

Government of Jammu & Kashmir  
Directorate of Industries & Commerce, Kashmir  
**CHECK LIST FOR SOCIETY REGISTRATION UNDER  
SOCIETIES REGISTRATION ACT 1860**

1. Any seven or more persons associated for any literary, scientific or charitable purpose, or for any such purpose as is described in Section 20 of the Societies Registration Act. 1860 can form the society.
2. Application addressed to the Registrar of Societies Kashmir enclosing following formalities be deposited in the office of Registrar of Societies Kashmir for grant of registration of the proposed society:
  - a) Memorandum of association duly signed all the members of the society (02 copies of original).
  - b) Rules & regulations (Constitution/ byelaws) of the proposed society certified to be a correct copy by not less than three of the members of the Managing/ governing body. (02 copies in original).
  - c) List of-Governing/ Managing/ Executive body (means the body to whom the affairs/ management of the society is entrusted) of the society.
  - d) List of General body of the society.
  - e) Copy of fee/ Treasury receipt of Rs. 50/-to be deposited under Account Head 1475- other General Economic Services.
  - f) Copy of Rent deed/ Lease Deed/ Ownership deed duly registered before Sub-Registrar or any other valid document issued by competent authority establishing the details/proof of address of place where proposed society is to be housed.
  - g) Public notice to be floated in any prominent daily newspaper with a specified period of 21 days for inviting objections from general masses inviting objections with regard to the registration of proposed society under Society Registration Act 1860. The notice shall invariably mention name & style, location of the proposed society and complete details of its members with proposed status/ designations in the society.
  - h) Non-political and character antecedent verification favouring the members (individually or collectively) of society to be obtained from District Magistrate concerned.
  - i) An Undertaking from the Head of the proposed society which shall, invariably, record that:
    - a) The Society through its authorized member(s) shall furnish yearly source of funding, expenditure on each activity, audited balance sheets, details of activities with evidences to the Registrar of Society, Kashmir.
    - b) The Society through its authorized member(s) shall furnish list of members annually.
    - c) The Society through its authorized member (s) shall inform the Registrar of Societies well in time or seek prior approval with regard to change of constitution, members, location, name & style or any other changes in the Society taking place within the society.  
In case of failure to submission of information as detailed at point a, b and c above, the society shall be liable to deregistration.
    - d) The office bearers/ members of the Society shall not indulge in any anti-social, unlawful activities.
    - e) That, in case, it has been found that the society registration has been obtained by misrepresentation/ fraud/ forged manner, the society vis-à-vis its members shall be liable to disciplinary action including cancellation of the registration.
  - j) Self attested copies of ID proofs of the members of the society