



सत्यमेव जयते

Government of Gujarat



# Registration of Cooperative Societies

Process Flow, Checklist and Timelines

Registrar of Societies, Gujarat

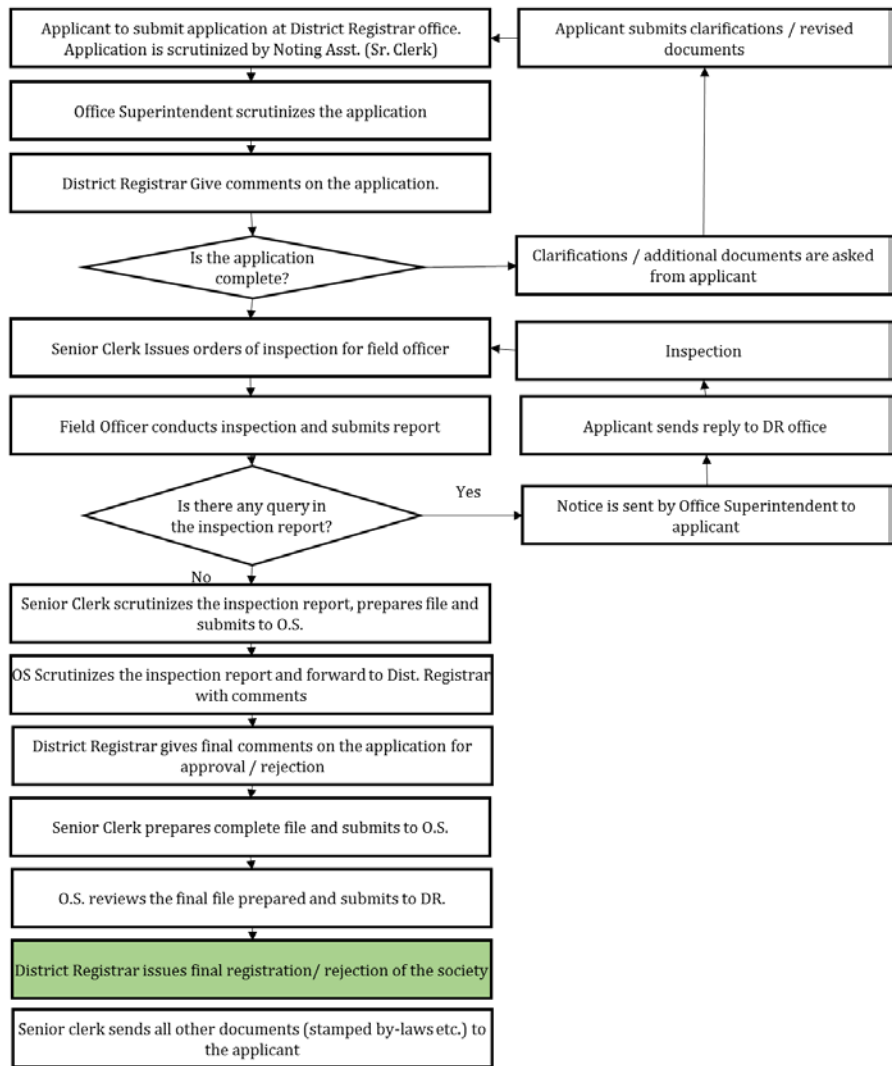
Ease of Doing Business

**Application Name:**  
**Registration of Societies**

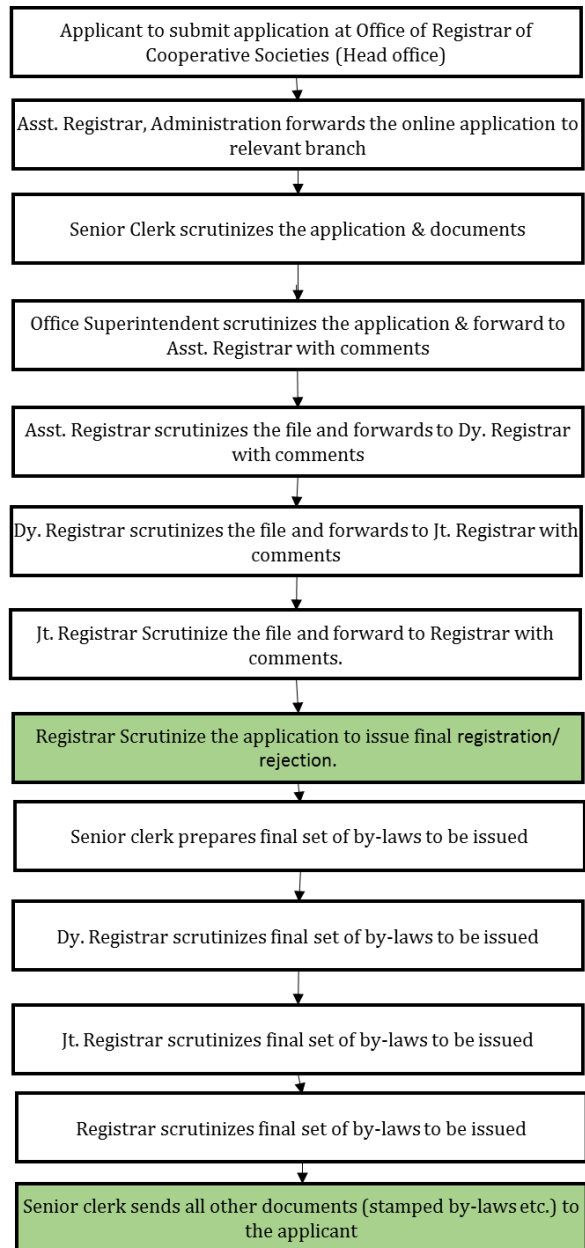
**Process Flow**

***Societies where area of operation is only one district***

Flow Chart – Primary Societies



### *Societies where area of operation is more than district*



## Checklist

### List of common documents to be submitted by all types of societies

S. No.	Name of Document
1.	Signed copy of Form – A (Rule – 3) for Registration
2.	Signature of Main Promotor in application & Signatures of minimum 10 persons from different families (or representatives of minimum 10 societies in case of federal society) who are eligible for becoming member of the Society
3.	Certified copy of resolution authorizing the Main Promoter to sign the application for registration (Section – 8 (3))
4.	Certificate by Police Station stating that the Main Promoter and members signing the application are not involved in criminal activity.
5.	Certificate by District Central Cooperative Bank regarding Bank Balance (Rule – 3 B)
6.	List of members/promoters with contribution towards share capital & admission fee
7.	Project Report (The scheme showing the details explaining how the working of the society will be economically sound and, where the scheme envisages the holding of immovable property proposed to be purchased, acquired or transferred to the society)
8.	No Objection Certificate from other Societies working in the area of operation <ul style="list-style-type: none"><li>• Not required iff same type of society is not existing in the area of registering society.</li></ul>
