The Department of the
Registrar of Companies
SRI LANKA

KPMG

3.6.2 (a) USER GUIDE eROC SYSTEM

Registration of Societies

(Public Interface)

Version 1.0

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Revision History

#	Version No.	Date	Purpose	Author
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Document Approval

KPMG and Registrar of Companies have reviewed this document and hereby agree that the contents herein are acceptable and sufficient to meet the needs of the project. Any changes to this document must be communicated in writing and signed off by both parties.

KPMG Document Approval

The following KPMG Team members have reviewed this document and agree that the contents herein are acceptable and sufficient to meet the needs of the project. Any changes to this document must be communicated to all parties for agreement.

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Date	28/01/2019	

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Development of Software for the e-Registration of Companies Project (e-ROC Project) for Department of Registrar of Companies

Deliverable Sign-off Form

Deliverable Name:

User Manual – Registration of Societies (Frontend)

Name	Organization	Designation	Signature

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1.0 Introduction

This user guide provides the steps on how to register a society in ROC system. After successfully login to the system the applicant who wish to register a society is required to click on the 'Register for society' in the navigation pane.

1.2 Registration of a Society

Applicant has to select the type of society to register the desired society. This can be either Mutual provident society under section 3A or specially authorized societies under section 3B.

Mutual provident society under section 3A

Applicant is provided with two links to download a copy of specimen constitution and standard clauses which will require for the future steps.

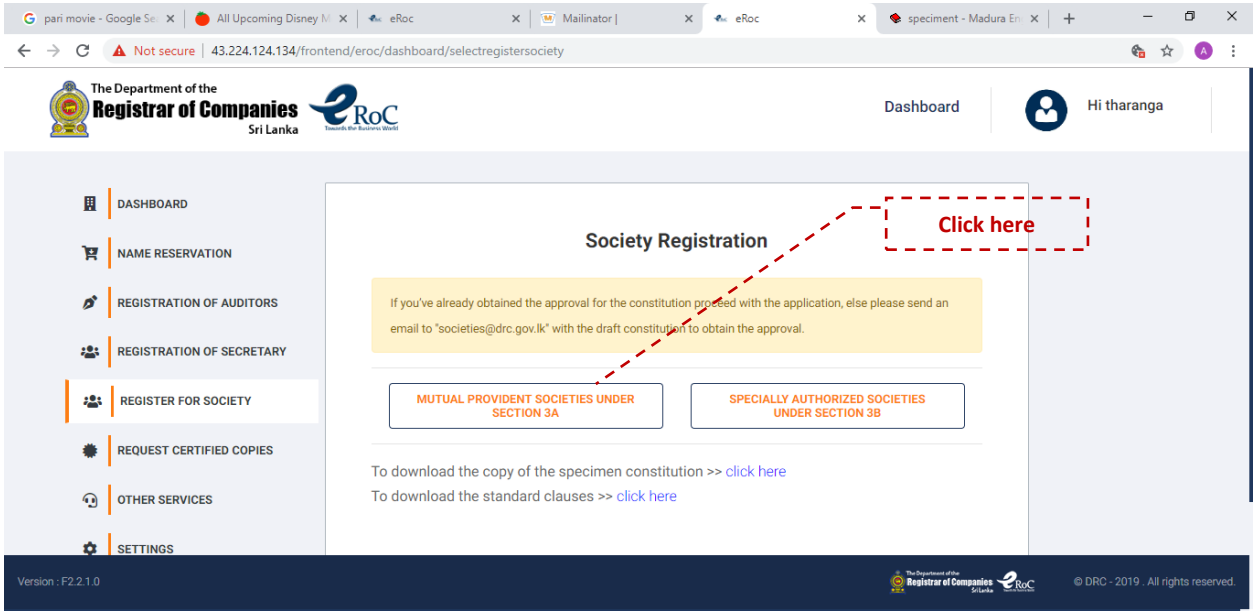

Figure 1.1

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Note: For Specially authorized societies under section 3B applicant has to download the file and fill the data accordingly. Once the data is filled applicant has to upload the same in to the system. Refer Figure 1.1. a. Applicant will be guided with the Sample data is provided in the system.

