



Registration of Societies with Inspector General of Registration (IGR)

Procedure, List of Supporting Documents and Fees

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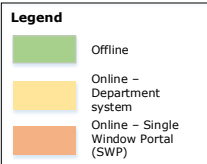
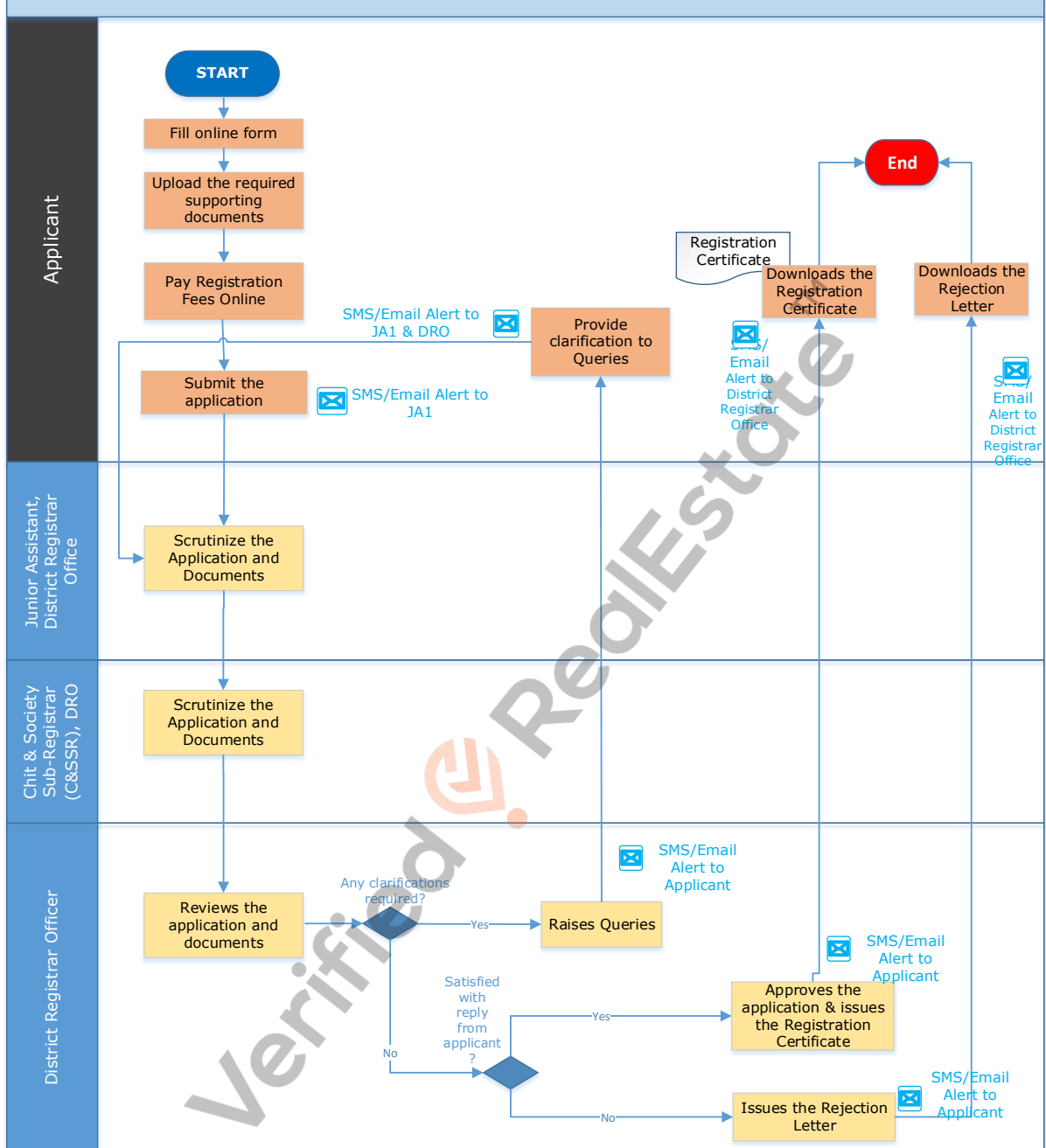
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1 Procedure

Procedure for Registration of Societies



2 Checklist of supporting documents

#	Documents
1.	Application for the issue of Certificate of Registration in Form No. I (Template enclosed in Annexure) of Tamil Nadu Societies Registration Act, 1975, duly filled in.
2.	Notice of Situation of Registered office in Form No. V (Template enclosed in Annexure) of Tamil Nadu Societies Registration Act, 1975, duly filled in.
3.	Register of members of the society in Form No. VI (Template enclosed in Annexure) of Tamil Nadu Societies Registration Act, 1975, duly filled in.
4.	Memorandum and Bye-law for Registration of Societies (Please refer to Section 6 in Tamil Nadu Societies Registration Act, 1975 for mandates to be present in memorandum and bye-laws)
5.	Property Ownership document (if the society owns property as per Bye Law for Registration of Societies)
6.	Government Approval Order for the exemption of using reserved words (If Applicable)

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3 Fees

S. No.	Fee Type	Amount (INR)
1	Certificate of Registration or Certificate of Registration on Change of Name	500
2	Notice of Situation/Change of Office(Form V)	200
3	Members List (Form VI)	200
4	Memorandum	4,000
5	Bye law	200
6	Delay Fees	Rs. 100 for the delay of every 3 months or part thereof
	Total	5100

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Annexure

FORM No. I

(See Rule 7 of the Tamil Nadu societies Registration Rules, 1978)

Application for the issue of certificate of Registration Under Section 10 of the Tamil Nadu Societies Registration Act, 1975. (Tamil Nadu Act 27 of 1975)

FORM:

To

The Registrar of societies,

------(Station)

Sirs,

A society by Name -----
----- has been formed on -----

2. I enclosed herewithin the memorandum and Bye-Laws of the said society.
3. I remit herewith a sum of Rs. _____ /- being the fee for the registration of the society.
4. I am a member of the Committee of the society.
5. I have been duly authorised in this behalf by the Committee of the Society.
6. The society may be registered and the Certificate of Registration issued.

Place:

Signature of the Applicant

President/
Secretary.

Date:

FORM No . V

(See Rule 15 of the Tamil Nadu Societies Registration Rules, 1978)

Notice of Situation of the Registered office of the Society under sub-section (1) of section 13 of the Tamil Nadu Societies Registration Act, 1975. (Tamil Nadu Act, 27 of 1975)

1. Name of the society:
2. Date of Registration:
3. The Registration No. & Year of Registration:
4. Presented By:

To
The Registrar of Societies,

----- (Station).

Sir,

"

hereby given you notice under sub-section (1) of section 13 of the Tamil Nadu Societies Registration Act, 1975 (Tamil Nadu Act 27 of 1975) that the Registered office of the society.

Situated at No.

on the _____ day of _____.

Signature

Dated:

President/ Secretary,
Designation or Position
In Relation to the Society

Place:

FORM NO. VI

(See Rule 16 of the Tamil Nadu Societies Registration Rules 1978)

Register of Members to be maintained under sub- section (1) of Section 14 of the Tamil Nadu Societies Registration Act, 1975. (Tamil Nadu Act 27 of 1975)

REGISTER OF MEMBERS

1. Name and address of the society :
2. Date of Registration:
3. The Registration Number and Year of registration

S.NO	NAME	OCCUPATION	DATE OF JOINING	ADDRESS