# **USER MANUAL**

# Integrated Co-operative Department Management System (ICDMS) -

Society Registration & ByeLaw Amendment Module

**Submitted to** 

The Registrar of Co-operative Societies

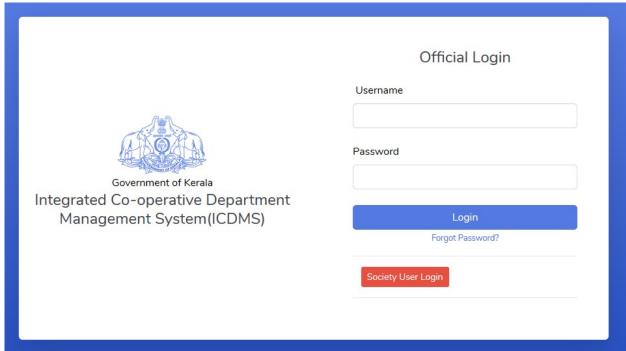
Submitted by



Centre for Development of Imaging Technology (C-DIT) www.cdit.org

# 1. Home Screen

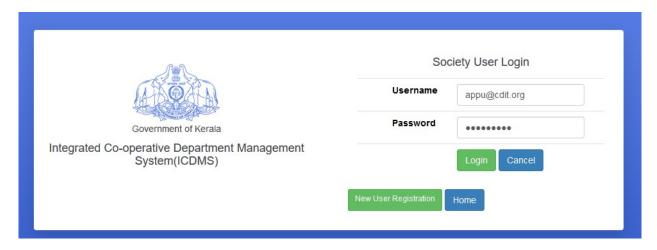
The online ICDMS application can be accessed through the url www.icdms.kerala.gov.in



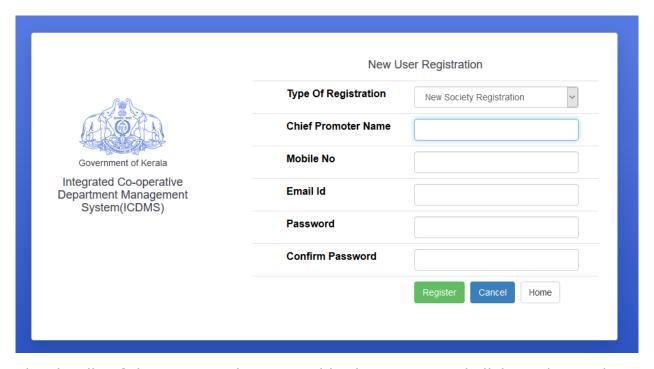
# 2. Society User

# 2.1 User Registration

The society users can login to the application by clicking the **Society User Login** button in the home page of the application. On clicking the button, the user will be redirected to the following screen.



For new users, the logins can be created by clicking the **New User Registration** button. The New User Registration form will be displayed as shown below.



The details of the user can be entered in the screen and click on the Register button for user registration. For newly registering societies select the Type of Registration as New Society Registration and for already registered societies, the Type of Registration should be selected as Existing Societies. For already registreed societies, the details related to their society also has to be entered and the login will be enabled only after verification and approval by the respective Assistant Registrar Office.

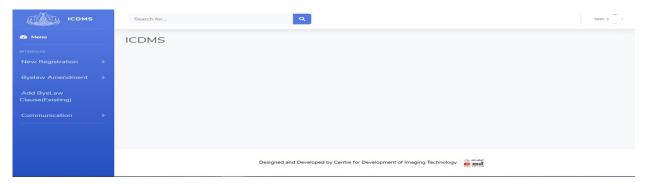
On clicking the register button, an OTP will be sent to the registered mobile of the user and the account has to be verified by giving the OTP in the following screen. After entering the OTP, click on the Verify Account button for activating the login account.

Enter OTP		
	Verify Account Cancel	

After user registration and verifying account, the user can login to the application using the registered credentials. Enter the username, password and click on the Login button.



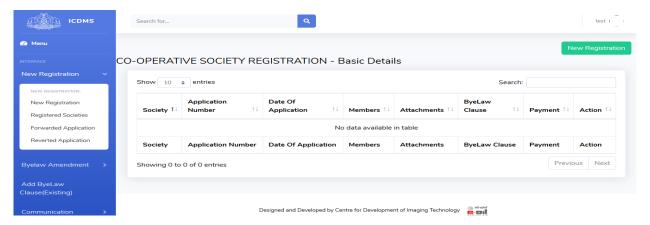
On successful login, the user will be redirected to the Home Page of the user.



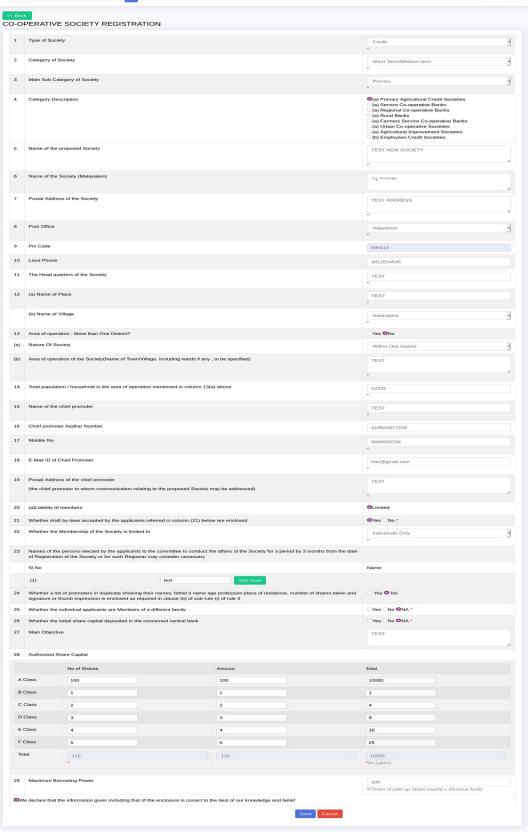
# 2.2 New Society Registration

# 2.2.1 New Registration

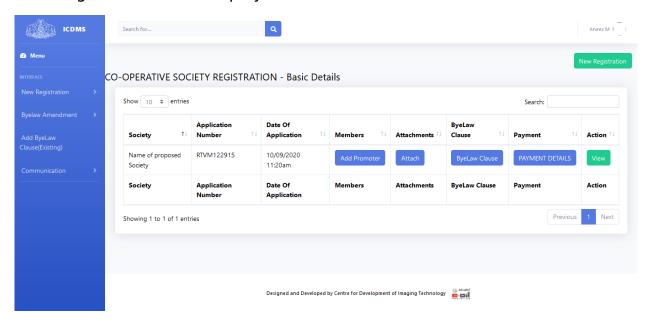
For New Registration of the societies, click on the New Registration option in the homepage of the user.





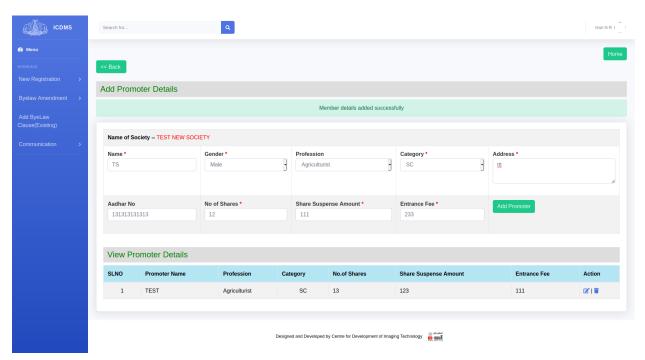


After filling the details in the online application form, click on the Submit button for submitting the details. After the application is submitted, the following screen will be displayed.



#### Add Promoter

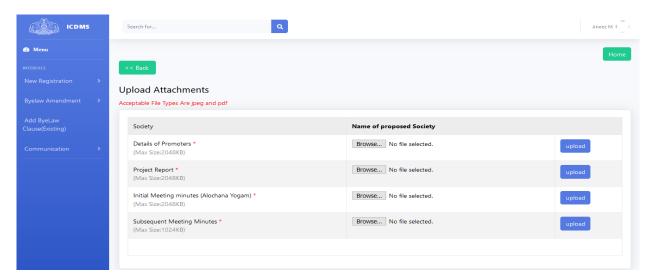
The details of the promoters can be added by clicking the **Add Promoter** button in the above screen.



The details of the promoters can be entered and click on the **Add Promoter** button for submitting the details.

#### **Attachments**

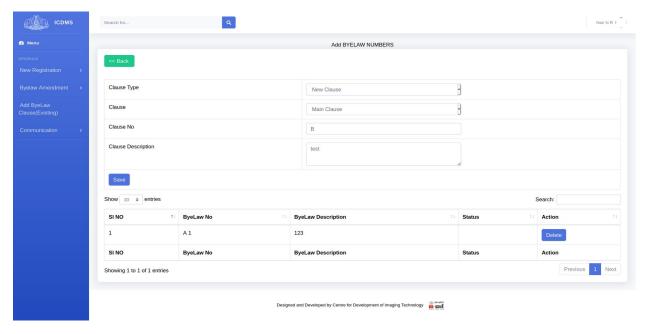
The attachments related to the application acn be uploaded by clicking the **Attach** button in the above screen.



Select the pdf document pertaining to the attachment and click on the **Upload** button

#### ByeLaw Clause

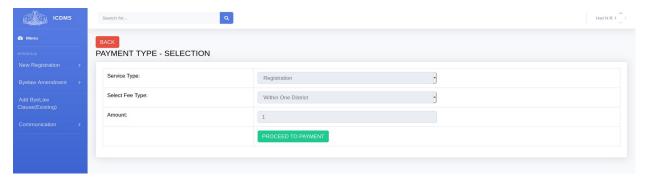
The byelaw clauses of the registering society can be entered by clicking the **ByeLaw Clause** button in the above screen.



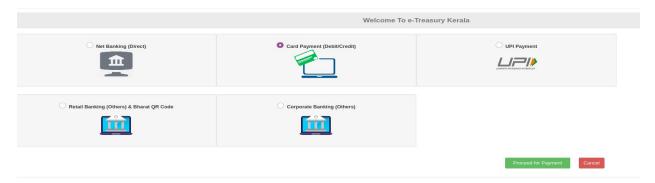
The byelaw clause numbers and descriptions can be entered and click on the **Save** button for submitting the details.

#### **Payment**

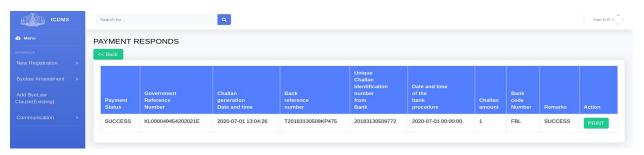
The payment for the registration application can be done by clicking the **Payment** button in the above screen.



The payment fees details will be listed as above. Click on the PROCEED TO PAYMENT button for redirecting to the payment gateway page.



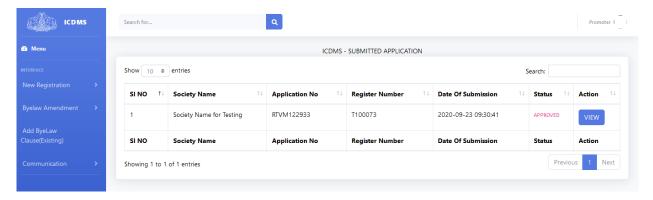
The payment gateway will be displayed as shown above. Select the desired option and click on the Proceed to Payment button for completing the payment. After successful completion of the payment transaction, the payment details will be displayed as shown below.



