

## Check List for Society

- 1) Only online application is to be submitted on departmental website, [regd.jharkhand.gov.in/jars/website](http://regd.jharkhand.gov.in/jars/website) or [e-nibandhan.gov.in](http://e-nibandhan.gov.in)
- 2) The name of society must not resemble government organization or similar to previously registered society.
- 3) Fee of fifty rupees is to be paid online.
- 4) Application must be submitted by authorized person only.
- 5) The notice of "Aam Sabha" (General Body) must be issued to at least 10 days before of the meeting.
- 6) The proceeding of meeting must be signed by all those who have attended it. Besides, the proceeding must contain name and designation of all selected members of Executive body. Proceeding should also mention that Memorandum and Rules have been approved in Governing Body.
- 7) Executive Body must have at least 7 member. They must not be related to each other.
- 8) Desirous persons list must have at least 7 members and attested by notary public.
- 9) The objective of society must not be commercial.
- 10) The Memorandum must contain address of the society also.
- 11) Rules must have provision of fund management. Withdrawal of fund from bank account must be with at least 2 office bearer's signature.
- 12) For foreign contributions. Rules must mention that for it consent of Home Department of Government of India will be taken.
- 13) Quorums of meeting should be 50%+1
- 14) In rules there must be provision that 1/3 member may call for meeting of Governing Body within 30 days.
- 15) Rules must have provision that Inspector General of Registration may call for Audit of society at the cost of society.

- 16) Dissolution/Amendment provision must be with 3/5 majority.
- 17) Affidavit must have welfare stamp of Rs 15 and mention that member of Executive Body are not related to each other.
- 18) For office address of society, rent agreement/electricity bill/ Gas connection/ bank passbook may be uploaded.
- 19) Every page of Byelaws/Memorandum must be signed by three office bear.
- 20) The uploaded documents must not contain overwriting/cutting.
- 21) All PDF must be properly uploaded.
- 22) Online application must have (1) application in Inspector General of Registration name (2) Notice of Governing Body Meeting (3) Proceeding of Governing Body (4) Executive Body (5) Desirous List (6) Memorandum (7) Rules (8) ID Proof of society.
- 23) Inspector General of Registration can reject the application of the applicant doesn't properly comply the objection.
- 24) For amendment a comparative chart of previous and amended provision should be uploaded.
- 25) All documents must be uploaded in original.
- 26) Affidavit must also mention that all the papers uploaded are correct.