

REVISED

Check list for Registration of Societies (off-line) under the H.P. Societies Registration Act 2006

1. Application for registration in the name of Registrar of societies Himachal Pradesh signed by an office bearer of the proposed society duly authorized in the first general body meeting alongwith contact number.
2. *Memorandum of Association (MoA) by at least 7 persons belonging to different family and more than one district as per Rule 3(form No-1) of the H.P. Societies Registration Rules, 2006. It may be ensured that the names and addresses mentioned in the MoA should match with the names and addresses mentioned in the photo IDs.
3. Rules and Regulations/bye-laws should be as per section 8 of the H.P. Societies Registration Act, 2006, and Rules are available at website Coophp.nic.in
4. Proceedings of the first general body meeting of the founder members. Ensure that resolutions should be in consonance with name and stile of the society and for performing the activities as per the alms and objective of the society.
5. Joint declaration of all the founder members as per performa given in above website.
6. NOC/Declaration of the owner of the premises (as per performa given in above website) in whose premises the office of the society is proposed to be situated alongwith address proof such electricity bill, water and telephone bill etc.
7. Photo copy of self-attested photo IDs such as voter card, driving license etc.
8. Photo copy of the photo IDs (self attested) of witnesses must be enclosed.
9. Two sets of proposal are to be prepared in A4 size paper and be submitted in original and each page of same should be signed by three office bearers duly authorized in the first general body meeting.
10. To prepare the proposal, the sample of Memorandum of Association(MoA), Rules and Regulations, Proceedings, joint declaration and NOC/declaration etc. are given in departmental website Coophp.nic.in under head **Action plan>Registration**.
11. **Online service is also available through Coophp.nic.in.**
12. **Registration fee Rs.500/- through e-challan.**

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Note:-To avoid any litigation at later stage it may be ensured that the Memorandum of Association should be signed by all the subscribers with their own signature. In case of any fraudulent action will be initiated against the delinquents as per law.

Approved