After completing all stages of the application submission, click on the View button for reviewing the application. After viewing the application, the application can be submitted to the concerned Assistant Registrar office by clicking on the **Final Submit** button.

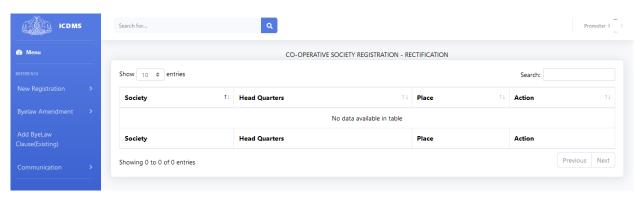
#### 2.2.2 Submitted Applications

The applications submitted by the societies can be viewed through this option. The status of the submitted application can also be viewed.



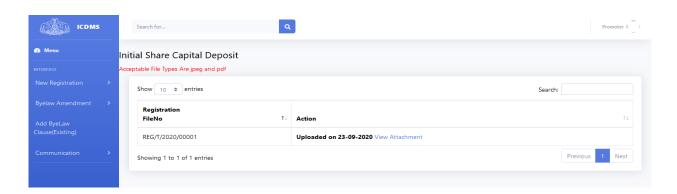
#### 2.2.3 Reverted Application

The applications if reverted by the approving authority for any clarifications will be listed in this option. This application can be re forwarded after necessary corrections.



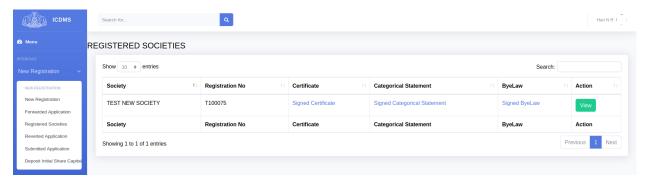
# 2.2.4 Initial Share Capital Deposit

The details related to the deposit of initial share capital as part of society registration can be uploaded through this option. The option will be available for the societies when intimated by the approving authority.



#### 2.2.5 Registered Societies

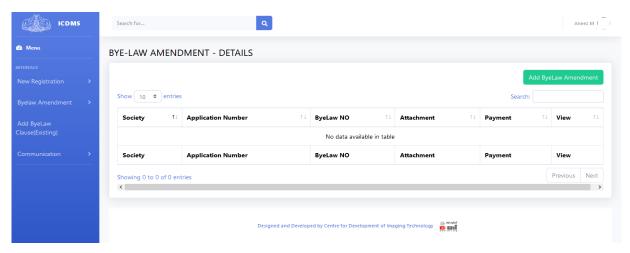
The details of successfully registered society will be listed in this option. The digitally signed certificates like Registration Certificate, Categorical Statement and ByeLaw can be downloaded for the approved societies from this option.



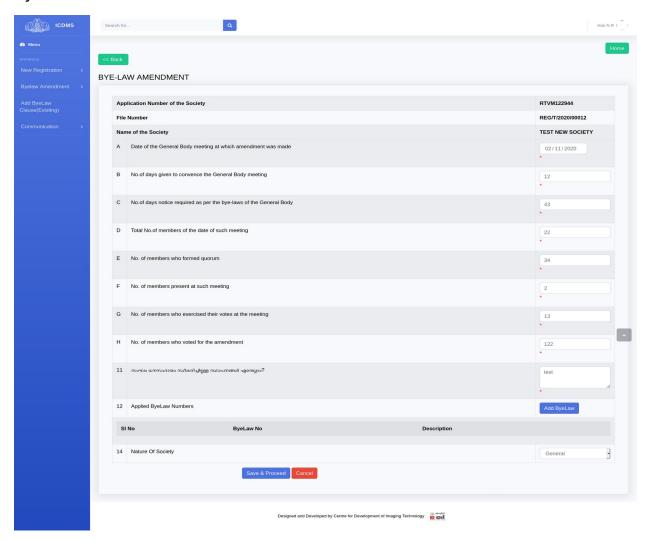
# 2.3 ByeLaw Amendment

# 2.3.1 Add ByeLaw Amendment

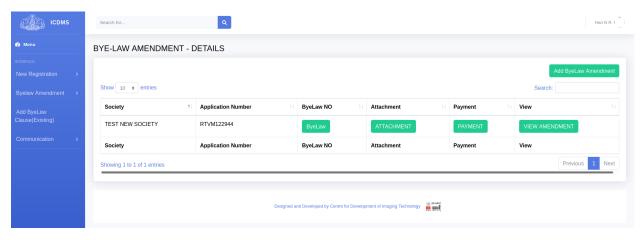
For applying for byelaw amendment of the societies, click on the Byelaw Amendment option.



Click on the Add Byelaw Amendment for loading the application form for byelaw amendment.

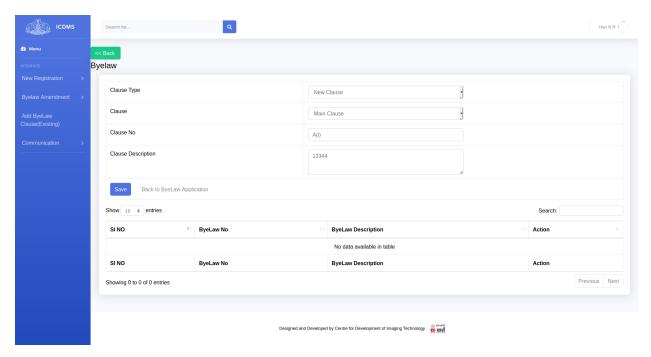


After filling the details in the online application form, click on the Save & Proceed button for submitting the details. After submitting the details, the following screen will be displayed.



#### **Byelaw Clause**

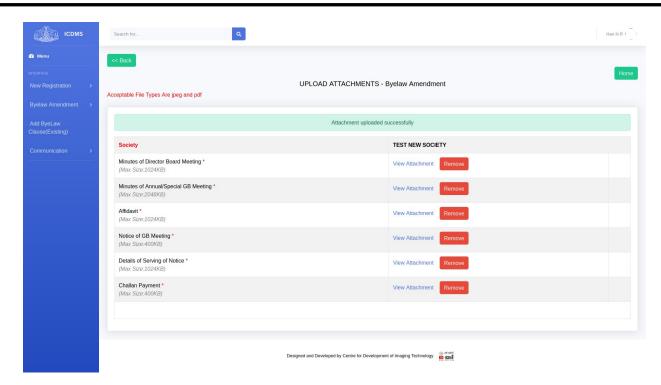
The byelaw clauses for amendment can be entered by clicking the Bye-law button in the above screen.



The changes in existing clauses or adding new clauses can be done through this screen. Enter the details related to the amendment clauses and click on the Save button. For adding new clauses, select Clause Type as "New Clause" and for modifying an existing clause, select the Clause Type as "Existing Clause".

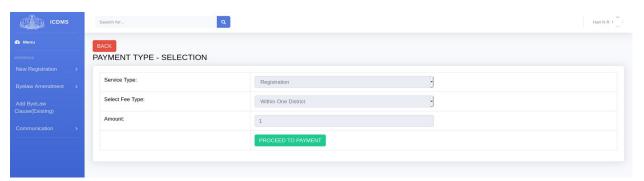
#### Attachments

The attachments related to the byelaw amendment application can be uploaded by clicking the **Attach** button in the above screen.

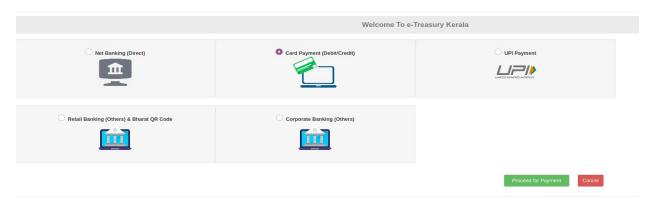


#### **Payment**

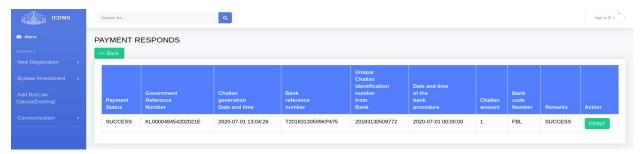
The payment for the byelaw amendment application can be done by clicking the **Payment** button in the above screen.



The payment fees details will be listed as above. Click on the PROCEED TO PAYMENT button for redirecting to the payment gateway page.



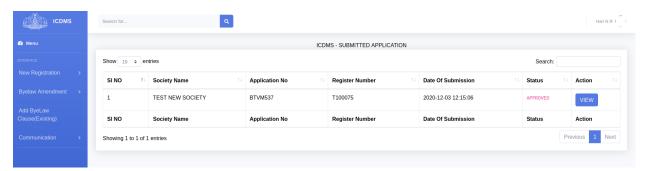
The payment gateway will be displayed as shown above. Select the desired option and click on the Proceed to Payment button for completing the payment. After successful completion of the payment transaction, the payment details will be displayed as shown below.



After completing all stages of the application submission, click on the **View**Amendment button for reviewing the application. After viewing the application, the application can be submitted to the concerned Assistant Registrar office by clicking on the **Final Submit** button.

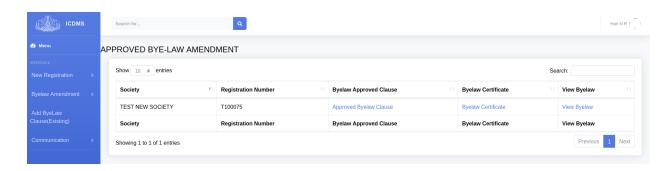
#### 2.3.2 Submitted Applications

The byelaw amendment applications submitted by the societies can be viewed through this option. The status of the submitted application can also be viewed.



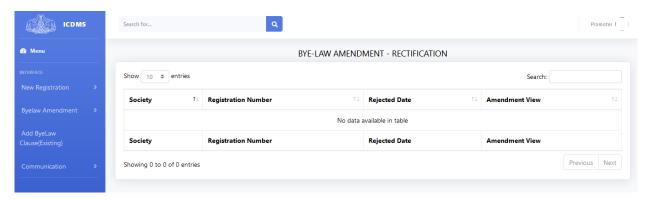
## 2.3.3 Approved Byelaws

The approved byelaw amendment applications submitted by the societies can be viewed through this option. The digitally signed certificates like Approved Byelaw Clause and Byelaw Certificates can also be downloaded through this option.



#### 2.3.4 Rejected Byelaw

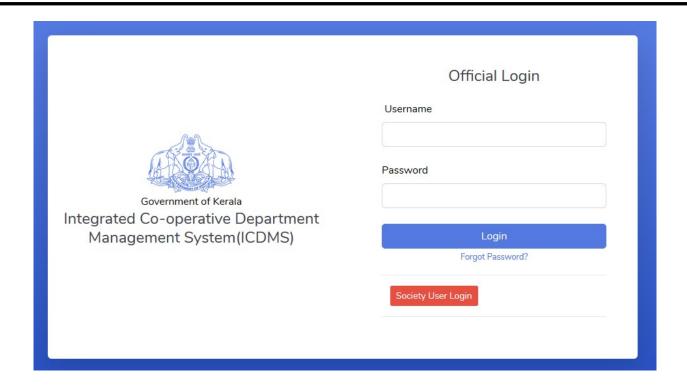
The rejected byelaw amendment applications of the societies can be viewed through this option.