9.	Opinion of the Federal Society relating to Financial viability (It may apply to the cooperative credit structures)
10.	Certificate stating that 10 promoters are from different families and are residing in the area of operation of the Society (Certified copy of the Certificate by Talati / Chohra)
11.	Four copies of proposed by-laws of the Society (with signature of all promoters)

12.	<p>Every proposed society has to pass the following resolutions (before filing the application for registration of society)</p> <p>And issue affidavit on Rs. 20 Stamp Paper</p> <p>(1 TO 6 resolution)</p> <ul style="list-style-type: none"> <li>• Appointment of Chairman of the meeting</li> <li>• Appointment of Main Promotor</li> <li>• Resolution regarding delegation of power for collecting Share Capital</li> <li>• Resolution regarding delegation of power for signing Certificates and Undertakings</li> <li>• Regarding selection of promoters and delegate the power to for signing By-laws</li> <li>• Regarding finalizing name of the Proposed Society and its area of operation.</li> <li>• Certificate by main promoter stating that no members of the society has any bad overdue debt of any other society</li> <li>• After registration only those persons include except have been the qualifiers as mentioned in By-laws.</li> <li>• Undertaking by main promoter stating that If Registrar suggests some modification in By-laws, then it shall be sanctioned in first general meeting of Society.</li> <li>• Affidavit by the Main Promoter declaring that members of proposed society are not member of other Societies having similar objectives.</li> </ul>
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### List of Documents required to be submitted for specific Societies:

