

Filing - checklist										
District Registrar of societies,, District										
1	Date of filing request letter									
2	Name of the Society and Address									
2a	Name of the Legislative Assembly constituency									
3	Society Registration No. and Date									
4	Whether filed in the last year ?									
5	The years to which filing presently									
6	Mention if filing is made for more than one year									
7	Mention to which period and for how many years the filing is made	From <u>Year</u> To								
8	The year of General Body Meeting held (If filed for only one year)									
9	If filed for period of more than one year mention the year of meeting held	<table style="width: 100%; border: none;"> <thead> <tr> <th style="width: 50%; text-align: center;">Year</th> <th style="width: 50%; text-align: center;">Date</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1)</td> <td style="text-align: center;">1)</td> </tr> <tr> <td style="text-align: center;">2)</td> <td style="text-align: center;">2)</td> </tr> <tr> <td style="text-align: center;">3)</td> <td style="text-align: center;">3)</td> </tr> </tbody> </table>	Year	Date	1)	1)	2)	2)	3)	3)
Year	Date									
1)	1)									
2)	2)									
3)	3)									
10	Mention the date of General Body Meeting Notice (If filed for only one year)									
11	If filed for period of more than one year mention the year and date of meeting Notice given	<table style="width: 100%; border: none;"> <thead> <tr> <th style="width: 50%; text-align: center;">Year</th> <th style="width: 50%; text-align: center;">Date</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1)</td> <td style="text-align: center;">1)</td> </tr> <tr> <td style="text-align: center;">2)</td> <td style="text-align: center;">2)</td> </tr> <tr> <td style="text-align: center;">3)</td> <td style="text-align: center;">3)</td> </tr> </tbody> </table>	Year	Date	1)	1)	2)	2)	3)	3)
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12	Enclose General Body Meeting Notice	
12a	If filed for more than one year enclose the Notice yearwise	Year
13	If filing is for more than one year give the details of members who attended GBM	Total Attendance
14	Mention the financial year of the society(Enclose the copy of amendment letter if there is change in the last financial year)	
15	To which year the accounts are enclosed(if filed for more than one year enclose year wise) A. Assets and Liabilities, B. Income and Expenditure C.Receipts and payment D. Audit report	
16	Whether the above financial accounts are certified by auditor?(Enclose the originals)	
17	Whether the financial statements are signed by the/president/secretary/treasurer?	
18	Whether the original and typed copy of the resolution of general body meeting is enclosed? (if filed for more than one year enclose year wise information)	

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19	Whether the members are signed in resolution of the general body meeting	
20	Whether the annual financial accounts are approved in the general body meeting? Mention the date of general body in which approved year wise	
21	If the executive committee meeting was called by the last executive committee mention the date of meeting	
22	If the annual general body meeting is called by the other members of the executive committee the date the election held for executive committee. Mention the date and enclose the resolution copy	
23	Is there any dispute against management of the society in the courts? Mention clearly name of the court or authority in which the case is registered.	
24	Whether the election has conducted to the executive committee as per bylaw? Mention clearly to which period the election has to be conducted to the excutive committee	

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25	Whether the resolution copy of the general body meeting has been submitted to the department within 14 days?	
26	If not, mention the delay period	
27	Whether paid the penalty of Rs 50/- if submitted late for 6 months and for every year Rs 100/-	
28	Whether the secretary/president has signed with seal in all the papers of filing?	
29	Whether submitted the affidavit in Rs 20/- bond paper if delay in filling or submission of executive committee list?	
30	Submit the resolution book, receipt book, membership ledger if filling is done for the period of more than one year	
31	Mention the number of pages in filling proposal (pay the scanning fee by adding extra 3 pages and each page Rs. 35/-)	
32	Fees paid for scanning	
33	Penalty paid for delay (if paid penalty)	

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34	Mention the accumulated income and expenditure as per financial accounts (Mention yearwise if accounts statements are submitted for than one year)	
35	Total fee on accumulated income and expenditure at rate of Rs 100/- for each lakh.	
36	Scanning fee paid,penalty paid, fee on income and expenditure paid and total amount paid	
<p>The above mentioned information and the amount paid are correct. I here by certify that the information submitted is correct and can take action against me as per law if furnished any false information.</p>		
date:		() Society president/ secretary(Name in capital letters)
	Verified	
	Case worker signature	
	()	
	(Mention name in capital letter)	
	Office of District Registrar	
 district.	