# 3. Assistant Registrar

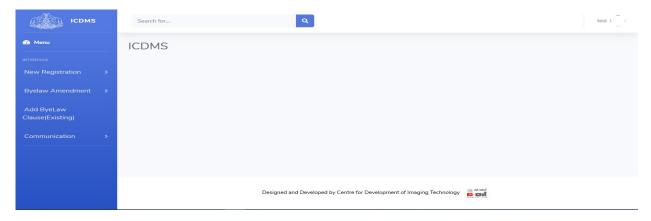
# 3.1 Login

The Assistant Registrar can login to the system through this option by providing the username and password.



# 3.2 Home Page

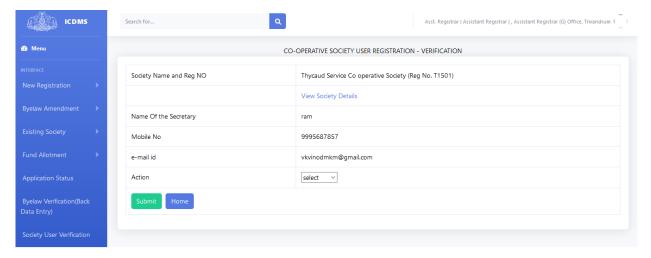
On successful login, the user will be redirected to the Home Page of the user.



# 3.3 Society User Verification

The user registration of registered societies will be listed in this option for verification. The Assistant Registrar can Approve/Reject the user registration

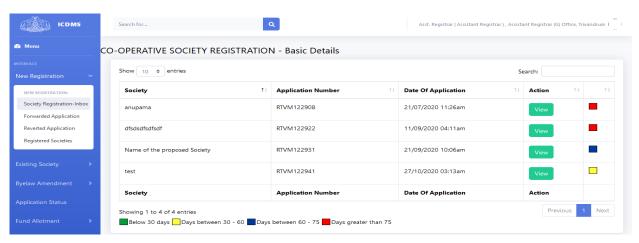
requests from the societies. If approved, the societies can login to the ICDMS application.



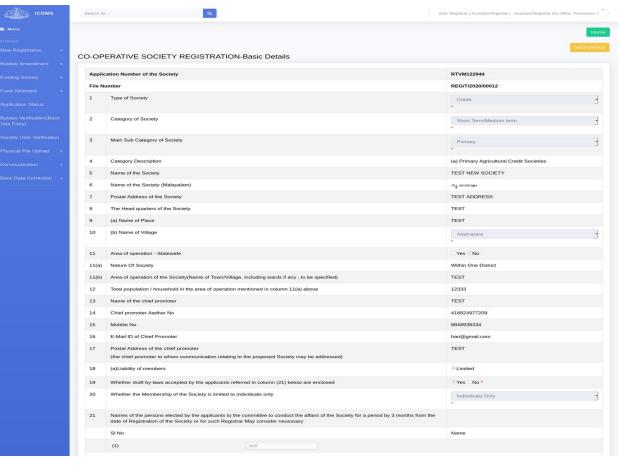
# 3.4 New Registration

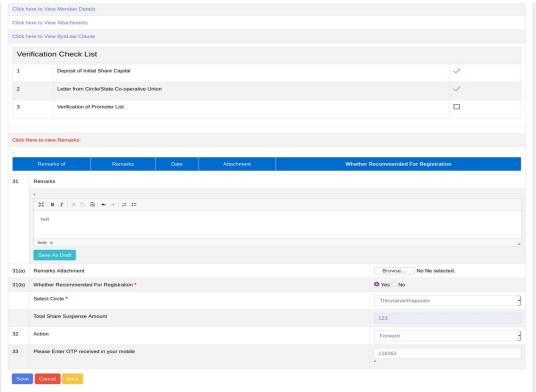
#### 3.4.1 Society Registration - Inbox

The applications received for society registrations will be listed under this option of the Assistant Registrar.



The detailed application can be viewed by clicking on the View button.

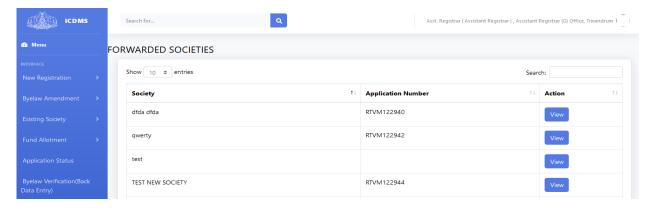




The attachments uploaded, byelaw clauses and promoter details can be viewed by clicking the respective links in the application form. After viewing the application, verification and adding the remarks, the Asst Registrar can Forward the application to JR office or forward the application to the unit inspector for enquiry and report or revert the application back to the society for any corrections.

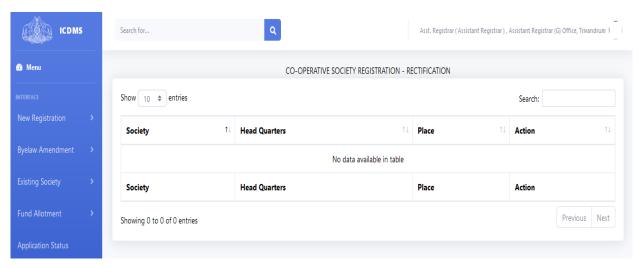
#### 3.4.2 Forwarded Applications

The applications forwarded by Asst Registrar can be viewed in this option



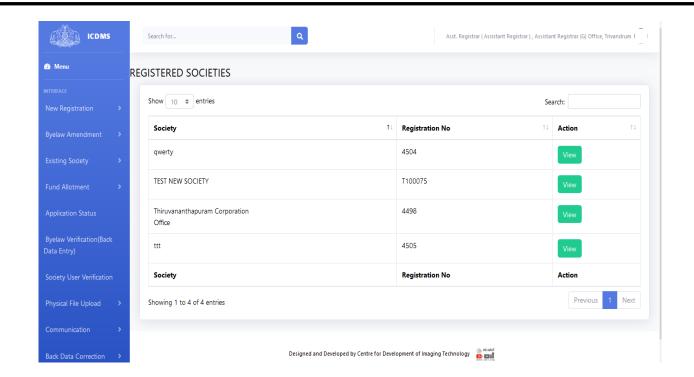
#### 3.4.3 Reverted Applications

The applications reverted by the approving authority can be viewed in this option



## 3.4.4 Registered Societies

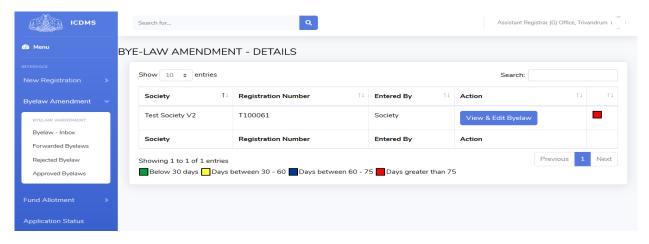
The list of registered societies under the Assistant Registrar office can be viewed in this option.



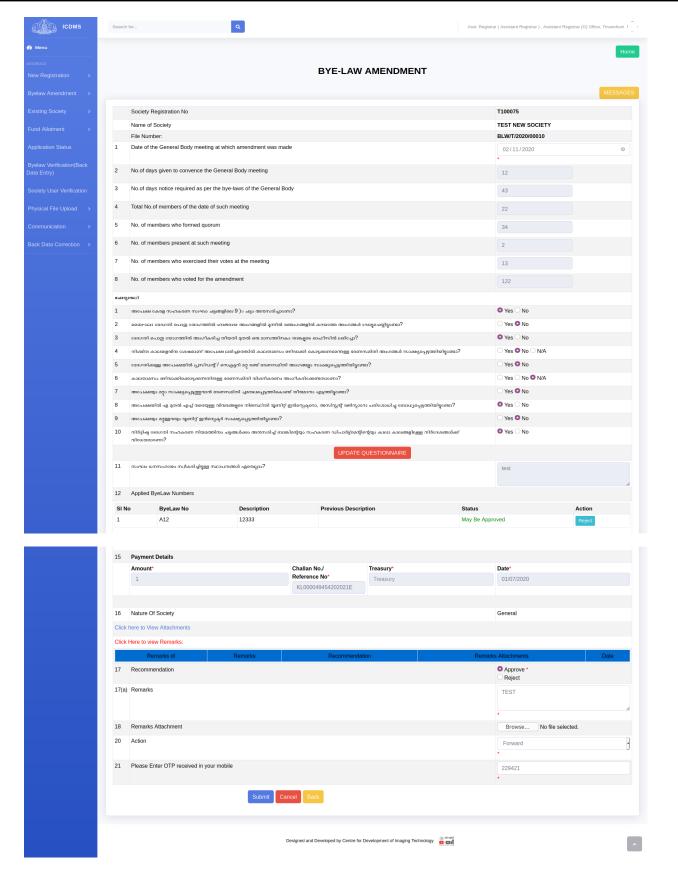
# 3.5 ByeLaw Amendment

#### 3.5.1 Byelaw Inbox

The byelaw amendment applications received from the societies will be listed in this option.



Click on the View button for viewing the application

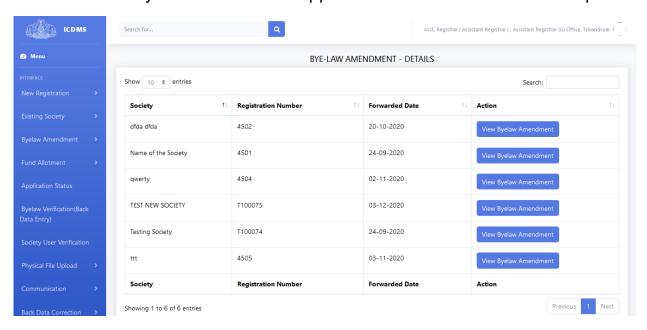


The attachments uploaded and byelaw clauses can be viewed by clicking the respective links in the application form. The questionnaire associated with

byelaw amendment application also can be submitted by the Assistant Registrar after selecting the answer choice and clicking on the Update Questionnaire button. After reviewing the application, verification and adding the remarks, the Asst Registrar can Forward the application to JR office or forward the application to the unit inspector for enquiry and report or revert the application back to the society for any corrections.

