

## Checklist for Registration of Societies: -

Sr. No	Document
1	The Memorandum of Association as required under section 1 & 2 of the act may be filed giving therein the following particulars
2	Name of the Society
3	Location of Registered Office
4	Aims and objects of the Society
5	Name, address, occupation & designation of governing body should be given strictly according to copy of Rules & Regulation of the Society
6	The Memorandum of Association should be filed duly signed by at least seven members of the society
7	The signature of the subscribers to the memorandum of Association should be witnessed by a person other than the signatories. Witness should be given his full address
8	The copy of the Rules and Regulation should be field in details duly certified to be true copy by at least three (3) members of the governing body in the end
9	A copy of the proceeding of the General meeting in which the registration of the society was resolved on should be filed duly attested by responsible office bearer of the society (Attested by Notary)
10	Two separate documents are required to be filed with this office as required under section 1 & 2 of the Act. Viz. 1 Memorandum of Association & 2 Copies of Rules and Regulation
11	Self-attested photographs, Name Address/Tel. No. Occupation, Designation & Signature of members of Governing Body
12	Witness (Advocate or Gazetted Officer or Notary)
13	Proofs of residence of all members of Governing Body
14	An undertaking to the effect, that there is no litigation/court case in regard to the said society is pending in any court of law in India.

## Procedure for Registration of Societies:

1. The applicant shall create a login ID on [www.pbindustries.gov.in](http://www.pbindustries.gov.in) for submitting online application along with required scanned copy of documents for Registration of Societies under Societies Registration Act 1860.
2. The online application submitted will go to the login ID of concerned Dealing Assistant of the office of Additional Registrar of Society of concerned district
3. The dealing official will check the application and documents in his/her login ID. If the documents are found in order he/she will forward it to the Additional Registrar.
4. Additional Registrar of the district will check the application/documents and finally approve it if the same is found complete in case of the area of operation of the society is within the district.
5. In case the Area of the society is beyond the district i.e. whole of state/India in that case Additional Registrar of District will forward the case to the Registrar of Societies, Punjab.
6. The Dealing Assistant of O/o Registrar of Societies will check the application/documents in his/her login ID. If the documents are found in order he/she will forward it to the Superintendent ROS(Executive) for scrutinized the application/documents as per the provisions of the Act and will forward to the Registrar of Societies on his satisfaction.
7. Registrar of Societies, Punjab, will check the State Level application/documents and finally approve it if the same is found in order.
8. After approval, the Registration Certificate will be issued online to the applicant.
9. If any discrepancy is found in the application/documents at the stage of receipt of online application at Additional Registrar as well as Registrar of Societies, the case will be put on hold with intimation to the applicant.
10. The applicant will revert to on hold application and submit the requisite information within 15 days failing which the application shall liable to be rejected.

**Fees:- 500/- (Five Hundred Rupees)**

