

GOVERNMENT OF JAMMU AND KASHMIR
DIRECTORATE OF INDUSTRIES AND COMMERCE, KASHMIR
RESIDENCY ROAD, OPPOSITE PARTAP PARK SRINAGAR, KASHMIR

Check List for Processing of Societies cases for Registration:

1. Two copies of constitution duly signed by three Executive members on each page.
2. Format for preparing of Constitution as under:-
 - a. Name of Society along with e-mail address.
 - b. Registered Office.
 - c. Area of operation.
 - d. Aims and objectives as per section 18 J&K Societies Registration Act 1998 (Extract enclosed).
 - e. Composition of Managing Body/Executive Body/General Body.
 - f. Function of office bearers viz, President Vice President, Secretary. General Secretary, Joint Secretary, Treasurer, Members.
 - g. Election Procedure.
 - h. Amendment Quorum.
 - i. General Quorum for passing resolution.
 - j. Source of Income.
 - k. Auditing procedure.
 - l. Certificate to be recorded at the last page of By-Laws/Constitution. It is true copy of the original.
3. Two copies of Resolution duly signed by all three members. Besides it may be also recorded that society approach Registrar of society for Registration of Societies under J&K Societies Registration Act-1998.

4. List of /General Body of the Society formed as per the format:-

S.No.	Name with parentage & address	Occupation	Status in the Society	Signature
1	2	3	4	5

5. List of Managing Body/Executive Body of the Society formed as per the format:-

S.No.	Name with parentage & address	Occupation	Status in the Society	Signature
1	2	3	4	5

Along with photographs of the members of managing Body duly attested by Gazetted Officer.

6. Treasury Challan for registration fee for Rs.50/- (Fifty only) Account Head 1475-Other General Economic Services.
7. Rent Deed/Lease Deed/Ownership or allotment Order, where the proposed society is to be established attested by the concerned Sub-Registrar.

8. Notice to be given in the daily News paper for seeking No. Objection as per format.

We the following persons propose to register a Non-Profitable Society under the name and style of _____ with the Registrar of Societies J&K Srinagar Act 1998 (1941 A.D.).

1. President
2. Vice President
3. Secretary General
4. Secretary
5. Joint Secretary
6. Treasurer
7. Members.

Any objection in this regard may be sent in writing/in person/through authorized representative to Registrar of Societies within a period of 21 days from the date of publication of this notice.

9. Application for registration along with above formalities will be receipt at the office of Registrar of Societies Kashmir (Directorate of Industries and Commerce Kashmir).
10. Non-Political Involvement certificate in the name of the society members, Individually or collective from District Magistrate of the concerned area.
11. Undertaking by the President/Chairman/Head of the Society on Affidavit.

I _____ s/O _____ R/O _____ do hereby solemnly affirm and declare as under:-

1. That I will furnish source of funds, yearly expenditure on each activity to the Registrar of society Kashmir. In case of default it may be presumed that the society is not interested in carrying on their legal activity as enshrined in the constitution and will be liable for cancellation.
 2. That the office bearers or members of the society will not indulge in any anti social/unlawful activities during their continuation in the society.
 3. That the society with the same name and style has not been registered under the Societies Registration Act previously.
12. Email Address of the Society.

Important point to be note:

To what Societies the Act applies:-

The following societies may be register under this Act:-

Charitable, Societies, established for the promotion of Science, Literature, or the fine arts, for instruction, the diffusion of useful knowledge, the diffusion of political education, the foundation or maintenance of libraries or reading rooms for general use among the members or open to the public or public museums and galleries of painting and other works of art collection of natural history, mechanical and philosophical invention, { Instruments or designs or for preserving natural and environmental heritage, ecological balance.(water bodies forests) or for prevention of pollution and degradation of lakes or for public health, sports, athletics, recreation or for alleviating the suffering of the animals or for any other object as may be notified by the Government as being beneficial to the public or to a section of the public).

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Check List of Firm Registration

1. Form I dully filled and signed by all the partners.
2. Copy of partnership deed dully registered by the Sub-Registrar.
3. An Affidavit in which it should be recorded "If their will be any change in the firm, Registrar of firms will be informed well in time.
4. Registration fee of Rs 10/- be remitted in the Treasury under A ccount Head 1475-other General Economic Services.
5. Copy of rent deed/lease deed/ownership deed.
6. Copy of state subject dully attested.
7. Copy of Election card/Ration card dully attested.
8. Photographs.

In Case of self Help Group

9. Technical qualification certificate for each partner.
10. Qualification certificate for each partner.
11. Seven point affidavit for each partner.
12. Recommendation letter from Employment Department.