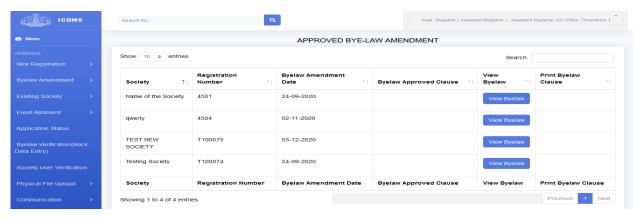
#### 3.5.2 Forwarded Byelaw

The forwarded byelaw amendment applications can be viewed in this option



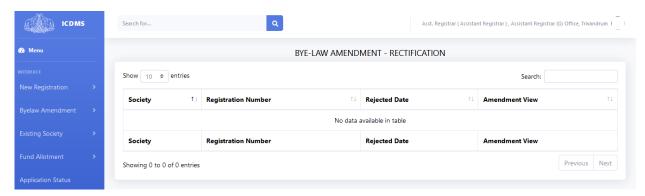
## 3.5.3 Approved Byelaw

The approved byelaw amendment applications can be viewed in this option



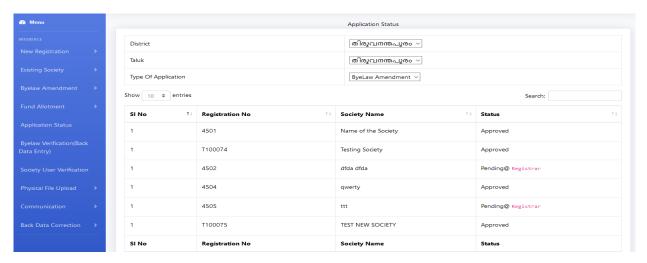
#### 3.5.4 Rejected Byelaw

The rejected byelaw amendment applications can be viewed in this option



# 3.6 Application Status

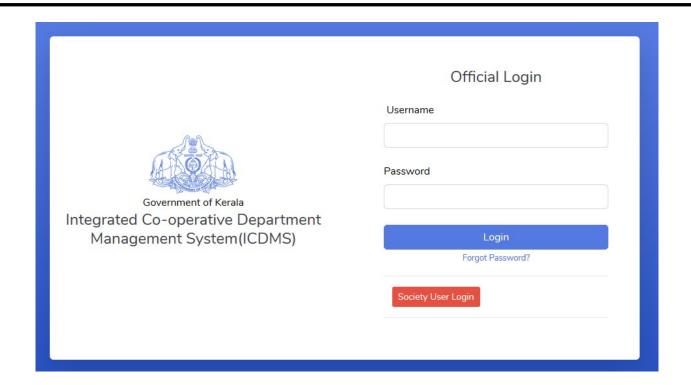
The status of applications submitted for Registration and Byelaw amendment can be viewed through this option.



# 4. Unit Inspector

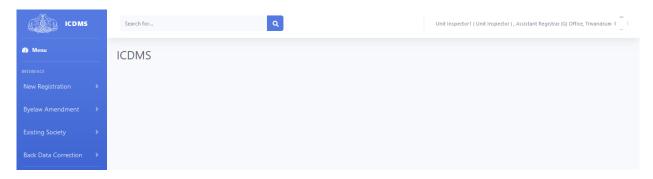
## 4.1 Login

The Unit Inspector can login to the system through this option by providing the username and password.



# 4.2 Home Page

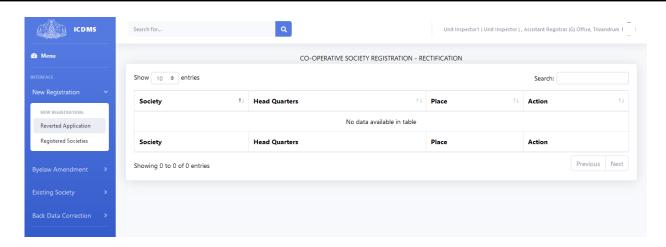
On successful login, the user will be redirected to the Home Page of the user.



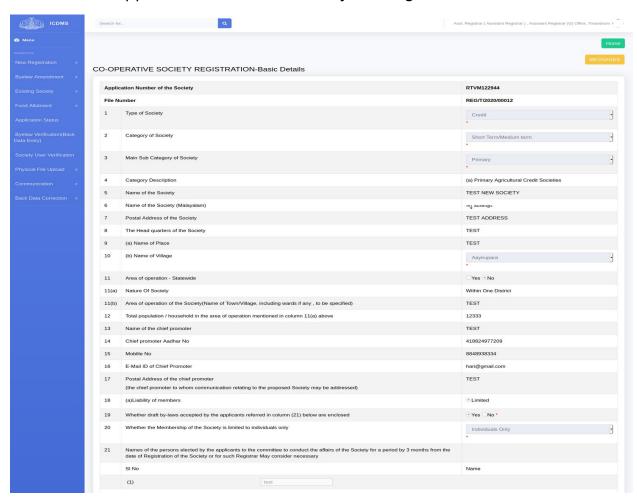
# 4.3 New Registration

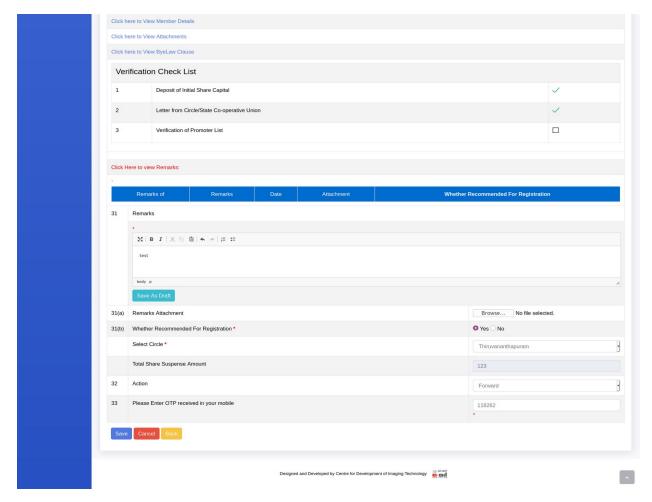
# 4.3.1 Reverted Application

The applications reverted by the Assistant Registrar for enquiry and report will be listed in this option.



The detailed application can be viewed by clicking on the View button.

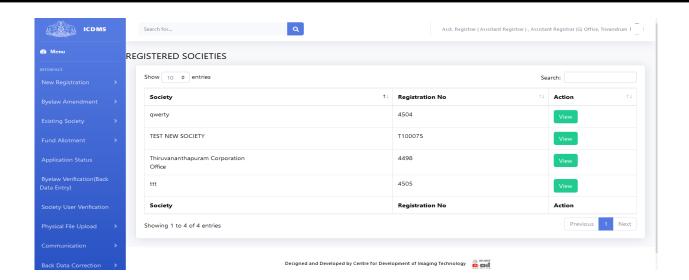




The attachments uploaded, byelaw clauses and promoter details can be viewed by clicking the respective links in the application form. After viewing the application, verification and adding the remarks, the Unit Inspector can Forward the application to the Assistant Registrar.

# 4.3.2 Registered Societies

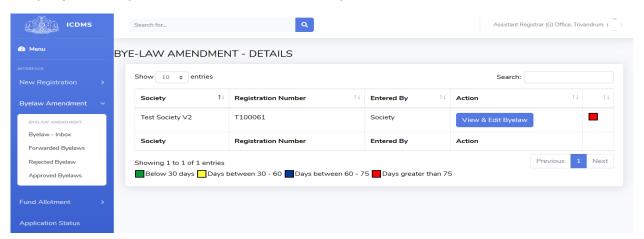
The list of registered societies under the Assistant Registrar office can be viewed in this option.



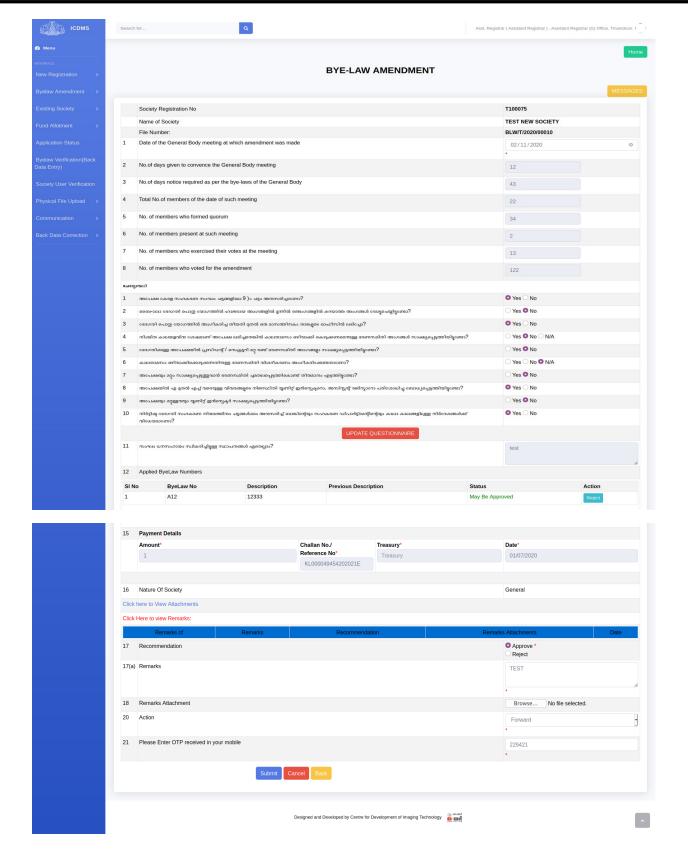
# 4.4 ByeLaw Amendment

#### 4.4.1 Byelaw Inbox

The byelaw amendment applications reverted by the Assistant Registrar for enquiry and report will be listed in this option.

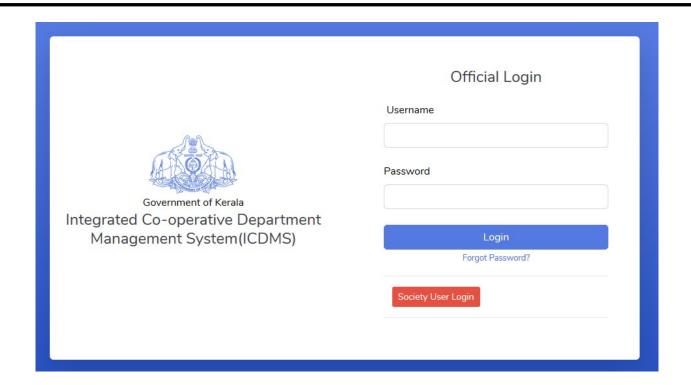


Click on the View button for viewing the application



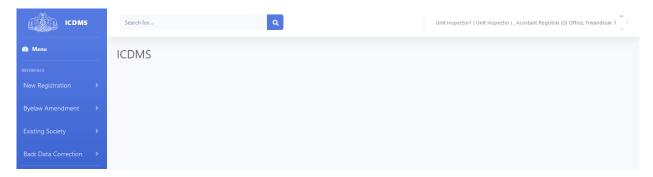
The attachments uploaded and byelaw clauses can be viewed by clicking the respective links in the application form. The questionnaire associated with byelaw amendment application also can be submitted by the Unit Inspector

after selecting the answer choice and clicking on the Update Questionnaire button. After reviewing the application, verification and adding the remarks, the Unit Inspector can Forward the application to the Assistant Registrar. 5. JR Office - Clerk **5.1** Login The user can login to the system through this option by providing the username and password.



# 5.2 Home Page

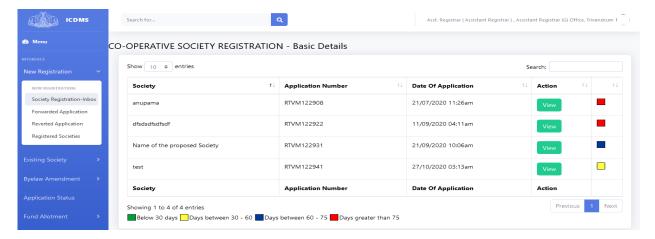
On successful login, the user will be redirected to the Home Page of the user.



