

PROCEDURE AND CHECKLIST FOR REGISTRATION OF SOCIETIES UNDER H.P SOCIETIES REGISTRACATION ACT, 2006

PROCEDURE FOR APPLICATION SUBMISSION

- **Step-1:** Visit the official website of Department of Cooperation by clicking on below mentioned link
<http://admis.hp.nic.in/hpcoop/>
- **Step-2:** Now, navigate to “Society Registration” tab for applying online for society’s registration under H.P Societies Registration Act, 2006.
- **Step-3:** Now, the applicant will create account for Charitable/NGO society by filling the mandatory details. Once the applicant is registered then can proceed further.
- **Step-4:** After successful creation of online account, applicant will be asked to submit the mandatory details (explained step by step in attached User Manual Guide) and uploading required scanned documents enlisted in checklist.
- **Step-5:** After submitting all required details, applicant can submit the application to the department. Once the application got approval from the department, applicant can further proceed to payment process for registration.

Please find below the link illustrating step by step procedure from registration to submission of application to department. (**Help guideline for User**)

[User-Manual for online Registration of Societies](#)

APPLICATION APPROVAL PROCEDURE (DEPARTMENT WORKFLOW)

Phase-1: Online Application filling and submission of documents.

- Application needs to be submitted online with correct details. (Online Application filling)
- List of required documents mentioned in Checklist should be uploaded (Scanned copy) and submitted to the Registration Authority. (Cooperative Department)



Phase-2: Scrutiny and verification of documents uploaded at department level (Cooperative Department) and **Concern/Objection/Query** raised by department if any.

- Scrutiny of documents by Registration Authority (Dealing Assistant)
- Reverted back to the applicant in case of any negative report. (Document missing, incorrect information, etc.)
- Application file will be forwarded to Registrar Cooperative Society for remarks (Approval/Rejection) after verified from Branch Officer.



Phase-3: Approve/Rejection of the application by the department.
(Cooperative Department) **Approver Authority (Registrar Cooperative Society)**

- Grant/Rejection/Final Disposal of the license by the Registration Authority. (Registrar Cooperative Society)

Timelines:

From the submission of online application from portal to final dispense of an approval certificate, department has proposed a timeline of **21 working days** provided that all documents must be submitted. In case of any query/concern/objection timeline will stop unless a response is received back from applicant regarding the clarification asked by department.

Public Service Guarantee Act, 2011 Notification is available for your reference

<http://admis.hp.nic.in/hpcoop/Content/Notification.pdf>

PROCEDURE FOR APPLICATION APPROVAL

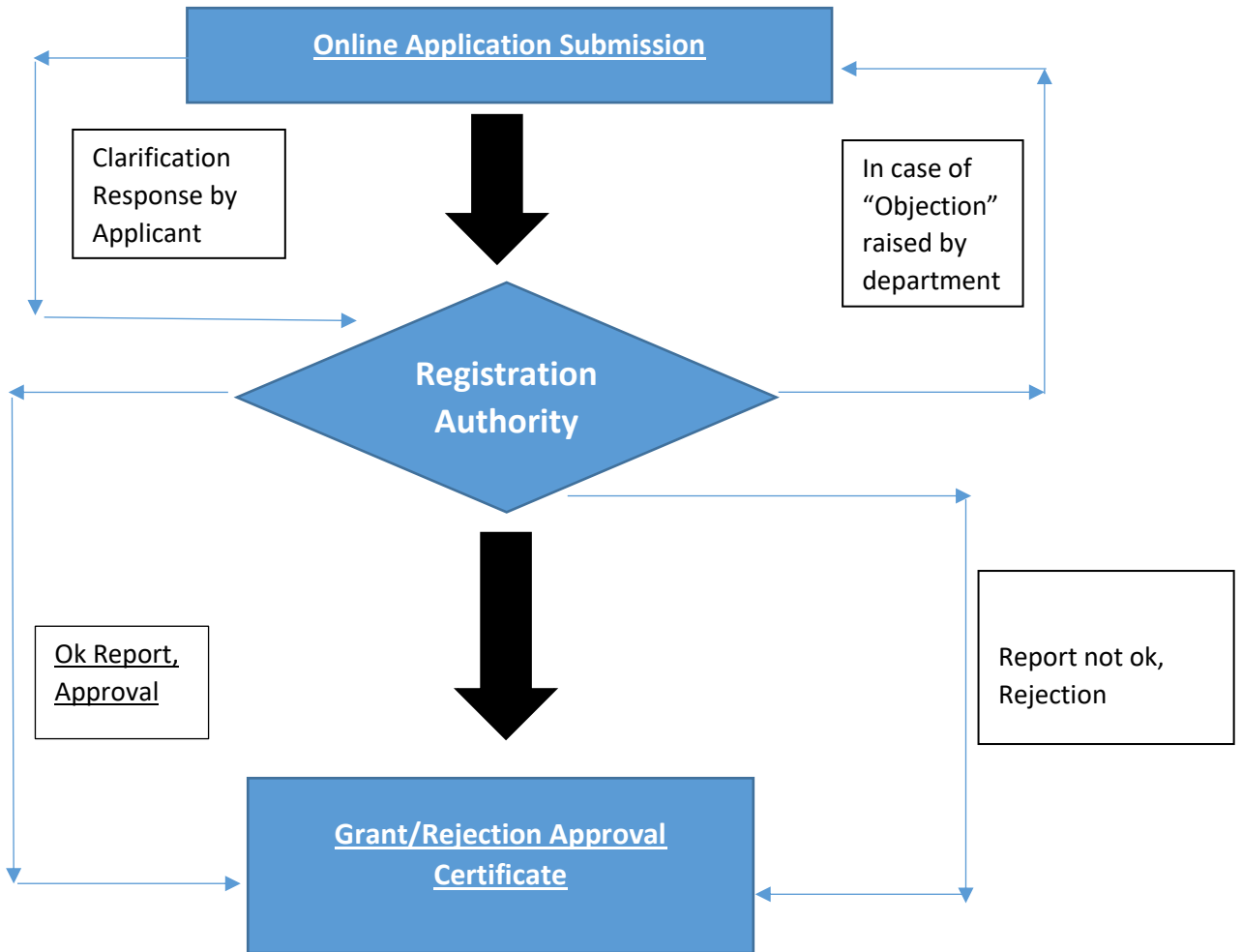
(DEPARTMENT WORKFLOW)