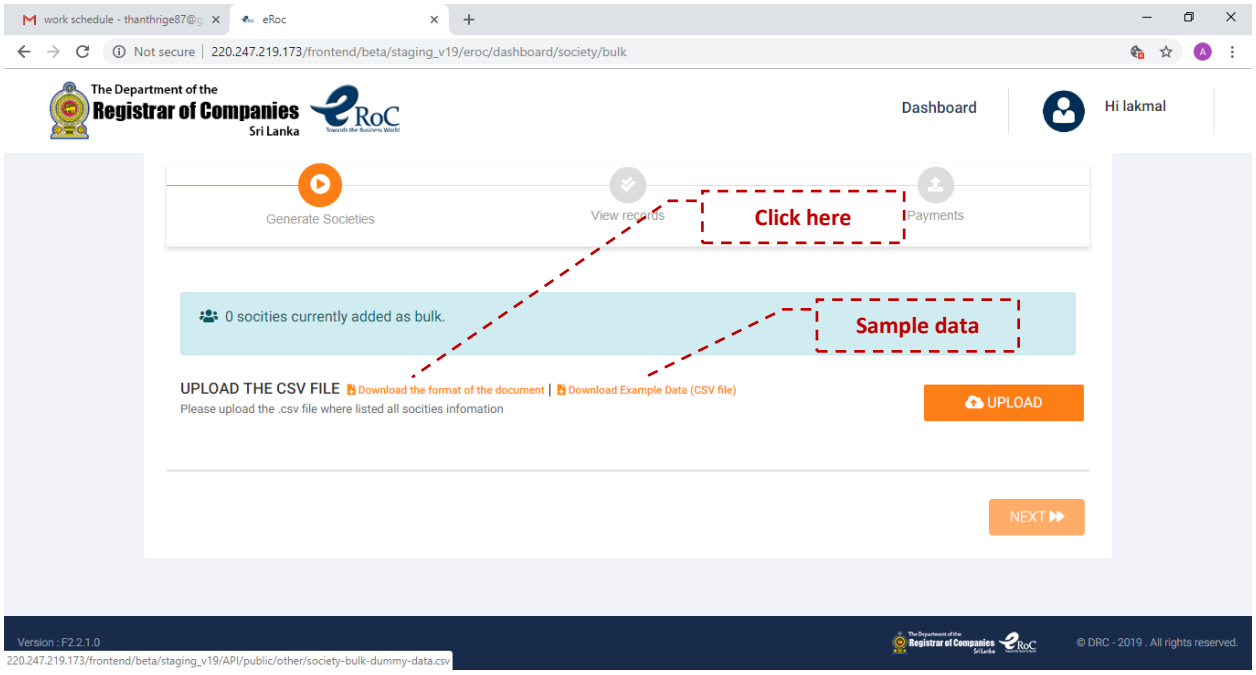

Figure 1.1. a

Applicant has to type the society name in the search bar and click on search button. Applicant is notified with the validation rules which are contradicted with the provided name. However, applicant can proceed with the given name by clicking on the 'Proceed Now' button.

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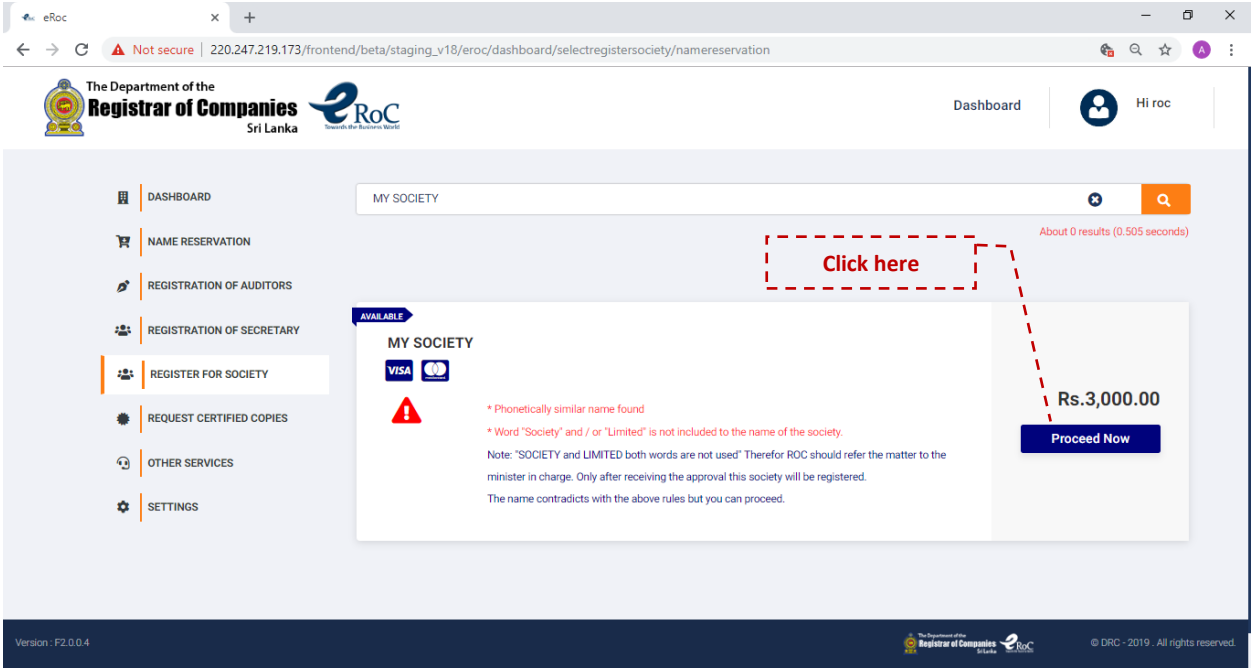

