



Rubaru Professionals LLP

RELEVANT FORMATES FOR REGISTRATION OF CO-OPERATIVE SOCIETY IN DELHI

LIST OF PROMOTERS OFCOOP SOCIETY LTD. (Proposed)

S. No.	Name of promoter Member	Father's/ Husband's Name	Age	Address	Occupation	Monthly Income	Identity Card No.	Signature
1	2	3	4	5	6	7	8	9

Note:- Photo Copy of Voter ID card/Adhaar Card/Identy Card by Employer/ Passport/ Driving License duly attested by gazette officer, MP/MLA are to be enclosed with this list.

Resolution of the Promoter Members for Appointing Chief Promoter

We the following promoter members of the proposed.....Coop. Society do hereby resolve that Shri..... shall act as Chief promoter of the said Society and further.....is authorised to represent, reply and file necessary documents to the Registrar. Coop. Societies Govt. Delhi regarding the registration of Society and approval of the byelaws of the society.

1. SIGNATURE.....

Name shri.....

2. SIGNATURE.....

Name shri.....

3. 8.

4. 9.

5. 10.

6. 11.

7. 12.

Dated.....

**AFFIDAVIT OF THE CHIEF PROMOTER ON 10/- STAMP PAPER DULY
ATTESTED BY NOTARY**

I..... S/o
.....R/o.....do

hereby solemnly affirm & declare that:-

1. That I am the Chief Promoter of the Coop Society (Proposed) and have been authorised by all the Promoter members of the Society vide Resolution No dt to represent, reply and file documents on behalf of the Society regarding the Proposal for the registration of the said Society.

No Objection Certificate From the Land Lord

(On 20/- Stamp Paper)

TO WHOM SOEVER IT MAY CONCERN

It is certified that I/We..... are the Owner
of the Property/Premises No..... I/We undertake
to make available the said premises to the.....
Coop. Society (Proposed) on rent/free of charge after its registration.
Copy of the owernership document is enclosed.

(SIGNATURE OF THE OWNER)

No Objection Certificate From the Head of Department

(For Office Societies only)

TO WHOM SO EVER IT MAY CONCERN

It is certified that officials/staff of the office/Department propose to form a Coop. Society (Nature of the Society) and has applied for registration to the office of the Registrar. This office has no objection in the formation and functioning of the said society in the premises of this office and will permit the society to function in the premises of the office/Department.

SEAL OF THE OFFICE

SIGNATURE, NAME & DESIGNATION

OF THE OFFICER

Format of Model Scheme

1. Name of proposed Society.....
2. Registered Address :
3. Objects :
4. Membership at the time of Registration :
5. Area of Operation :
6. Value of One Share and Admission Fee as :
well as total amount of the Share Capital
to be raised at the time of Registration
7. Liability of Members :
8. Sources of funds of Society (it includes Share, :
deposits/loan/contribution, Grants & Subsidy)
(Give Details)
9. Potentiality of the Success of the Society:
"Give brief reasons for the future scope
of Society".

Signature of Chief Promoter
with Address & Telephone No. if any

Format of Application for Approval of the Proposal for the Registration of Society

Assistant Registrar

(name of the Alphabet Zone)

Coop. Societies, Govt. of NCT,
Parliament Street, New Delhi-110001

Subject: Proposal for registration of a Coop. Society named.....

Sir,

I on behalf of the Promoter Members of the proposed society submit following documents for approval of the proposal for the registration of the society:

1. List of promoters along with their detailed bio-data
2. Model scheme of the proposed society
3. Copy of the resolution appointing the undersigned as Chief promoter
4. Affidavit by the chief promoter on 10/- non-judicial stamp paper duly atested by the Notary Public.
5. No objection certificate from landlord on 10/- stamp paper where society office will be located.
6. Application for registration
7. Intensive inquiry performa.
8. Four copies of Bye Laws.

I on behalf of the Promoter Members of the society request your good self to kindly examine the proposal and grant approval, so that

necessary documents for the registration of the society could be submitted as prescribed under Delhi Coop. Societies Rules, 2007.

Thanking you,
Yours faithfully,

Name & Signature of the Chief Promoter
with address and Telephone No.

"Procedure at Coop-Deptt. Level."

The Assistant Registrar of the area will examine whether the Promoters are genuine and are from different families and there is no other Society of the same type in that area and it has full chances of success. The Registrar/Asst. Registrar may approve the proposal and communicate to the Chief Promoter who will inform his fellow promoters about the approval and Share Money, Admission Fee will be collected by the Chief promoter which will be deposited in Delhi State Coop. Bank's nearest Branch in the name of Proposed Society in suspense Account

After collecting this amount, the Chief promoter will convene General Body meeting of the promoters for approval of Registration proposal and electing the Management, in this General Body meeting. The promoters will adopt a Resolution for formation of Cooperative Society and will authorise newly elected Secretary and president to submit papers to the Registrar and sign, cutting or alterations in Byelaws on this behalf. The following papers are to be prepared and submitted to Registrar in a file Cover as provided in Rule 5 of DCS 2007

