

## Documents required for Society Registration

There are essential documents to register a society registration in India and State is as follows:

1. **PAN card** –All of the proposed society members have to submitted PAN CARD along with the application.
2. **Residence Proof**– For the valid Residence Proofs all the society members also have to submitted following documents:
  - Aadhaar Card,
  - Bank Statement,
  - Utility Bill,
  - Passport,
  - Driving License(“DL”).
3. **Memorandum of Association (MOA)** – MOA shall be prepared containing the following information and clauses:
  - The objective and function of the society for which it is being established.
  - Details information of the members constituting the society.
  - It will contain the address of the registered office of the society.
4. **Society's Rules and Regulations**- Society's rules and regulation have to be prepared and it must contain the following information:
  - The working of the society and maintenance of daily activities will be governed by Rules and Regulations.
  - Society's Rules and Regulation 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.
  - Auditor's Information.
  - In case of any dispute between the members of the society it forms of arbitration
  - Mentioned the Ways for the dissolution of the society.
5. **Covering Letter** mentioning the purpose or objective for which the society is being created will be annexed at the beginning of the application. It will be signed by all the founding members of the society.
6. **Address Proof** – A copy of the Address Proof where the registered office of the society will be located from the landlord with a Non-Objection Certificate (NOC) if any is to be attached.

7. **List of the entire Members-** All member's list of the governing body should be given along with their signatures.
8. **Declaration-** The President is willing and able to hold the said post of the proposed society is to be declared.

The two copies of Memorandum of Association along with respective committee's rules and regulation within the state submitted by the applicant. Other than these document applicants have to submit the requisite fees mentioned by the state government.

When application received by the registrar, the registrar acknowledges the 1st copy by his sign and return it and keeps the 2nd copy for approval. On proper distribution of documents, the registrar will issue a certificate of incorporation by allocating a registration number to it.

### **Documents required for Trust Registration**

- Copy of identification proof (Passport, Driving license, Voter ID, and Aadhaar card) of trustors and trustees. (Note: the documents should be self-attested)
- Copy of utility bills.
- Trust deed on a **Stamp paper\***
- Copy of the property registration.
- No objection certificate from the owner of a rented property.