

Mandatory Enclosures for Registration of Societies:

1. EPIC – EPIC of all members of the society to be registered
2. Annexure I - Aims and Objectives Document of the Society
3. Annexure II - Signature and Photographs of Members of Society (in the format given below)
4. Annexure III- Procedure of Holding General Meeting and its Powers and Functions
5. Annexure IV - Procedure for conducting General Meeting/Executive Committee its Powers and Functions
6. Annexure V - Procedure for Expulsion of the Members of the Association
7. Annexure VI - Procedure of Election of the Executive Committee and their terms
8. Annexure VII - Any other provisions for the management of the Association
9. Passbook - Bank Account Passbook of the Association
10. Supporting Documents - NOC from headman/nokma where the society is to be established
11. Challan Receipt - Challan Registration Fee receipt(Office Seal is required to be taken on the challan before payment in the Treasury from the Dealing Assistant)

Points to be noted while uploading or scanning of enclosures

- ✓ The documents must be scanned properly.
- ✓ If there are additional enclosures that you want to submit, you can upload in “Others” enclosure.
- ✓ The maximum size of pdf that can be uploaded is 1 MB per document. Therefore while scanning a document, scan as 75 or 100 DPI.
- ✓ Annexure II is given below, needs to be printed and filled up

Annexure II**Signature and photograph of not less than 7(seven) members of
Executive Committee/Governing Body**

Sl.no	Name of Member	Designation	Signature	Photograph to be pasted(passport size)
1				
2				
3				
4				
5				
6				
7				