

REGISTRATION OF SOCIETIES

UNDER SOCIETIES REGISTRATION ACT, 1860

S. No.	Task	Documents Required	Section	Fee Prescribed (Rs.)	Time Taken
1	2	3	4	6	7
1.	Name Availability	Application	--	Nil	5 days
2.	Registration of Society and issuance of certificate	MoA, Rules & Regulations, List of Governing Body Members, Copy of I.D Proof of All Members and PAN Card of a Member	Section 3	50	5 days
3.	Name Change and issue of new certificate	Form VI with Resolution incorporating change, surrender of existing registration certificate	Section 12 B	3	5 days
4.	Alteration of MoA, Rules & Regulations, Governing Body	Form VI with copy of resolution, revised MoA, RR, Governing Body	Section 12 B & 4-A(6)	3	10 days
5.	Annual Filing	Form VII, Audited Financial Statements	Section 4 & 4A	3 + 3	1 month
6.	Inspection of Documents	Application for inspection	Section 19	1	1 day
7.	Certified copy of documents for every 100 words	Application, Non-Judicial Stamp Paper of Rs. 10/- per Document	Section 19	0.15	5 days
8.	Duplicate Certificate	Application	--	10	5 days

Procedure to Register a Society/Association under the Societies Registration Act, 1860

- Apply for name availability by providing necessary ID proof and Address proof. No fees is required to be paid for availing name availability.
- Name availability letter or its rejection will be issued in 5 working days
- File Memorandum of Association and Rules and Regulations of the Society within 30 days with necessary ID proofs of Governing Body, along with a fee of Rs.50/-

- Issue of Registration certificate by the Registrar of Society after examining the documents and corrections if any, carried out by the power holder authorized on behalf of the members of the society.

Basic compliance required to be followed by any Society/Association

- Maintain proper books of accounts of the society by the Governing body members
- Maintain all registers and minutes including membership register, governing body register, minutes of governing body & General body.
- Conduct regular governing body meeting and at least one general body meeting every year.
- Make annual statutory filling in Form VII (Managing body & a copy of the balance sheet together with a statement of receipts and expenditure) with a fee of Rs.6/- in time, failing which a late fee of Rs.50/- will be collected.
- If the society does not file form VII in time, the society is liable to be treated as defunct under rule 22 of the Societies Registration (Pondicherry Amendment) Act, 1969.
- Register any modifications in the Memorandum or Rules of the Society by filing Form VI with a fee Rs.3/- in time, failing which a late fee of Rs.50/- will be collected. Any undue delay in complying with the provisions of the Societies Registration Act 1860 read with the Societies Registration (Pondicherry Amendment) Act, 1969 will attract penal action for striking off the Society/Association.