Figure 1.2

Applicant has to provide Sinhala, Tamil translations and abbreviations (if any) of the society name along with the address in all three languages and tick the below declaration message.

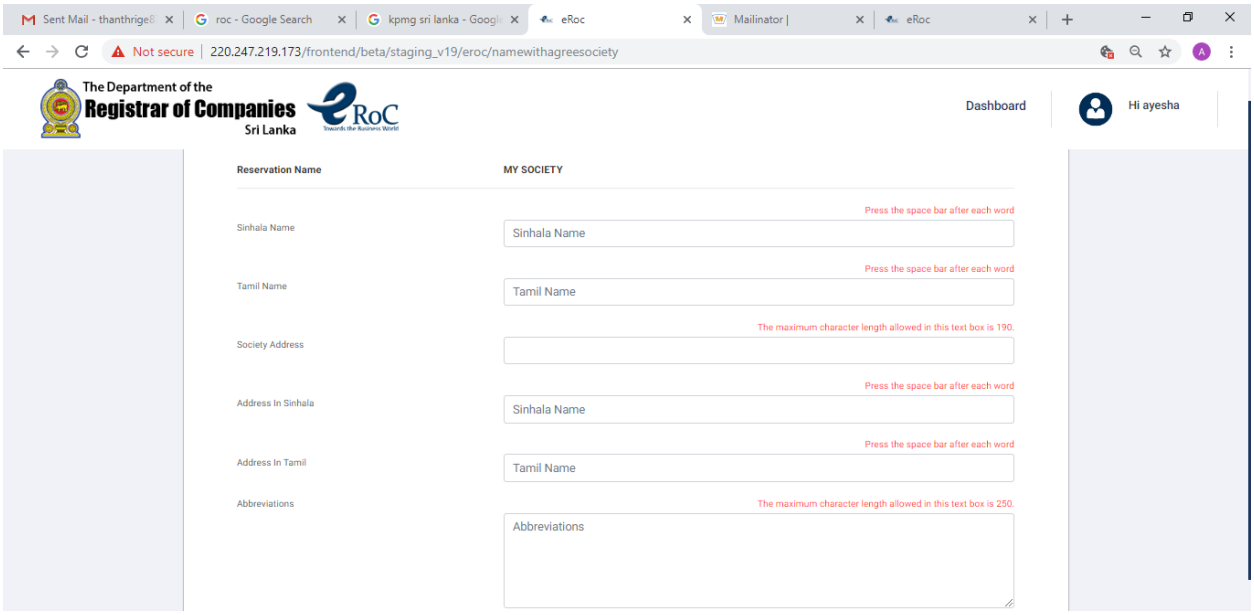

Figure 1.3

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Applicant has to click on ‘Next’ button to proceed further as shown in figure 4.