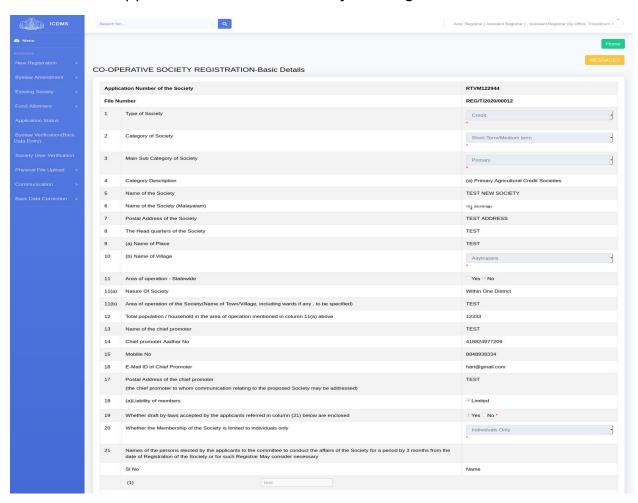
# 5.3 New Registration

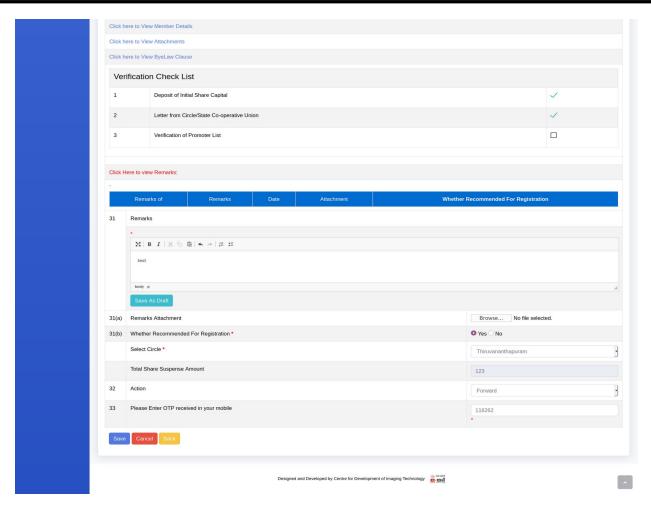
# 5.3.1 Society Registration - Inbox

The applications for society registrations forwarded by the Assistant Registrars will be listed under this option.



The detailed application can be viewed by clicking on the View button.

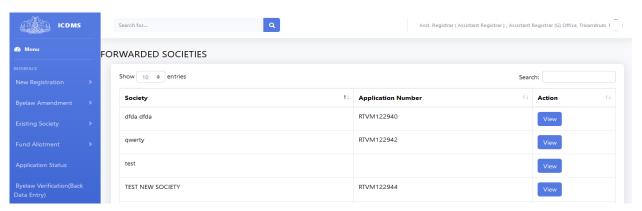




The attachments uploaded, byelaw clauses and promoter details can be viewed by clicking the respective links in the application form. After viewing the application, verification and adding the remarks, the JR Office Clerk can Forward the application to the Deputy Registrar in JR office.

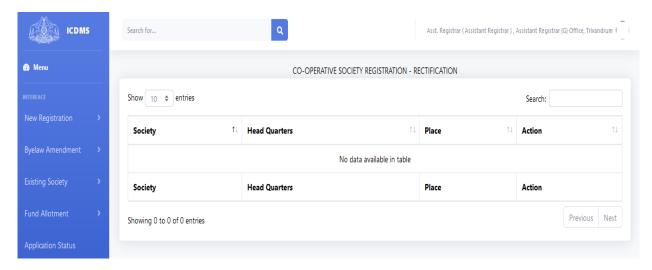
# **5.3.2 Forwarded Applications**

The applications forwarded by JR Office Clerk can be viewed in this option



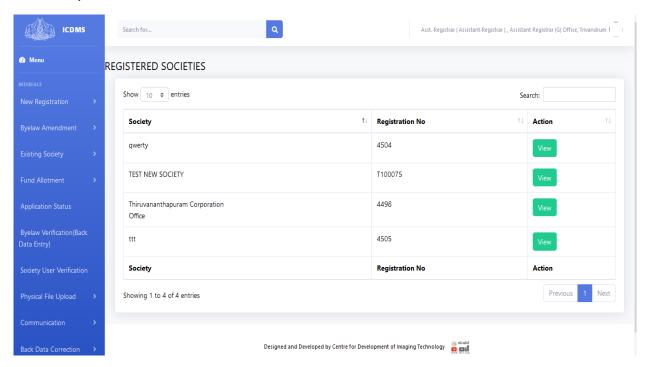
#### 5.3.3 Reverted Applications

The applications reverted by the approving authority can be viewed in this option



#### 5.3.4 Registered Societies

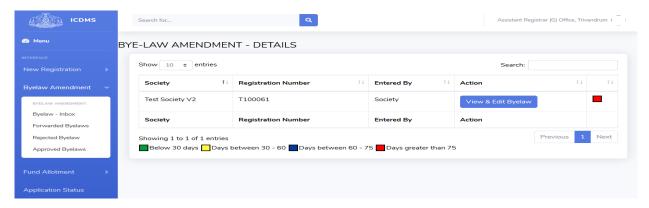
The list of registered societies under the Joint Registrar office can be viewed in this option.



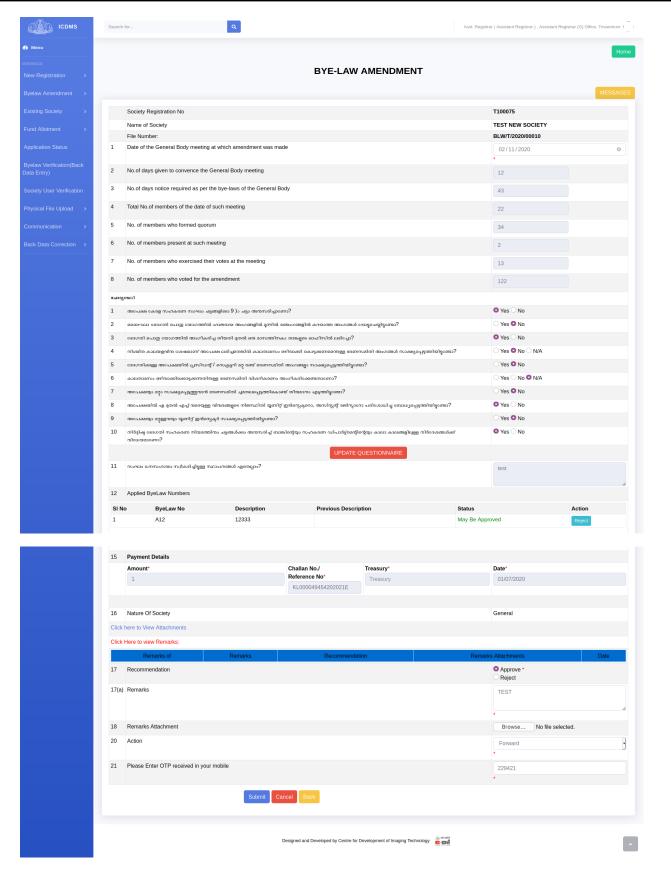
# 5.4 ByeLaw Amendment

# 5.4.1 Byelaw Inbox

The byelaw amendment applications received from the Assistant Registrars will be listed in this option.



Click on the View button for viewing the application

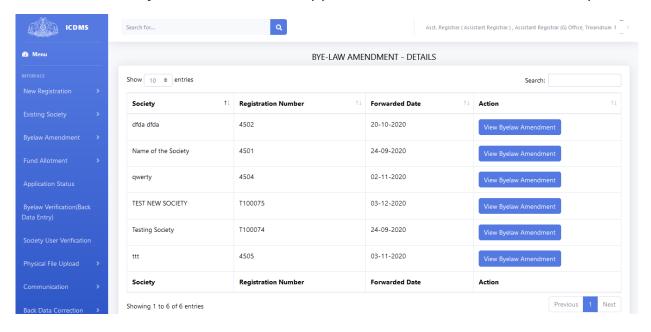


The attachments uploaded and byelaw clauses can be viewed by clicking the respective links in the application form. After reviewing the application,

verification and adding the remarks, the JR Office Clerk can Forward the application to Deputy Registrar in JR office.

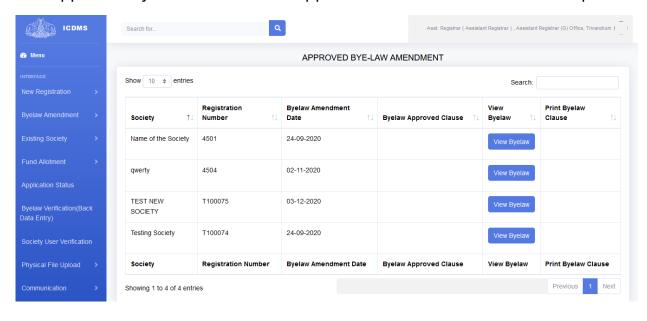
#### 5.4.2 Forwarded Byelaw

The forwarded byelaw amendment applications can be viewed in this option



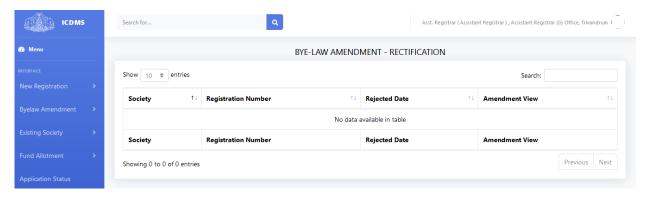
#### 5.4.3 Approved Byelaw

The approved byelaw amendment applications can be viewed in this option



## 5.4.4 Rejected Byelaw

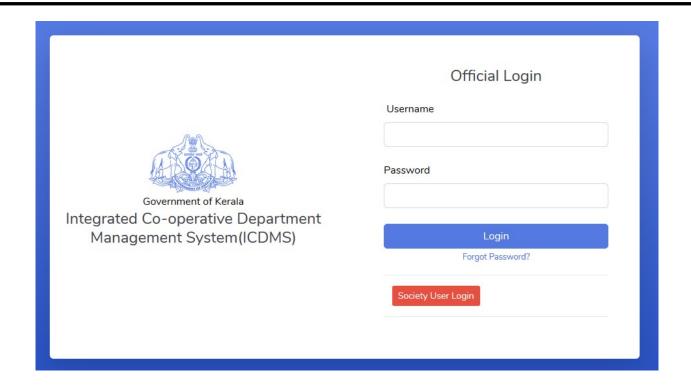
The rejected byelaw amendment applications can be viewed in this option



# 6. JR Office - Deputy Registrar

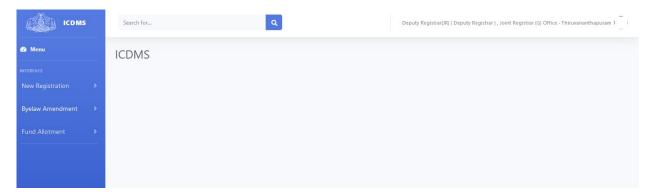
# 6.1 Login

The user can login to the system through this option by providing the username and password.



# 6.2 Home Page

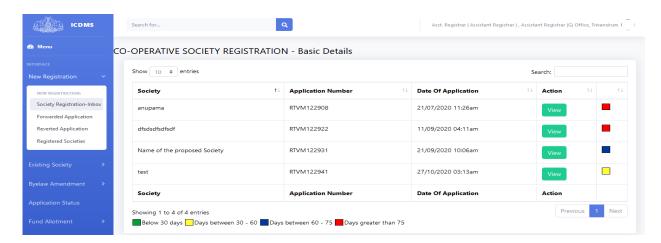
On successful login, the user will be redirected to the Home Page of the user.



