

A society is an association of several individuals combined using a mutual accord to deliberate, govern and act cooperatively for some communal purpose. Societies are usually registered for the advancement of charitable activities like sports, music, culture, religion, art, education, etc.

A Society can be created by a minimum of 7 or more persons.

For Society registration, the establishing members must agree with the name of society first and then prepare for the Memorandum, followed by Rules & Regulations of the society.

according to LAW, an identical or similar name of a currently registered society will not be allotted.

## **Memorandum of Association**

The Memorandum of society along with Rules & Regulations of society must be signed by every establishing member, witness by Gazetted Officer, Notary Public, Chartered Accountant, Oath Commissioner, Advocate, Magistrate first class or Chartered Accountant with their official stamping and complete address. The memorandum must also contain details of members of the society registration along with their names, addresses, designations, and occupations. The following document has to be prepared, submitted and signed for the sake of registration:

- Requesting society registration by providing covering letter, signed by all establishing members
- Duplicate copy of memorandum of association of society along with certified copy
- Duplicate copy of Rules & Regulations of society along with duplicate copy duly signed by all establishing members
- Address proof of registered office of society as well as no-objection certificate (NOC) issued by landlord
- Affidavit avowed by secretary or president of society declaring relationship among subscribers
- Few minutes of meeting regarding the society registration along with providing some essential documents.

## List of documents required:

1. PAN Card
2. The Residence Proof
3. Memorandum of Association
4. Articles of Association
5. A covering letter
6. Proof of address
7. List of all the members
8. Self - declaration



Following are the documents required for the Society Registration in India:

1. **PAN Card** of all the members of the proposed society has to be submitted along with the application.
2. The **Residence Proof** of all the members of the society also has to be submitted. The following can be used as a valid residence proof:
  - Bank Statement
  - Aadhaar Card
  - Utility Bill
  - Driving License
  - Passport
3. **Memorandum of Association** has to be prepared which will contain the following clauses and information:
  - The work and the objectives of the society for which it is being established
  - The details of the members forming the society
  - It will contain the address of the registered office of the society
4. **Articles of Association** also have to be prepared which will contain the following information:
  - Rules and regulations by which the working of the society will be governed and the maintenance of day to day activities
  - It will contain the rules for taking the membership of the society
  - The details about the meetings of the society and the frequency with which they are going to be held is to be mentioned
  - Information about the Auditors
  - Forms of Arbitration in case of any dispute between the members of the society

- Ways for the dissolution of the society will also be mentioned

Once the rules have been formed, they can be changed but the new set of rules will be signed by the President, Chairman, Vice President and the Secretary of the Society.

**5.** A **covering letter** mentioning the objective or the purpose for which the society is being formed will be annexed to the beginning of the application. It will be signed by all the founding members of the society.

**6.** A copy of the **proof of address** where the registered office of the society will be located along with a NOC from the landlord if any has to be attached.

**7.** A **list of all the members** of the governing body has to be given along with their signatures.

**8.** A **declaration** has to be given by the president of the proposed society that he is willing and competent to hold the said post.