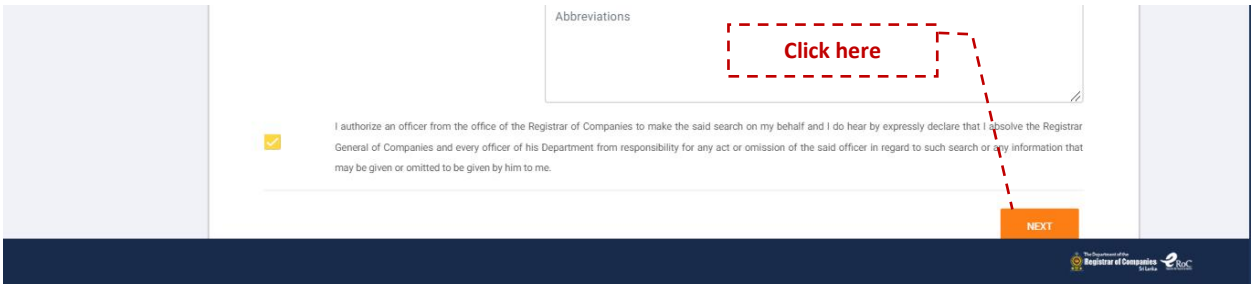

Figure 1.4

Under society details section applicant has to provide the relevant number of the constitution in the respective field. Also applicant is provided a link to download the Copy of Specimen Constitution.

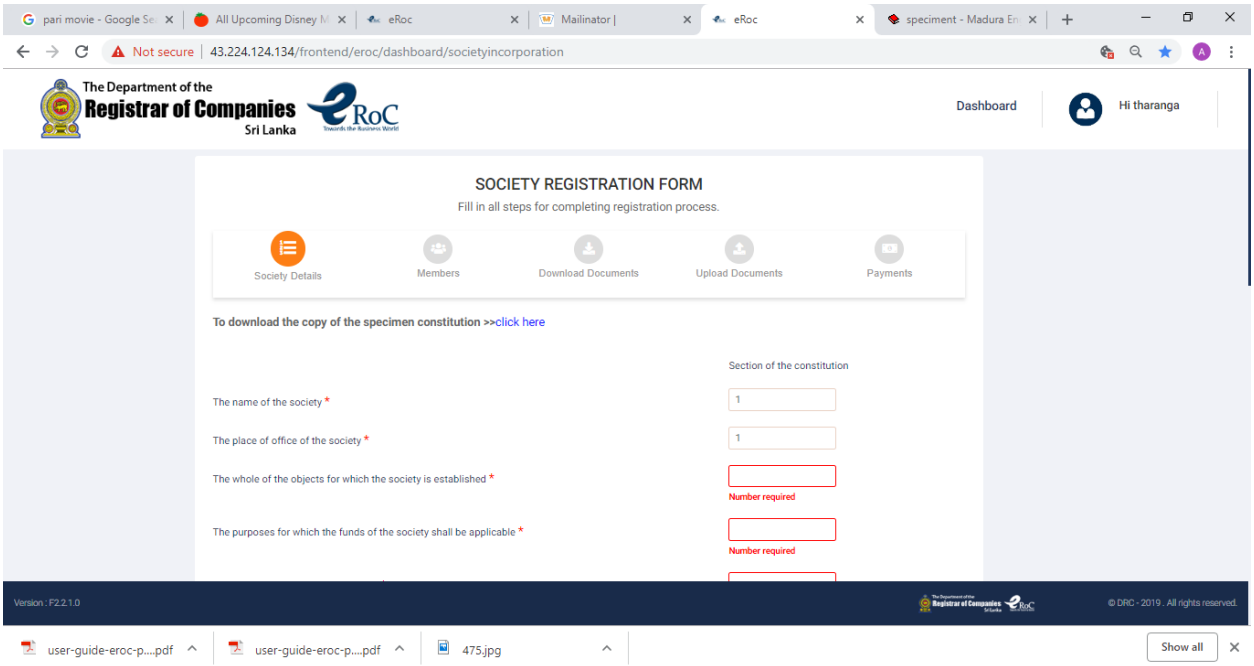

Figure 1.5

After entering the relevant numbers of the constitution, applicant has to click on ‘Next’ button to proceed further.