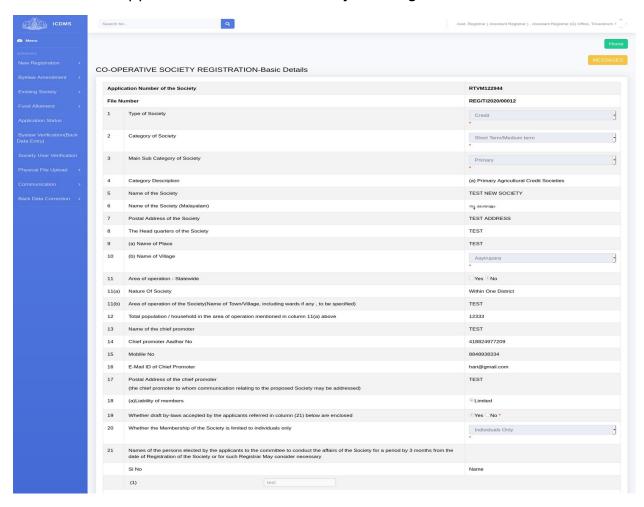
# 6.3 New Registration

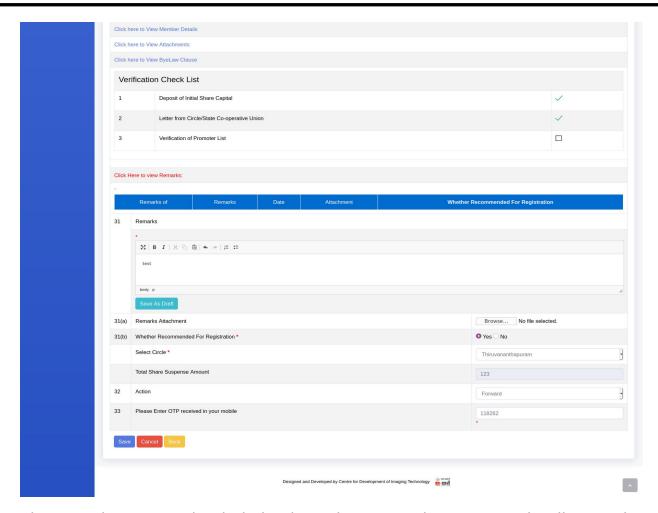
## **6.3.1** Society Registration - Inbox

The applications for society registrations forwarded by the JR Office clerk will be listed under this option.



#### The detailed application can be viewed by clicking on the View button.

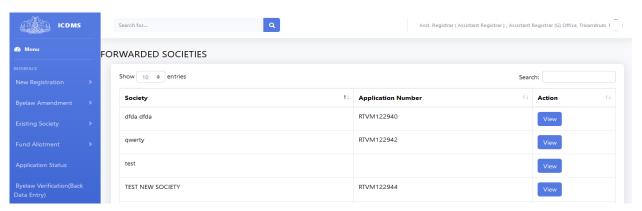




The attachments uploaded, byelaw clauses and promoter details can be viewed by clicking the respective links in the application form. After viewing the application, verification and adding the remarks, the Deputy Registrar can Forward the application to the Joint Registrar in JR office.

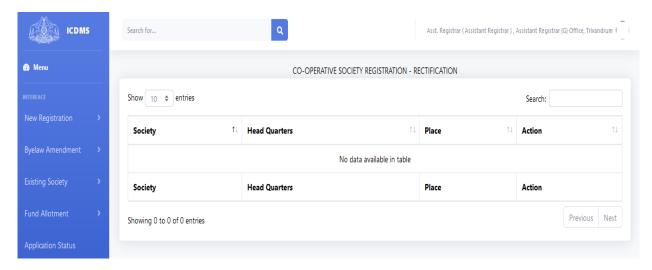
# **6.3.2** Forwarded Applications

The applications forwarded by Deputy Registrar can be viewed in this option



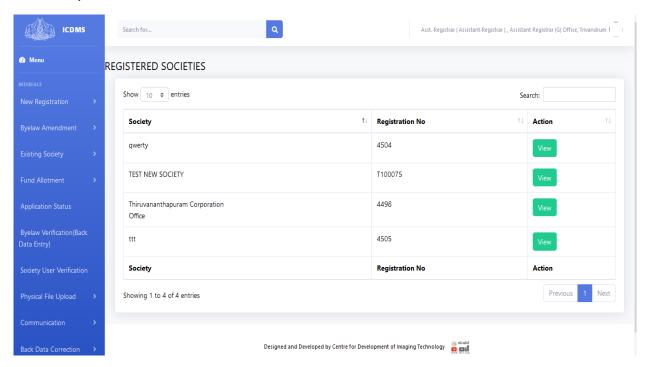
#### 6.3.3 Reverted Applications

The applications reverted by the approving authority can be viewed in this option



#### 6.3.4 Registered Societies

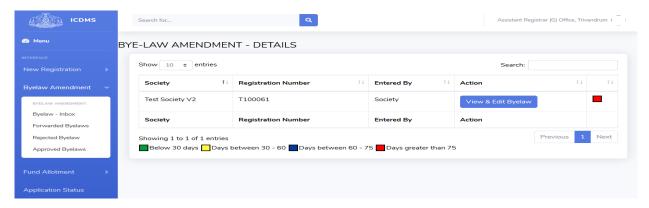
The list of registered societies under the Joint Registrar office can be viewed in this option.



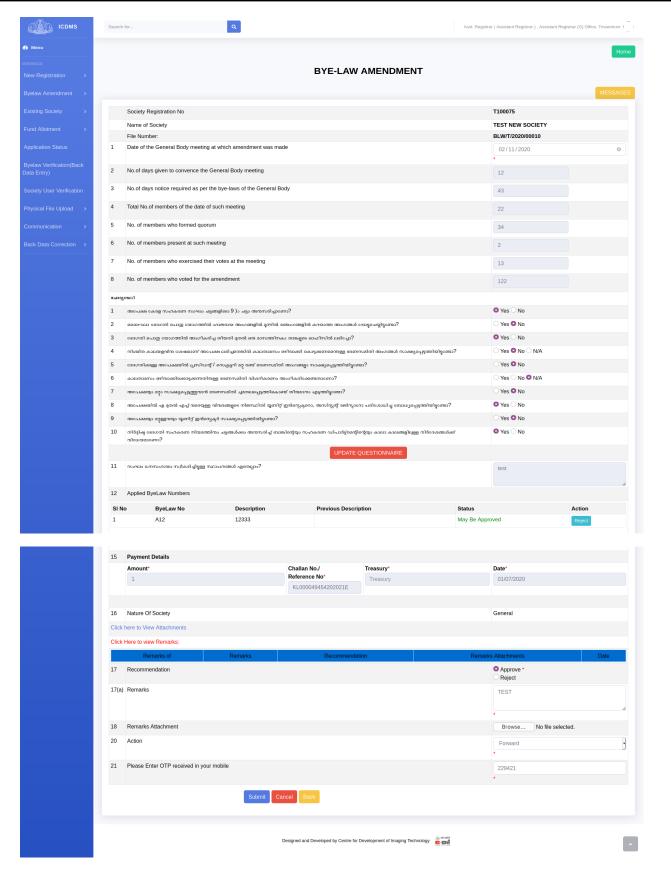
# 6.4 ByeLaw Amendment

## 6.4.1 Byelaw Inbox

The byelaw amendment applications received from the JR Office clerk will be listed in this option.



Click on the View button for viewing the application

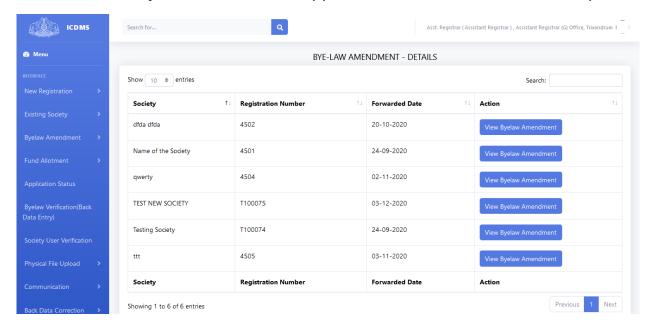


The attachments uploaded and byelaw clauses can be viewed by clicking the respective links in the application form. After reviewing the application,

verification and adding the remarks, the Deputy Registrar can Forward the application to Joint Registrar in JR office.

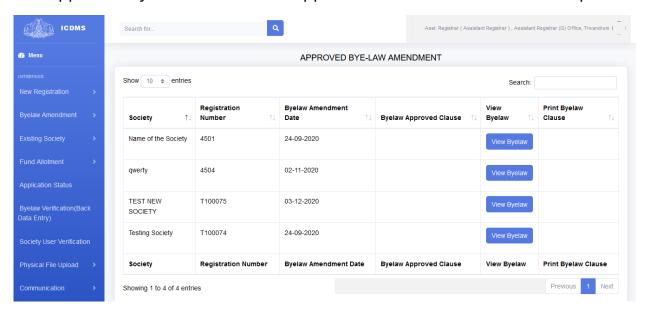
#### 6.4.2 Forwarded Byelaw

The forwarded byelaw amendment applications can be viewed in this option



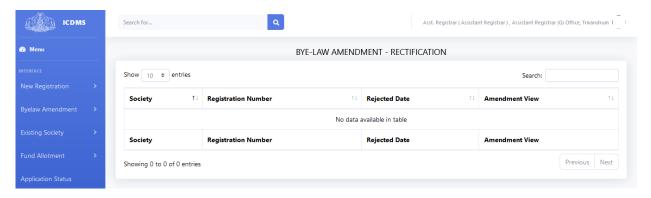
#### 6.4.3 Approved Byelaw

The approved byelaw amendment applications can be viewed in this option



## 6.4.4 Rejected Byelaw

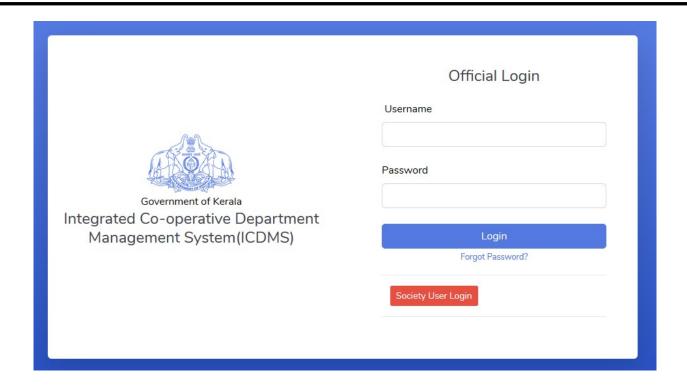
The rejected byelaw amendment applications can be viewed in this option



# 7. JR Office - Joint Registrar

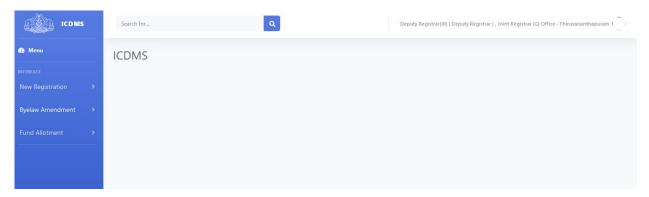
# 7.1 Login

The user can login to the system through this option by providing the username and password.



# 7.2 Home Page

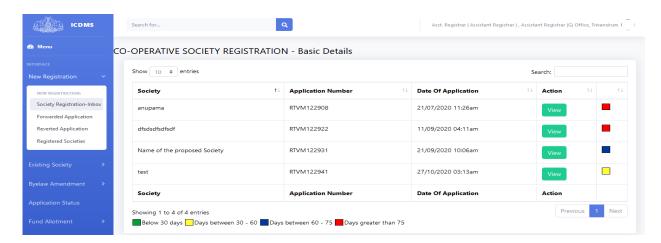
On succesful login, the user will be redirected to the Home Page of the user.