5. Application for Registration

1. Every application for registration of a co-operative society under sub section (1) of section 7, of the act shall be made in Form -1 in (Hindi or English) and shall subject to the provisions of sub-rule (2) and sub-rule 3 of Rule to 5, be duly signed by all promoter members and shall be accompanied by:-
 - a) The name of a co-operative society mentioned in the application form should not contain any text showing discrimination on basis of gender, social inequality, racial political ideology and religious consideration;

- b) Four copies of the proposed bye-laws of the co-operative society duly signed by each of the promoter members.
- c) List of promoter members along with their names, address, profession, monthly Income, proof of residence including Voter Identity Card/Aadhar Card/Passport /Driving License duly attested by Gazetted Officer, M.P/M.LA, in-case of co- operative housing society, a copy of bank account pass book with address of bank and a copy of PAN card issued by Income Tax Authorities is to be enclosed;
- d) A certificate from the financing bank to the effect that the amount of share capital raised by the promoters has been deposited in the name of the proposed co-operative society in suspense account;
- e) A certificate from a gazetted officer attesting photograph, signature and certifying the residential address of the promoter members in case of co-operative housing society;
- f) No application of registration of a co-operative housing society shall be entertained by the Registrar without obtaining confirmation of availability of land from land allotting agency in case of Housing Society.
- g) A list of promoters members who have contributed to the share capital together with the amount contributed by each of them, and the entrance fee paid by them;
- h) The Promoters members shall submit proposal for approval of the Registrar on prescribed form along with an affidavit of chief promoter as required by the Registrar;
- i) The scheme showing the details regarding working of the co-operative society will be economically sound. The legal status of the premises proposed to be used for registered office or working place should be clear, it should not be in the buildings/offices where entry is restricted or regulated by authorities other than society itself, to acquire another office outside such buildings/offices to ensure free access to the members of the

society as well as officials of the co-operative Deptt., as the case may be, its document should be attested by notary public or Gazetted officer and, where the scheme envisages the holding of immovable property by the co-operative-society, the description of immovable property proposed to be purchased, acquired or transferred to the co-operative society, the scheme shall be drawn in accordance with the viability norms for registration of different classes/types of societies as given in Schedule-VI to these rules, these norms can be modified by the Government from time to time;

- j) A declaration on oath from each of the promoter member to the effect that he is not a member of the family of any other promoter joining in the application for registration within the meaning of explanation given under section 5 and declaration to the effect that he is not member of any other co-operative society of the same kind;
- k) A proof of residence of the promoter members in the area of operation.
- l) In the case of a co-operative housing society, an affidavit in form-C of the Schedule-VII from each of the promoter members
- m) A statement showing financial position of each of the promoter members;
- n) Certified copy of the resolution of the promoter members adopting the bye-laws and authorizing two office bearers, who are to make alterations/additions in the proposed bye-laws submitted, as suggested by Registrar and also to specify the name and address of the person to whom Registrar may address the correspondence before registration and issue of registration certificate;
- o) In case of co-operative housing society, a letter of confirmation of availability of land from the land allotment agency and copies of ownership documents of land alongwith the certificate of residential land use for group housing from concerned local body

if the land is owned by the promoters. The number of members indicated at the time of Registration shall be frozen strength of a co-operative housing society:

p) Such other documents as may be specified by the Registrar.

2. Where any member of a co-operative society to be registered, is a registered co-operative society, a member of the committee of such a registered co-operative society shall be authorised by the committee by a resolution to sign the application for registration and the bye-laws on its behalf, and a copy of such resolution shall be appended to the application.
3. Where any member of a co-operative society to be registered, is a firm, company, corporate body, society registered under the Societies Registration Act 1860, or public trust registered under relevant law for the time being in force relating to registration of public Trusts, or a Local Authority, then such firm, company, corporate body, society, public trust or local authority shall duly authorise any person to sign the application for registration and the bye-laws on its behalf, and a copy of such authority shall be appended to the application.
4. The application shall be sent to the Asstt. Registrar of the area by registered post, or delivered by hand along with documents /information fulfilling all the conditions of the viability norms.
5. On receipt of an application under Rule 5, the Asstt. Registrar shall, enter particulars of the application in the register of applications to be maintained in Form no-2, allot a serial number to such application and issue an acknowledgement thereof.

6. Disposal of Application for Registration

1. On receipt of the application under rule 5 and before disposal of such application under section 9, the Registrar may call for such further information from the applicants or make such independent enquiries as he may deem fit.
2. Subject to provision of section 9 of the Act, the Registrar may give, whenever necessary. The reasonable time not exceeding one

month to the promoter members to modify the proposed bye-laws before finally registering the co-operative society.