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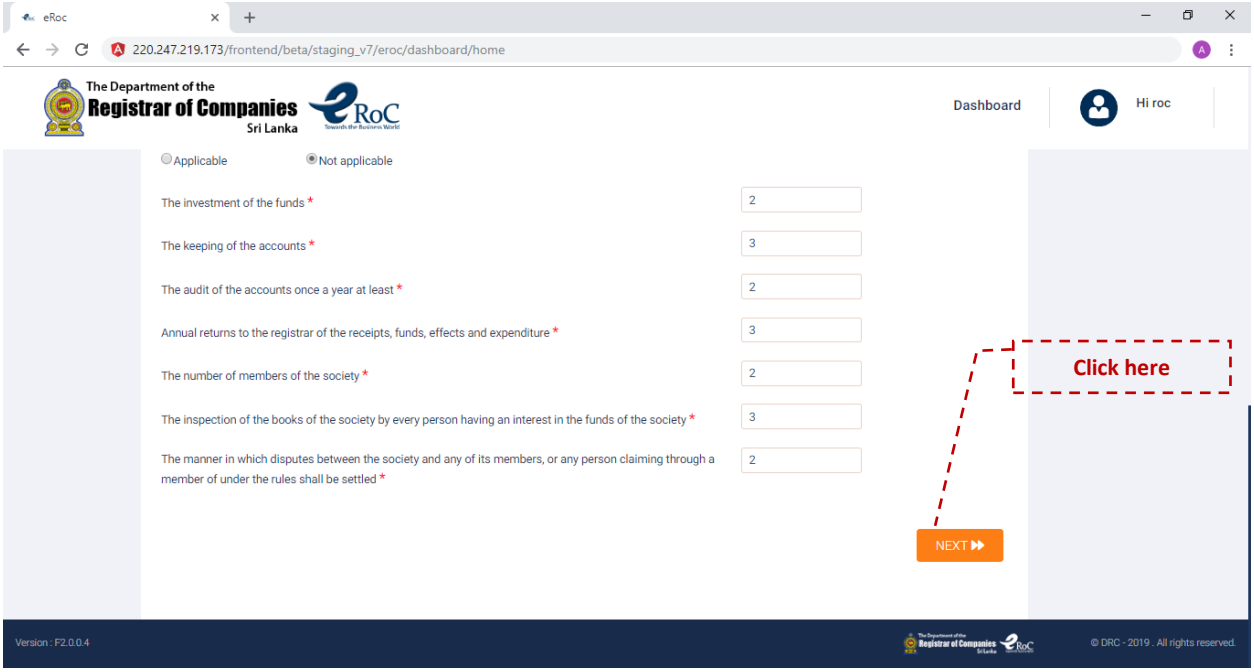

Figure 1.6

Under members section applicant has to enter the office bearers and members of the society. 'Add New' button can be used to add multiple office bearers and members.

