

### CHECK LIST FOR SOCIETY REGISTRATION

1. Any five or more persons associated for any literary, scientific or charitable purposes or for any such purpose as is described in Section 18 of J&K Societies Registration Act, 1998 (extract given at the last) can form a society.
2. Application addressed to Registrar of Societies Kashmir alongwith the following formalities be deposited in the office of Registrar of Societies Kashmir requesting therein for registration of proposed society.
3. 03 Copies of constitution./ Byelaws duly signed by atleast three members of Managing/ Governing/ Executive Body on each page.
  - a) Format for preparation of constitution/ byelaws is given hereunder:
    - I) Name of society.
    - II) Registered Office.
    - III) Email Address of the society.
    - IV) Area of operation.
    - V) Aims and Objectives which shall be strictly as per the Section 18 of J&K Societies Registration Act 1998 (Extract provided at the last).
    - VI) Compostion of Managing/ Executive Body/ General Body.
    - VII) Functions of Managing Body.
    - VIII) Functions of Office bearers viz chairman or president, Vice President, Secretary, General Secretary, Cashie, treasurer etc whatever will be the case.
    - IX) Election Procedures.
    - X) Methods of inclusion of new members in the society or exclusion from the society.
    - XI) Amendment quorum.
    - XII) Source income.
    - XIII) Audting procedures.
    - XIV) Law suits/ criminal proceeding if any etc.
    - XV) Other laws/ rules as the society may deem fit for themselves..

Beside above, a certificate be recorded at the last page of byelaws/ constitution recording therein that "it is the true copy of the original"
4. 03 copies of resolution duly signed by General Body which shall also recorded that "the society shall approach Registrar of SOceities Kashmir for registration under J&K Societies Registration Act 1998 (1941 AD)
5. List of General Body of the society as per the format given hereunder:

| S.No | Name of the members with address, cell No., email id (if any) | Occupation | Status in the society | Signature |
|------|---|------------|-----------------------|-----------|
| 1    | 2   | 3          | 4                     | 5         |

6. List of Managing/ Governing Body as per the format given hereunder:

| S.No | Name of the members with address, cell No., email id (if any) | Occupation | Status in the society | Signature | Photograph duly attested by any Gazetted officer |
|------|---|------------|-----------------------|-----------|--|
| 1    | 2   | 3          | 4                     | 5         | 6  |

7. Treasury chalan of Rs.50/- to be deposited under Account Head 1475-other General Economic Services or the amount can also be remitted in this office in Nazarat Section.
8. Rent / Lease / Ownership Deed (duly registered before Sub Registrar) of the place where the proposed is to be established/ housed.
9. Public Notice to be given in any prominent daily newspaper for inviting objections from General masses. The format for the public notice is as under:  
**"We the following persons propose to register a non profitable society under the name and style \_\_\_\_\_ with the Registrar of Societies Kashmir under J&K Societies Registration Act 1998 (1941 AD);**

| S.No. | Name of the members with address, cell No., email id (if any) | Status in the society | <del>Signature</del><br><del>Signature</del><br><del>Signature</del> |
|-------|---|-----------------------|--|
| 1     | 2   | 4                     | •  |

**Any objections in this may sent in writing/ in person/ through authorized representative to the Registrar of Societies Kashmir within a period of 21 days from the date of publication of this notice".**

10. Non political and Character antecedent certificate in the name of the society members, individually or collectively from District Magistrate of concerned area.
11. Undertaking by the head of the society on affidavit as per the format given hereunder:  
 I \_\_\_\_\_ S/o \_\_\_\_\_ R/o \_\_\_\_\_ do hereby solemnly affirm and declare as under:
  - a) That I will furnish source of funds, yearly expenditure on each activity and audited balance sheets to the Registrar of Societies Kashmir. In case default, it may be presumed that the society is not interested in carryiing out on their legal acitivities as enshrined in the constitution/ byelaws of society and will be lilable for cancellation.
  - b) That the office bearers/ members of the society shall not indulge in any anti social, unlawful activities during their tenure in the society.
  - c) The the society with the said name and style has not been registered under the societies registration act previously.

### Important ponts to be noted

The following societies are registered under this Act:

Charitable societies, <sup>Societies</sup> 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 liabraries or reading room for general use among the members or open to the public, or public museums and galleries of paintings or other works of art, collection of natural history, mechanical and philosophical inventions (instruments or design or for preserving of 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."