1.	<b>Industrial Cooperative Societies</b>
S. No.	Name of Document
1.	Experience certificates of members about work related to objectives of the Society
2.	Undertaking by main promoter assuring that the Society will get building for its activities
3.	Undertaking by main promoter that tools available with the Society for carrying out work activities as per the objective of the Society.
4.	Technical Opinion in cases whether required.

2.	<b>Labour Society</b>
S. No.	Name of Document

1.	There should be atleast 50 members and Promotors should not be contractors.
3.	Copies of Ration card and / or Aadhar card for residential proof
4.	Certificate regarding population of the area of operation from Talati cum Mantri
5.	Certificate by the Executive Engineer regarding society will get sufficient civil work after registration.
6.	Certificate by the Competent Authority – Members are beneficiaries of Integrated Rural Development Program (BPL)
7.	Certificate by the Roads and Building Department that members / Promotors are not associated with other Society and are not contractors

3.	<b>Agriculture Credit Cooperative Society Service / Multipurpose Agriculture Cooperative Credit Society</b>
S. No.	Name of Document
1.	Farmers, Khatedars, rural artisans, farm labourers, members of Scheduled Caste are to be member of Society. There should be 15 Farmer Khatedar members and Society can be enabled to loan Rs 2 lakhs.  - Latest 7/12 of Farmers (Khatedars) to be submitted.
2.	Was there any Service Society in the area of operation?  a. Yes b. No  If Yes, Names:
3.	If any of the above society had gone under liquidation then  a. Yes b. No  If Yes, Names
4.	Proof of amount deposited in bank
5.	Bank Balance Certificate
6.	Account statement of Income and Expenditure

7.	Undertaking by the main promoter stating that “We will align with District Central Cooperative Bank (DCCB) and seek loans for the members”
8.	Notes of proceedings of the General Meeting held for forming of the Society
9.	Proof of residence of all members of society showing that members shall be permanent residents of that village or Group of Village
10.	Undertaking by the main promoter that society is capable of hiring a building and provide proper training to the secretary.
11.	Register containing details of land occupied by the members and Form 8- A signed by the Talati of land owned by the members
12.	Certificate by the Talati regarding population of the village
13.	Register of comparative details of crops taken in the village.

4.	<b>Gopalak Multi-Purpose Cooperative Society</b>
S. No.	Name of Document
1.	Certificate by the Talati about population of cowherds/ Gopalak
2.	Signed copy of List of 51 members (with name & full detail)
3.	Certification from the Talati about being engaged in Animal husbandry
4.	Member of the society should not be the member of Agriculture credit society of the village or area of operation 1 Undertaking by the main promoter 2 NOC from Agriculture credit society operational in the area stating the above(if any)
5.	No family member of the member should be an overdue debtor of any other society <ul style="list-style-type: none"> <li>A common affidavit to be signed by each member</li> </ul>
6.	No Objection Certificate of other agriculture cooperative credit society within area of operation
7.	Register of land and animals owned by the members

5.	<b>Milk Society</b>
<b>S. No.</b>	<b>Name of Document</b>
1.	Letter of District Milk Union regarding details of quantity of milk collected / purchased
2.	Proposed Centre is to be started first. Registration is to be obtained within 6 to 12 months. Register and balance sheet of milk business of the Society during the said period
3.	If any another Society registered in the area of operation of the proposed Society, then certificate by the Talati cum Mantri regarding distance between two societies and No Objection Certificate from the existing society

