body is elected the old shall cease to function and would hand over charge to the new body without delay. In case of death of an office bearers, his office would be fulfilled by electing another member of 3/5th majority of the members voting. The post of office bearers is not hereditary.

16. POWER OF OFFICE BEARERS

President

- i) He can use his discretionary powers for the betterment of the Society activities.
- ii) To act and appear before any court/tribunal on behalf of the society.
- iii) He can convene the emergency meetings of the Society members.

- iv) He shall have the power to include any subject/matter in the agenda for discussion in the course of meetings/proceedings.

Vice President

- i) The Society shall have a Vice President.
- ii) He shall discharge all the functions of the President during his absence.
- iii) He shall discharge all such functions as are delegated to him by the President.

General Secretary

- i) He shall announce the programmes of the Society.
- ii) He shall convene meeting with the consent of the President of the Society.
- iii) He shall receive and welcome VIPs and guest.
- iv) He shall issue notices after the passing of resolutions.
- v) He shall before making the said publication seek the approval of the President of the Society.
- vi) He shall be entitled to spend Rs. once in a year and Rs. with the permission of the President of the society.
- vii) He shall be entitled to keep an imprest of Rs. which he can recoup by submitting vouchers. For petty expenditures upto Rs. at a time the certificate of the General Secretary or any other office bearers who incurred the expenditure will be acceptable in lieu of the vouchers.

Treasurer

- i) He shall deal with financial matters of the Society.
- ii) He shall maintain the accounts of the Society.
- iii) He shall prepare the statement of estimated expenditure of each function.
- iv) He shall operate the Bank account with the signatures of President and General Secretary.

17. FINANCE / INCOME / EXPENSES / AUDIT OF ACCOUNTS

Finance

- i) The Governing Body shall submit its budget statements year-wise for its programmes every year in the month of February. However, a supplementary budget estimate if any can be considered as and when necessary.
- ii) All receipts and expenditure will be maintained under heads under the budget provision.
- iii) All Financial year of the Society would be 1st April to 31st March every year.
- iv) The annual statement shall be presented by the Treasurer to the General Body for its approval.
- v) The Governing body shall maintain its accounts in the name of the Society, with any scheduled bank of India. All funds shall be remitted in the Bank account and shall be withdrawn under the Joint signature of President and General Secretary.
- vi) Assets of the Society at the time of dissolution can be transferred to any similar Society as decided by the Governing Body subject to the approval of the President who is the final authority.

- vii) The audited accounts together with the Auditor's report will be presented before the General Body.

Income :

The ways and means of the income of the Society will be from :

- i) Admission, subscription and category fee of each member and
- ii) Donations, special and emergency contributions.

Expenses :

- i) The income and property of the Society shall be applied solely towards the promotion of the aims and objects of the Society as set forth in the Memorandum of Society and no portion thereof shall be paid or transferred directly or indirectly in any way.
- ii) No member of the Governing Body of the Society shall be appointed to any salaried office of the Society.
- iii) The Society under its constitution if required to apply its profits in promotion of its aims and objects.

Audit of Accounts:

- i) The accounts of the Society shall be audited by a qualified Chartered Accountant.

18. AMENDEMNT IN MEORANDUM AND RULES AND REGULATION :

Any amendment in the Memorandum of Society and the Rules and Regulations of the Society shall be as per provisions of Sections 12 and 12-A of the Societies Registration Act, 1860.

19. DISSOLUTION:

The Society shall be dissolved in the manner as laid down in the provisions of Section 13 and 14 of Societies Registration Act, 1860.

If upon the winding up or dissolution of the Society, there remains after realization of its debts and liabilities any property whatsoever the same shall not be paid to or distributed among the members of the Society, but shall be given or transferred to some other institution having objects similar to the objects of the society to be determined by the members of the Society at or before the time of dissolution.

Certified to be true copy of the constitution

Proceeding No. 1 of

A meeting was held on at H.No. Sector/Village Chandigarh
with Mr. in the Chair. It was proposed in the meeting to form a society for the
welfare of general public. It was unanimously decided to name of the society as
The Following were present in the meeting :-

| Name | Signature |
|------|-----------|
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Proceeding No. 2 of

A meeting was held on at H.No/Shop No. with Mr. in the Chair. It was proposed in the meeting to elect members of the Governing Body of the society. Following were unanimously elected as members of the Governing Body of the society:

| Name | Designation |
|------|-------------------|
| | President |
| | Vice President |
| | General Secretary |
| | Treasurer |
| | Executive Member |

The following were present in the meeting :-

| Name & Address/Tel. | Signature |
|---------------------|-----------|
| | |
| | |
| | |

Proceeding No. 3 of

A meeting was held on _____ at H.No. _____ Sector/Village Chandigarh with Mr. _____ in the Chair. It was proposed in the meeting to frame Rules and Regulations of the society. The said Rules and Regulations were framed, read out and explained to the members present, who unanimously accepted and adopted them as Rules and Regulations of the society. The following were present in the meeting :-

| Name & Address/Tel. | Signature |
|---------------------|-----------|
| | |
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Proceeding No. 4 of

A meeting was held on _____ at H.No. _____ Sector/Village Chandigarh with Mr. _____ in the Chair. It was proposed in the meeting to get the society registered under the Societies Registration Act, 1860 with the Registrar of Societies, Chandigarh. _____, President of the society was unanimously authorized to get the said society registered under the said Act. The following were present in the meeting :-

| Name | Signature |
|------|-----------|
| | |
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| | |

Affidavit

I, _____ s/o _____ r/o H.No. _____
Sector/Village _____ Chandigarh and President of _____ Society
do hereby solemnly affirm and declare as under:-

- a) That the society cannot sell or dispose of its properties whatsoever in any manner.
- b) That no member of the society shall derive any financial benefit whatsoever out of the income/funds of the society.
- c) That no society with similar name and style stands registered in the area, if found we will change the name of the society.
- d) That there is no dispute amongst the members of the society.

Deponent

Verification :

Verified that the contents of this affidavit are true and correct to the best of my knowledge and belief and nothing has been concealed therein.

Deponent

Place : Chandigarh

Date :

No Objection Certificate

I _____ s/o Sh. _____ r/o
H.No. _____ Sector/Village, Chandigarh do hereby solemnly affirm
and declare as under :-

That I am in possession of above property at H.No. _____
Sector/Village _____ Chandigarh. That I shall have no objection if the
registered office of the society named ABC Welfare society shall be situated at my
above said premises.

Dated

Address of owner with signature

CHECK LIST FOR THE REGISTRATION OF SOCIETIES.

1. Certified copy of Memorandum of Association of the Society.
2. Certified copy of the Rules and Regulations of the Society.
3. Certified copy of the four meeting Proceedings of the Society.
4. Registration fee of Rs. 500/- deposited in cash with the Office of Registrar of Firms & Societies, Chandigarh, vide Receipt No. _____ dated _____.
5. Identity Proof, Aadhar Card, Election Card.
6. Affidavit regarding Society/Association/Sabha/Samiti/Committee and Foundation
7. Under taking no objection of Registered Office Address with Proof.
8. Request letter to the Registrar of Societies for the registration of Societies.

CHECKLIST FOR THE REGISTRATION OF FIRMS.

1. Form No. 1.
2. Partnership deed made on the stamp paper @ Rs. 25/-attested by Notary Public.
3. Identity Proof, Aadhar Card and Election Card.
4. Photographs
5. Rent Deed made on the Stamp paper @ Rs. 10/- attested by Notary Public.