3. On registering a co-operative society and its bye-laws under sub-section (1) of section 9, of the Act the Registrar shall grant to such co-operative society, a certificate of registration in Form-3 signed by him and bearing his official seal and containing the registration number of such co-operative society, and the date of its registration.
4. The Registrar, shall, also furnish to the co-operative society, a copy of the bye-laws duly approved and registered by him, with a certificate in the following form recorded on the last page of the bye-laws after the signatures of the promoter members:-
Certified that these bye-laws have been registered under section 9 of the Delhi co- operatives Societies Act, 2003, at page.....
Volume No..... this..... day of.....
20.....
Signature of the Registrar.....

Seal of the Registrar.....

5. The documents referred in sub-rule (3) of Rule 5 shall be delivered to a person authorized by the promoter members of such co-operative society or shall be dispatched by post under "acknowledgement due registered cover.
6. In case of deemed registration of a cooperative society under second provision to sub-section (3) of section 9 of the Act, the Registrar shall issue registration certificate on receipt of a request along with requisite documents prescribed in rule 5 from the applicant, so that certificate under section, 10 of the Act can be issued and unless the complete documents as prescribed, are submitted the benefit of deemed provision shall not be available. Incase the Registrar rejects the Registration proposal, he shall give reason for such refusal and the proposed society file an appeal

under section 112 (d) of D.C.S. Act 2003 within 60 days of the decision or order to the Govt.

Note:- Registration documents are available from Delhi State Coop. Union from 10a.m. to 400 p. m. except holidays, Saturday & Sunday on payment.

Important Note:- The prescribed Registration papers are available from the Delhi State Coop. Union 31, Netaji Subhash Marg, Darya Ganj, New Delhi-110002

"On payment which is round-about Rs. 550/- which could be purchased on cash payment, between 10.00 am. to 4.00 p.m. except Saturday & Sunday"

Resolution for Forming A Cooperative Society

A Meeting of the General Body of the Promoters members of Society held on..... at..... A.M./P.M. in the office of the Society..... members out of..... members attended the meeting.

Following resolutions were passed unanimously.

1. Resolved that A..... Cooperative Society be formed to promote the economic interest of the persons joining the Society.
2. Resolved that the Name of the Society shall be.....
3. Resolved that Registered Address of the Society shall be.....
4. Resolved that Area or operation of the Society shall be.....
5. Resolved that the value of one Share in the Society shall be Rs. Admission Fee will be Rs..... Which shall not be refundable in any case?\
6. Resolved that liability of a member shall be time of the paid-up Share- Capital
7. Resolved that following members of the Management were elected unanimously.

1.	Shri	-	President
2.	Shri	-	Vice-President
3.	Shri	-	Treasurer
4.	Shri	-	Secretary
5.	Shri	-	Member Managing Com.
6.	Shri	-	-do-
7.	Shri	-	-do-

8. Resolved that Shri Chief Promoter of the Society is authorised to deposit the Share Capital collected from the members in the Delhi State Coop-Bank in suspense account in the name of the proposed Society.

9. Resolved that the Byelaws are adopted unanimously. Also resolved Shri President and Shri Secretary are further authorised to sign any addition or deletion in the Bye-laws of the Society as advised by the Registrar and they are also authorised to represent the Society before Registrar Coop. Societies, Delhi regarding registration matter.

The Meeting ended with thanks to the Chair.

Note:- Signature of all promoter members be taken either at the start of proceedings or at the end of proceedings. Which shall be then signed by the newly elected President and Secretary at the end of Proceeding?

Sd/-
SECRETARY

Sd/-
(PRESIDENT)

Model Affidavit
AT THE TIME OF REGISTRATION OF SOCIETY BY INDIVIDUAL
PROMOTER

(On Rs. 10/-non-judicial stamp paper)

AFFIDAVIT OF Shri/Miss/Mrs S/o,
W/o, D/o R/o
..... Aged Years

I S/o, W/o, D/o Do hereby
solemnly affirm and declare as under:

- (i) That I am the promoter Member of the Society Ltd. (Proposed)
- (ii) That I am the resident of Delhi/New Delhi Cantt, and at present residing at
- (iii) That my Date of Birth is
- (iv) That my monthly/annual income is
- (v) That I am not related to other promoters joining the Society as defined in Section 5 of the Delhi Coop. Societies Act, 2003
- (vi) That I am not member of any Society of the same type and I also do not carry any business parallel to the proposed Society.
- (vii) (case of Group Housing Society) That Neither I nor my wife or nor dependent children own any plot or house in the National Capital Territory of Delhi and in case of any house or plot is acquired, I will inform the LL governor and Society within one month of such acquisition.
- (viii) That information's given by me in the application Form are correct to best of my knowledge and belief.

Dependent

Verification

I the above said Deponent do hereby solemnly affirm and declare that the contents of the above Paras are correct and true to the best of my knowledge and belief and nothing has been concealed or suppressed.

Verified at Delhi on this day of 202

Dated:

Place:

Deponent

Thanking you,

Please contact for 100% compliance and Governance for NGO

FCS. Naseem Ahmed



RUBARU PROFESSIONALS LLP

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