6.	<b>Cooperation Credit/Saving and Credit Cooperative Society</b>
<b>S. No.</b>	<b>Name of Document</b>
1.	Names of villages and population certified by Talati
2.	In case of cooperative credit society there should be share capital of Rs 1,00,000/- and in case of saving & Credit Cooperative Society share capital Rs 10,000/-
3.	Register with photographs and signatures of the members
4.	Certificate by Talati / Chohra of population of the area of operation
5.	Affidavit of Promoters on Rs. 50/- Stamp Paper

7.	<b>Salaried Employees' Credit Society</b>
<b>S. No.</b>	<b>Name of Document</b>
1.	Certificate in the issued by the Competent Officer regarding the members / promoters in the Proposed Society being salaried employees of Government or Non-Government Institutions
2.	There should be Rs. 10,000/- balance in the proposed bank account – Bank balance certificate



3.	Undertaking by the Main Promoter stating that Loan shall be granted after proper evaluation of loan application and recovery shall be done regularly without partiality
4.	Undertaking by the Competent Officer regarding making deduction of loan instalment from the salary (every month)
5.	Undertaking by the Main Promoter regarding maintaining financial liquidity in the Society

<b>8.</b>	<b>Seed Producers Sales /Processing Cooperative Society</b>
<b>S. No.</b>	<b>Name of Document</b>
1.	100 members, Caste wise register
2.	Records in Form 8-A about promoters occupying land / halting land
3.	Undertaking by the Main promoter declaring that members occupying land and have knowledge about agriculture produce and research.
4.	Details on from where loan / assistance/ subsidy for completion of work of the scheme will be obtained
5.	How the Society complete its project with loan/ assistance/ subsidy. Show the details.

<b>9.</b>	<b>Fruit and Vegetables Producer / Processing Cooperative Society</b>
<b>S. No.</b>	<b>Name of Document</b>
1.	Details of number of Farmer (Khatedar) and number of farmers planting vegetables in the village
2.	Undertaking by the Main Promoter declaring that all the members of the proposed society are carrying out agriculture and are farming vegetables

<b>10.</b>	<b>Cotton Producers' Cooperative Society</b>
<b>S. No.</b>	<b>Name of Document</b>
1.	Details of farmers taking cotton crop from amongst the Khatedar Farmers of the village

2.	Undertaking by the Promoters declaring that all the members carry out agriculture and cotton farming
3.	Register showing details of cotton farming by the members

<b>11.</b>	<b>Housing Society</b>
<b>S. No.</b>	<b>Name of Document</b>
1.	Details of scheme under which the Society is to be registered
2.	Member should be eligible for entering into contract, should be a common resident of village / city of the area of the society <ul style="list-style-type: none"> <li>• Submit proof of residence of each member</li> </ul>
4.	Whether Contractor or land owners, Engineers or Architects or family members of the Promoters are member of the society? Yes/No, if yes than detail shall be given.
5.	Details of printed receipts that have been given for funds collected
6.	Whether advertisements have been published in local tabloids/pamphlets/leaflets by the Society? <p style="text-align: center;">a. Yes b. No</p> <p>If Yes, please give details &amp; copy of advt.</p>
7.	In case the Society is for other than general classes, then society submits of all certificate issue by the Social Welfare Department.
8.	Whether provision has been made for Transfer Fee in the by-laws? <p style="text-align: center;">a. Yes b. No</p>
9.	Whether any member of the proposed Society owns more than one house? <p style="text-align: center;">a. Yes b. No</p> <p>If Yes, please give details</p>