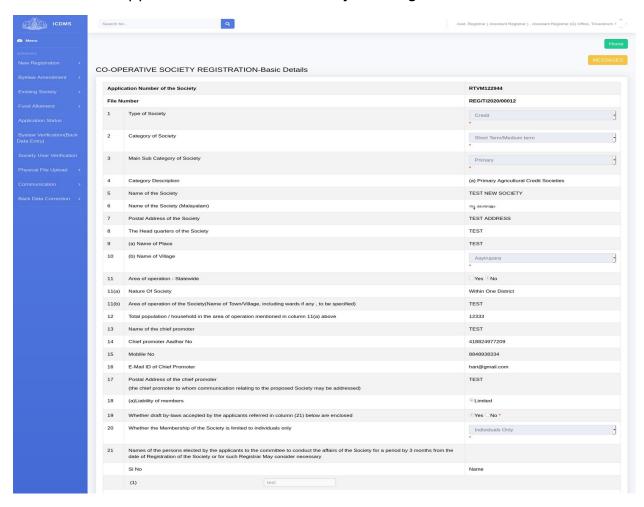
# 7.3 New Registration

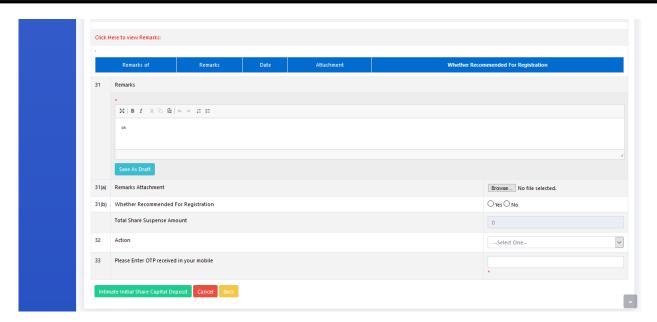
## 7.3.1 Society Registration - Inbox

The applications for society registrations forwarded by the Deputy Registrar will be listed under this option.



#### The detailed application can be viewed by clicking on the View button.

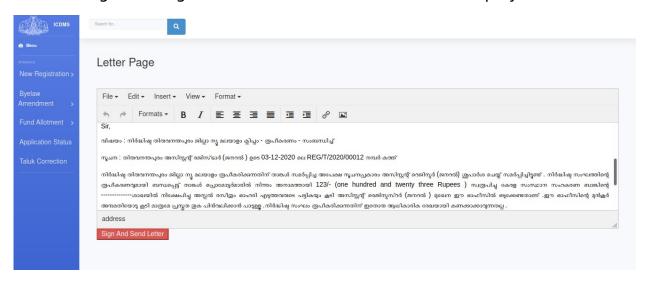




The attachments uploaded, byelaw clauses and promoter details can be viewed by clicking the respective links in the application form. After viewing the application, verification and adding the remarks, the Joint Registrar can Approve/Revert the application. In case the area of operation of the proposed society is more than one district, the application can be forwarded to the RCS Office.

#### Intimate Initial Share Capital Deposit

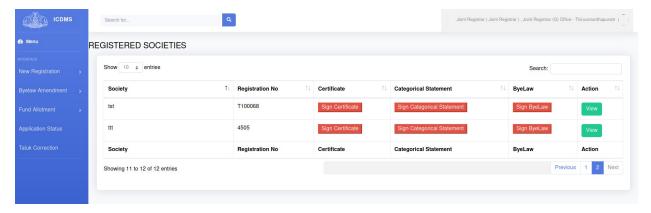
The societies can be intimated to deposit the Initial Share Capital by clicking on the Intimate Initial Share Capital Deposit button. The letter generation screen for generating the letter to the bank will also be displayed as below.



The letter content can be edited and the final letter shall be generated with digital signature.

#### 7.3.2 Digital Signing- Registration

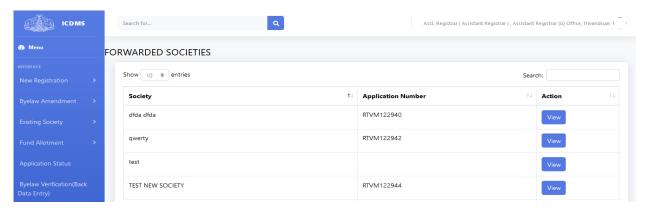
The certificates related to the registration of societies can be generated through this option. The approved registered societies will be listed in this option.



The Registration certificate, categorical statement and byelaw of the registered society can be digitally signed by clicking the respective button.

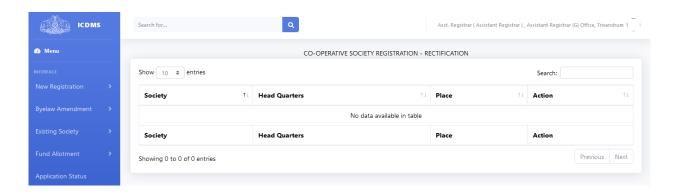
# 7.3.3 Forwarded Applications

The applications forwarded by Joint Registrar can be viewed in this option



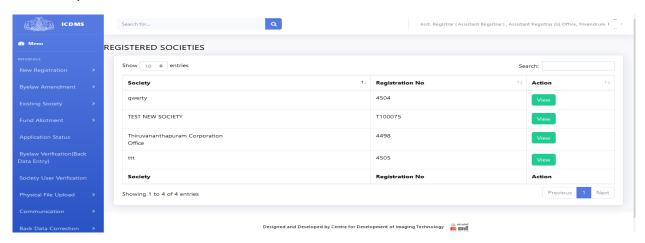
## **7.3.4 Reverted Applications**

The applications reverted by the approving authority can be viewed in this option



#### 7.3.5 Registered Societies

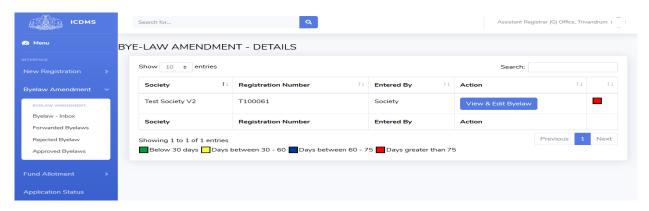
The list of registered societies under the Joint Registrar office can be viewed in this option.



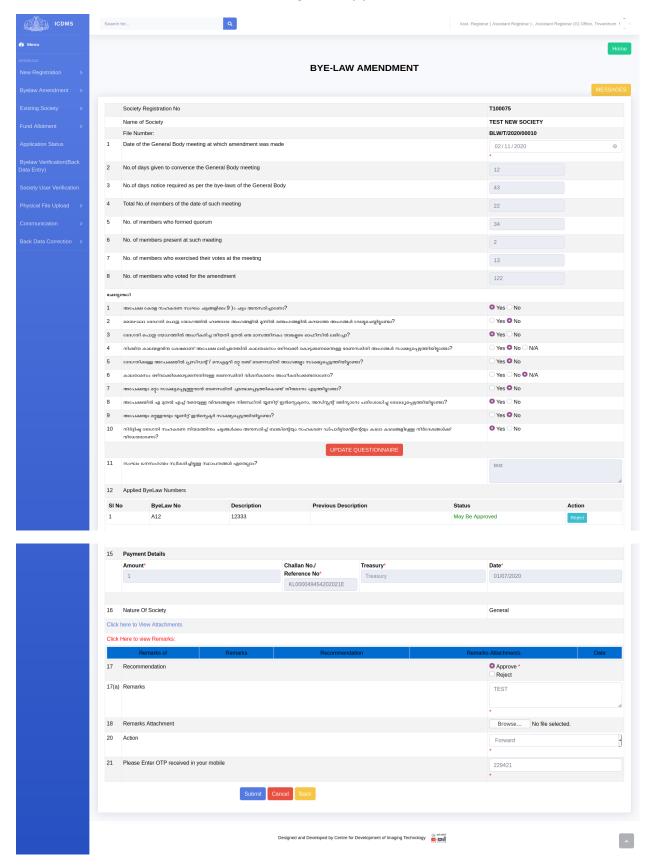
## 7.4 ByeLaw Amendment

## 7.4.1 Byelaw Inbox

The byelaw amendment applications received from the JR Office clerk will be listed in this option.



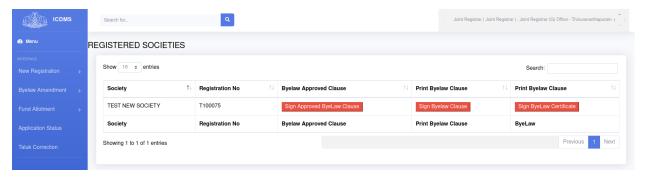
## Click on the View button for viewing the application



The attachments uploaded and byelaw clauses can be viewed by clicking the respective links in the application form. After reviewing the application, verification and adding the remarks, the Deputy Registrar can Forward the application to Joint Registrar in JR office.

#### 7.4.2 Digital Signing - Byelaw

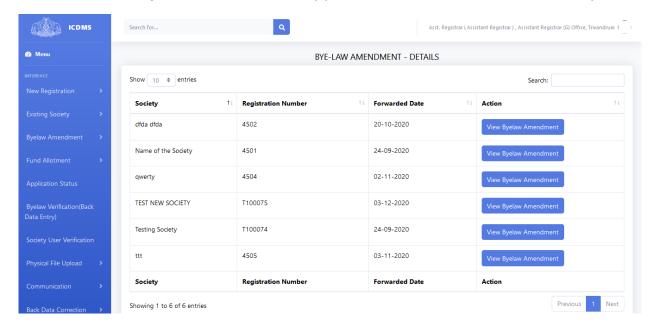
The certificates related to the registration of societies can be generated through this option. The approved registered societies will be listed in this option.



The approved byelaw clauses and byelaw certificates can be generated and digitally signed by clicking the respective button.

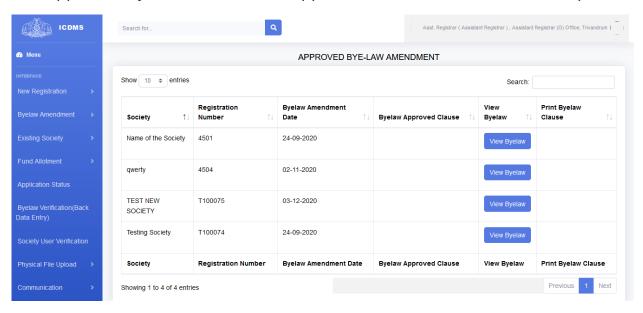
#### 7.4.3 Forwarded Byelaw

The forwarded byelaw amendment applications can be viewed in this option



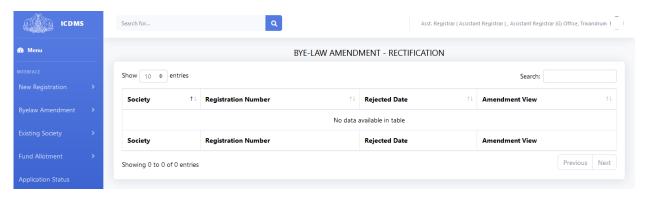
#### 7.4.4 Approved Byelaw

The approved byelaw amendment applications can be viewed in this option



#### 7.4.5 Rejected Byelaw

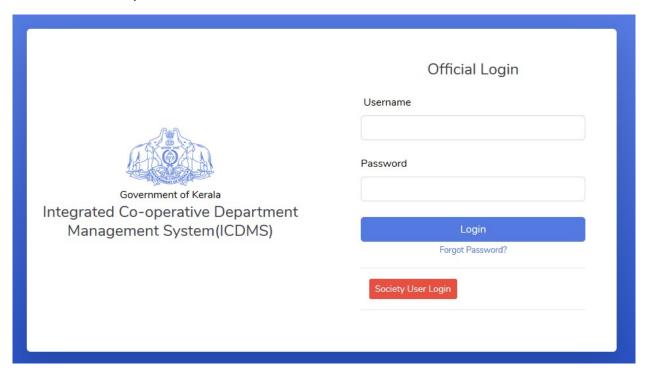
The rejected byelaw amendment applications can be viewed in this option



# 8. RCS Office - Clerk

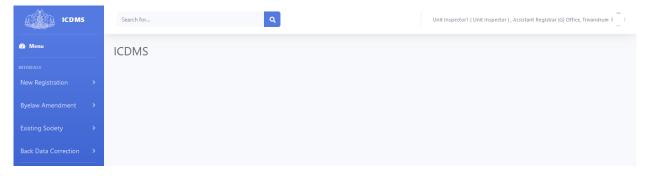
# 8.1 Login

The user can login to the system through this option by providing the username and password.



