

### **Checklist - Societies Registration**

Required documents for the registration of Society under the Societies Registration 1860 Act is as under:-

- i. Fees Rs. 500/-
- ii. Request for Registration of Society addressed to the Registrar of Societies
- iii. Memorandum of Association of the Society
- iv. (Constitution) of the Society
- v. Proceeding of four meetings of Society
- vi. Residence Proof of the Governing Body Members
- vii. Affidavit by the President of Society duly attested by Notary Public.
- viii. No objection (Undertaking) for the registered office give Private address with proof

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 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 )**