10.	<p>Whether it is a Government Employees' Housing Society?</p> <p>a. Yes b. No</p> <p>If Yes, submit certificate issued by competent authority stating that the members are government employees.</p>
11.	<ul style="list-style-type: none"> <li>• Details of land. <ul style="list-style-type: none"> <li>○ Form No. 7 / 12, 8-A records of the latest date for land owners</li> <li>○ Certificate by the Competent Officer exempting from the Land Ceiling Act</li> <li>○ If land is NA than the certificate from competent officer</li> <li>○ If land situated in residential zone, then the market value (as valued by govt. approved valuer) of society match with purchased value of the society. For the certificate of Governmental approved valuer or of Government Engineer</li> <li>○ In case the land is private, copy of sale agreement</li> <li>○ Lay-out plan / building plan should be signed by Engineer</li> <li>○ New by-laws relating to land</li> <li>○ If the land is fragmented, whether distance in excess of 250 meters has been maintained. Not less than 250-meter distance shall be maintained in fragmented land.</li> <li>○ Provision for road maintain in map.</li> <li>○ Whether common plot has been shown in the lay-out plan.</li> <li>○ Verification Officer has visited the land where the Proposed Society <b>is located</b></li> <li>○ Member register shall be submitted.</li> <li>○ Certificate by the Main Promoter declaring that registration of the Society shall be without Government aid.</li> <li>○ Leaflet U. (four copies)</li> </ul> </li> </ul>

12.	<b>Consumer Stores/ Consumer Cooperative Society</b>
S. No.	<b>Name of Document</b>
1.	<p>If there are more than one villages in the area of operation, distance between them</p> <ul style="list-style-type: none"> <li>• Affidavit by main promoter</li> </ul>

3.	Society shall be register with at least 100 members. Promotors shall have to give undertaking after registration of the society, total number of the society shall be 500.
4.	Certification by Talati regarding village having population of 10,000 or more
5.	Undertaking of not selling Custom Goods

<b>13.</b>	<b>Community Farming Society</b>
<b>S. No.</b>	<b>Name of Document</b>
1.	Latest copies of Form 7 / 12 and Form- 6 (Records of Rights of lands owned by Members / Promotors)
2.	Agreement of Sale for the land to be acquired (with copies of 7 / 12 and Form-6 (Records of Rights)
3.	Register of contribution with complete details of members

<b>14.</b>	<b>Irrigation Cooperative Societies</b>
<b>S. No.</b>	<b>Name of Document</b>
1.	Minimum Share Capital Rs. 500/-
2.	Copies of land area of members falling within the Command Area (Copy of 7/12 certificates)
3.	Undertaking by the Main Promotors stating that the all members are staying in the area of operation of the society.
4.	No Objection Certificate by the Competent Officer regarding any bore or canal passing through the Command Area.
5.	No Objection Certificate from the Competent Officer of the Corporation or Panchayat if the Society is to be registered on the bore of Corporation or Panchayat
6.	Undertaking by the Main Promotors regarding compliance to the terms set by Corporation – Panchayat with reference to the bore with the Corporation or Panchayat.

7.	Undertaking by the Main promotor stating that society will not seek any loan / assistance from the Government or any financing institute for funds for bore scheme or any other scheme.
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<b>15.</b>	<b>Narmada Irrigation Cooperative Societies</b>
<b>S. No.</b>	<b>Name of Document</b>
1.	Map of the irrigation area
2.	Undertaking from the Main Promotor that society will provide water to all members
3.	Form 8 – A records or 7/12 of lands of Promotors
4.	Undertaking of letter of acceptance from all the members
5.	Technical opinion by SSNNLs
6.	Certificate by concerned Executive Engineer, Canal Scheme, Canal Department regarding recognition of Irrigation Cooperative Society from Minor Branch.

<b>16.</b>	<b>Transportation Cooperative Societies</b>
<b>S. No.</b>	<b>Name of Document</b>
1.	Driving license and address proof of promotors.
2.	Undertaking and commitment of all the members are current or retired employees of S. T. Corporation and associated with Transport business

<b>17.</b>	<b>Tobacco Growers Cooperative Society</b>
<b>S. No.</b>	<b>Name of Document</b>
1.	Details of the land owned by the member in the area of operation and details of tobacco produced by them.
2.	Details of activities of purchase and sale of tobacco and other produces as per Cooperative Tobacco Federation and recommendation letter by the Federation.
3.	Undertaking by each member that they are not associated with business of purchase or processing of tobacco.

## **Fees Details**

No fees

## **Timeline**

60 Days from the date of application

Thank You