## 8.2 Home Page

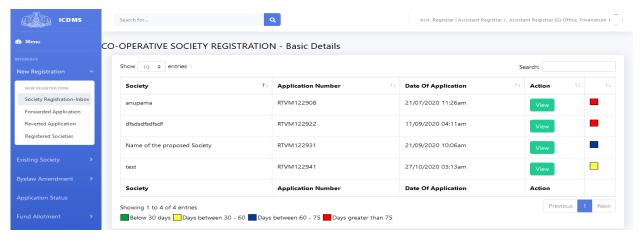
On successful login, the user will be redirected to the Home Page of the user.



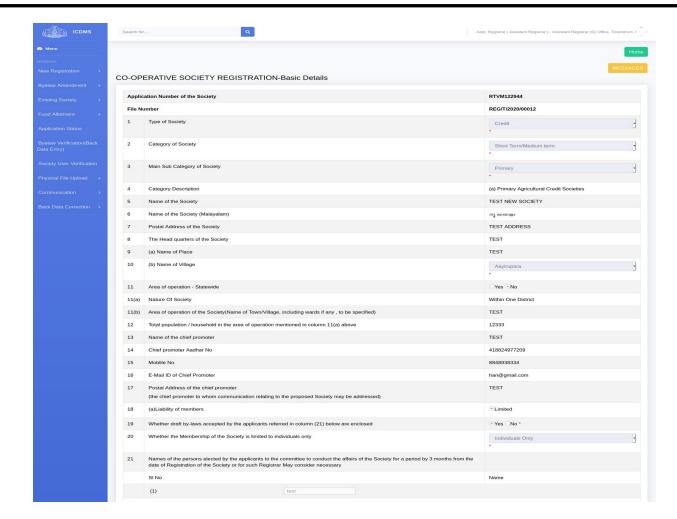
## 8.3 New Registration

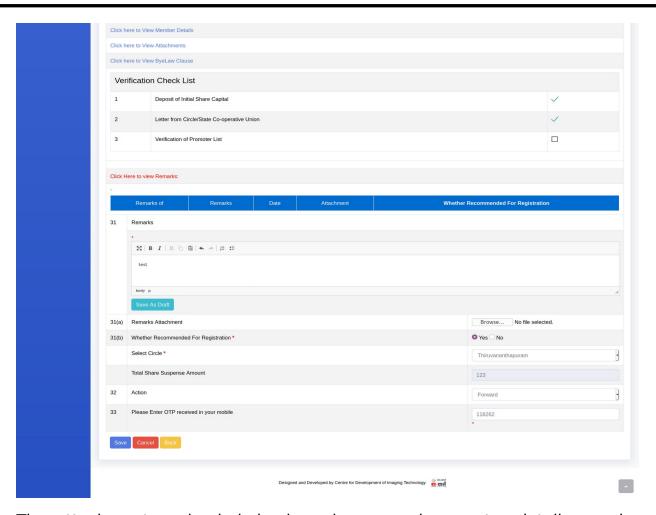
#### 8.3.1 Society Registration - Inbox

The society registration applications whose area of operation is more than one district and forwarded by the Joint Registrars will be listed under this option.



The detailed application can be viewed by clicking on the View button.

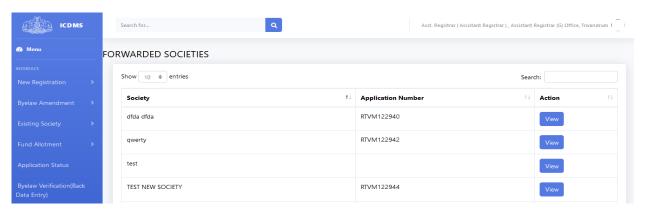




The attachments uploaded, byelaw clauses and promoter details can be viewed by clicking the respective links in the application form. After viewing the application, verification and adding the remarks, the RCS Office Clerk can Forward the application to the Asst Registrar in RCS office.

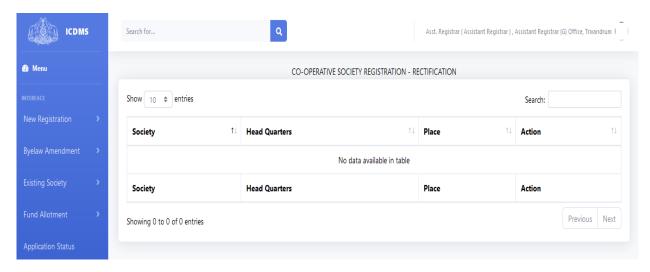
# 8.3.2 Forwarded Applications

The applications forwarded by RCS Office Clerk can be viewed in this option



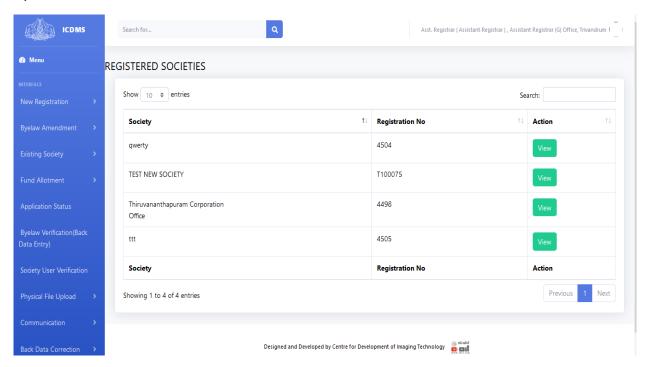
#### 8.3.3 Reverted Applications

The applications reverted by the approving authority can be viewed in this option



## 8.3.4 Registered Societies

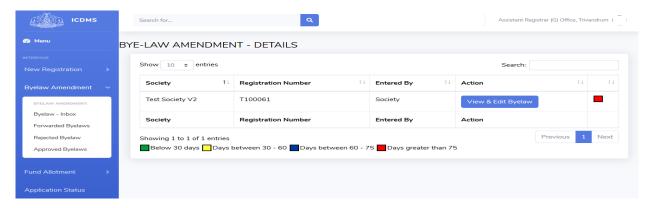
The list of registered societies under the RCS office can be viewed in this option.



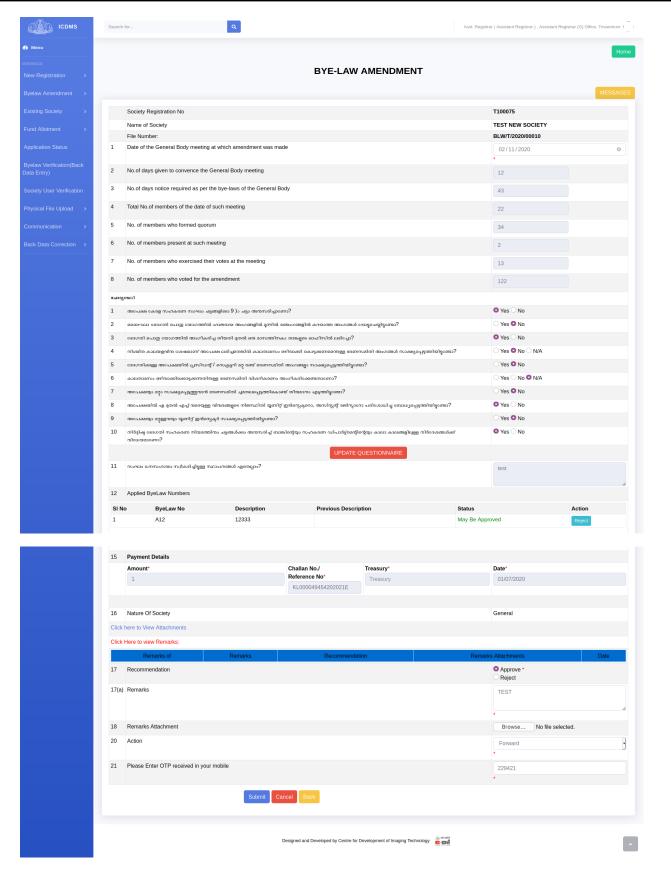
# 8.4 ByeLaw Amendment

## 8.4.1 Byelaw Inbox

The byelaw amendment applications whose area of operation is more than one district and received from the Joint Registrars will be listed in this option.



Click on the View button for viewing the application

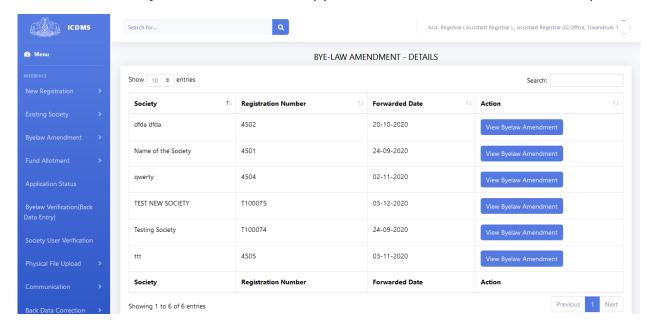


The attachments uploaded and byelaw clauses can be viewed by clicking the respective links in the application form. After reviewing the application,

verification and adding the remarks, the RCS Office Clerk can Forward the application to Asst Registrar in RCS office.

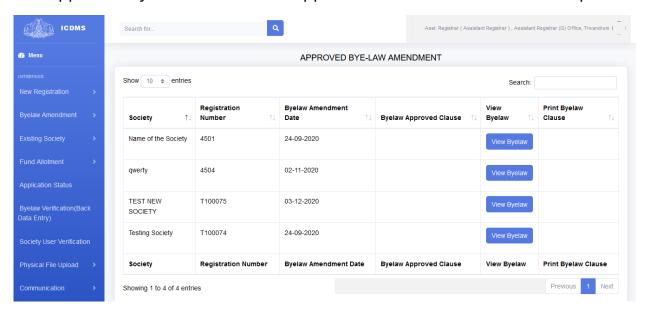
#### 8.4.2 Forwarded Byelaw

The forwarded byelaw amendment applications can be viewed in this option



#### 8.4.3 Approved Byelaw

The approved byelaw amendment applications can be viewed in this option



# 8.4.4 Rejected Byelaw

The rejected byelaw amendment applications can be viewed in this option