- **Step-1:** Online Application will be received by **Registering Authority** (Cooperative Department Himachal Pradesh).
- **Step-2:** After scrutiny, the proposal file will be submitted to the Branch officer by the DA (Dealing Assistant) concerned.
- **Step-3:** After satisfaction of the Branch Officer, file will be submitted to the Registrar Cooperative Societies for accord of prior/ formal approval of registration.
- **Step-4:** File will be routed back to DA through the Branch Officer concerned with the remarks of Approved /Rejected.
- **Step-5:** In case of any **concern/objection** application will be reverted back to applicant for further clarification.
- **Step -6:** Applicant will get an acknowledgment status on their registered email-id and mobile number.
- **Step-7** In the event of approval, the society shall require to deposit the prescribed registration fee of Rs. 500/- in the Government treasury through online payment gateway.
- **Step-8:** Applicant can finally download the Approval certificate along with Bye-laws & Regulations from the online portal.

Same steps to be followed for carrying out amendments

Registration Authority (Cooperative Department)

- Scrutiny by DA (**Dealing Assistant**)
- Verification by BO (**Branch Officer**)
- Approver Authority (**Registrar Cooperative Societies**)



CHECK-LIST FOR REGISTRATION OF SOCIETIES UNDER HIMACHAL PRADESH SOCIETIES REGISTRATION ACT, 2006.

The association of seven or more persons being members of different families intending to work for literary, scientific, educational, religious, charitable or other purposes eligible to contract under section 11 of the Indian contract Act, 1872 and desirous to be registered under the provisions of Himachal Pradesh, 2006 (Act No. 25 of 2006) and Rules made there-under shall require to submit memorandum of association along with following documents:-

1. Proposed name of the Society;
2. Objectives of the society as per section-1(3) of the Act;
3. Location & Head Office of the Society duly supported by some documentary proof such as electricity/water bill and declaration that the premises shown in the memorandum of association will be validly used by the society to operate its activities ;
4. Area of operation with full justification;
5. Name, age, addresses & occupation of the office bearers as well as subscribers to the memorandum of association as per format –I prescribed in the H.P. Societies Registration Rules, 2006
6. Resolution regarding adoption of Rule-Regulations/Bye-laws duly signed by all the promoter members;
7. Joint declaration of promoter members to the effect that the society shall perform only charitable & welfare activities and the members shall be Liable/responsible for all the consequences concerning society etc;
8. Two Copies of memorandum of association in original signed by three authorized signatories, containing identity proof of all the promoter members such as Adhar card driving license, voter identity card, a copy of the proceedings of the first meeting.
9. The society shall get the proposed name and proposed bye laws approved from the Registrar Office at the first instance to avoid duplicacy. (schedule attached)