

THE SOCIETIES REGISTRATION ACT -1860 (CENTRAL)

Under Section - 20.

To what societies Act applies.- The following societies may be registered under the Societies registration Act -1860 (Central):-

For Registration of **Charitable societies**

"Charitable societies, societies established for the promotion of science, literature, or the fine arts, for instruction, the diffusion of useful knowledge, ^{15[15]}[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, collections of natural history, mechanical and philosophical inventions, instruments, or designs.

Under Section 1 :

Societies formed by memorandum of association and registration.- 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 this Act, may by subscribing their names to a memorandum of association and filing the same with the Registrar of Societies form themselves into a society under this Act.

Under Section 2:

A - Format for preparing of Memorandum of association as under: [Two sets]

- i) The name of the Society;
- ii) The address of Society;
- iii) Area of operation of the Society;
- iv) The aims and objects of the society as per Section-20 for Charitable societies
- v) The names, addresses, and occupations of the governors, council, directors, committee or other governing body to whom, by the rules of the society, the management of its affairs is entrusted.
- vi) A copy of the report / resolution of the proceedings of the general meeting at which the registration was resolved on.
- vii) Two copies of the rules and regulations of the society,
Format of Rules & regulations / Articles of association
 - (a) Functions of governing body
 - (b) Election Procedure.
 - (c) Amendment Quorum
 - (d) General Quorum for passing Resolution.
 - (e) Source of Income.
 - (f) Auditing procedure

Copies of memorandum of association and rules and regulations AOA of the society shall be filed with the Registrar duly certified by not less than three of the members of the governing body that it is true and correct copy.

Format for preparing of list of governing body :

S. No.	Name with Parentage & address with Mobile No.	Occupation	Status in the Society	Signature	Photograph self attested
1	2	3	4	5	6

Format for preparing of list of General body :

S. No.	Name with Parentage & address <i>with Mobile No.</i>	Occupation	Status in the Society	Signature
1	2	3	4	5

B - Rent Deed (**Landlord NOC on Affidavit**)/ Lease Deed/ Ownership or allotment order, where the proposed society is to be established attested by the concerned Sub-Registrar.

C - Address Proof of all the members such as Ration Card and Adhaar card or Pan Card.

D. Treasury Challan for registration fee for Rs 100 /- (Rupee : one hundred only) Account Head -1475- Other General and Economic Services.

E. Affidavit - For Charitable Societies (on ten rupees stamp paper) from President/Secretary of society regarding the name/ title of the society and other conditions (attested by Notary).

- Name of the society as per the Society Registration Act 1860 similar & resemblance of name with existing registered society is not permitted. The Name proposed should not suggest or be calculated to suggest the patronage of the Government of India or the Government of State or connection with any legal authority under any law for the time being in force.
- The Name of the Society should also not attract the provisions of Emblem and Names (PIU) Act of 1950.
- Annual list of managing body to be filed once in every year, on or before the fourteenth day succeeding the day on which, according to the rules of the society, the annual general meeting of the society is held, or, if the rules do not provide for an annual general meeting, in the month of January, a list shall be filed with the Registrar of Societies of the names, addresses and occupations of the governors, council, committee or other governing body then entrusted with the management of the affairs of the society.
- If any change in the location of the society is made the same shall be intimated to the Registrar of societies well in time.
- The office bearers or members of the Society will not indulge in any anti-social / unlawful Registration Act previously.