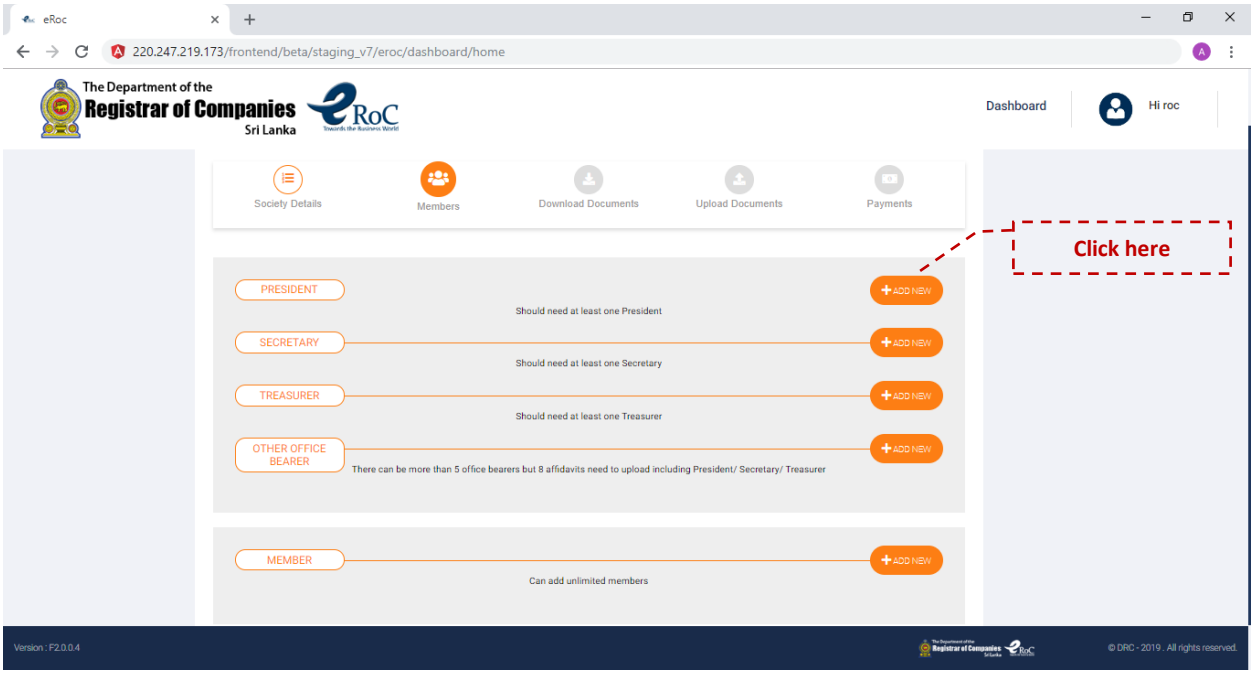

Figure 1.7

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Applicant has to provide the details of all office bearers such as president, secretary, treasurer, etc. of the society by filling the details window as shown in figure 8.

Note: System will validate affidevits of eight office bearers of the society and applicant has to provide the affidevits by ticking the check box.

Applicant shall click on the add button to save and move to the next record.

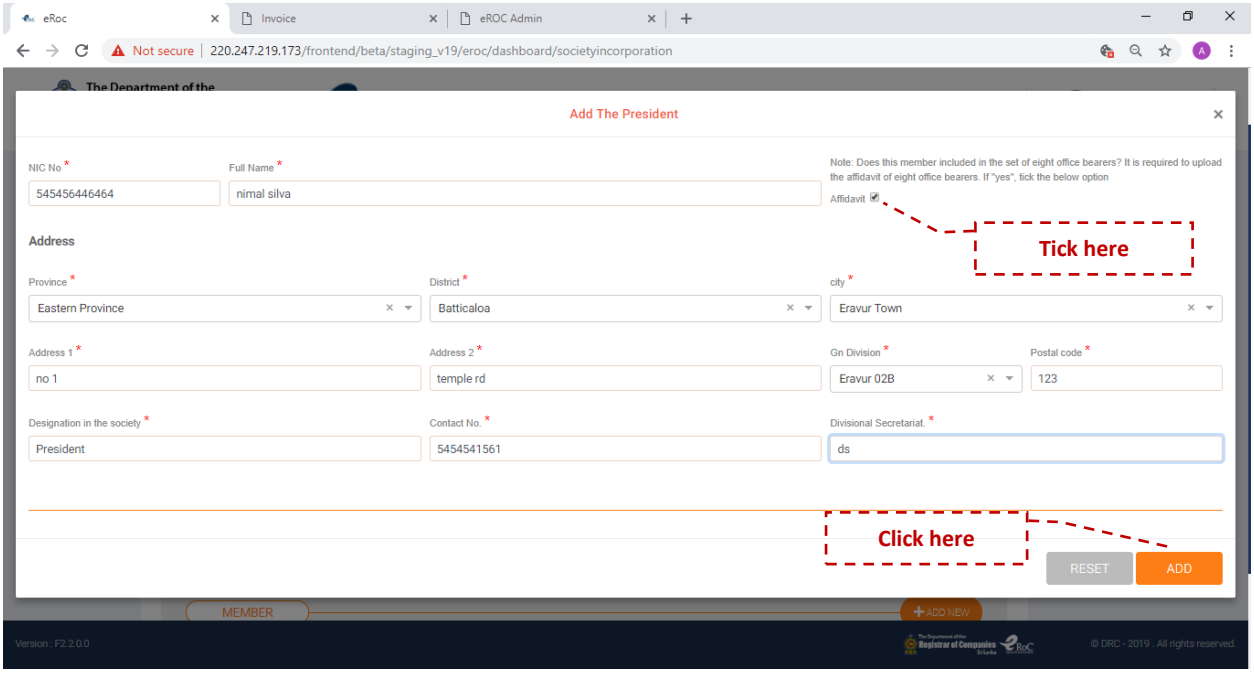

Figure 1.8

Applicant is provided with edit and delete facilities to edit or delete the information entered as shown in figure 9.

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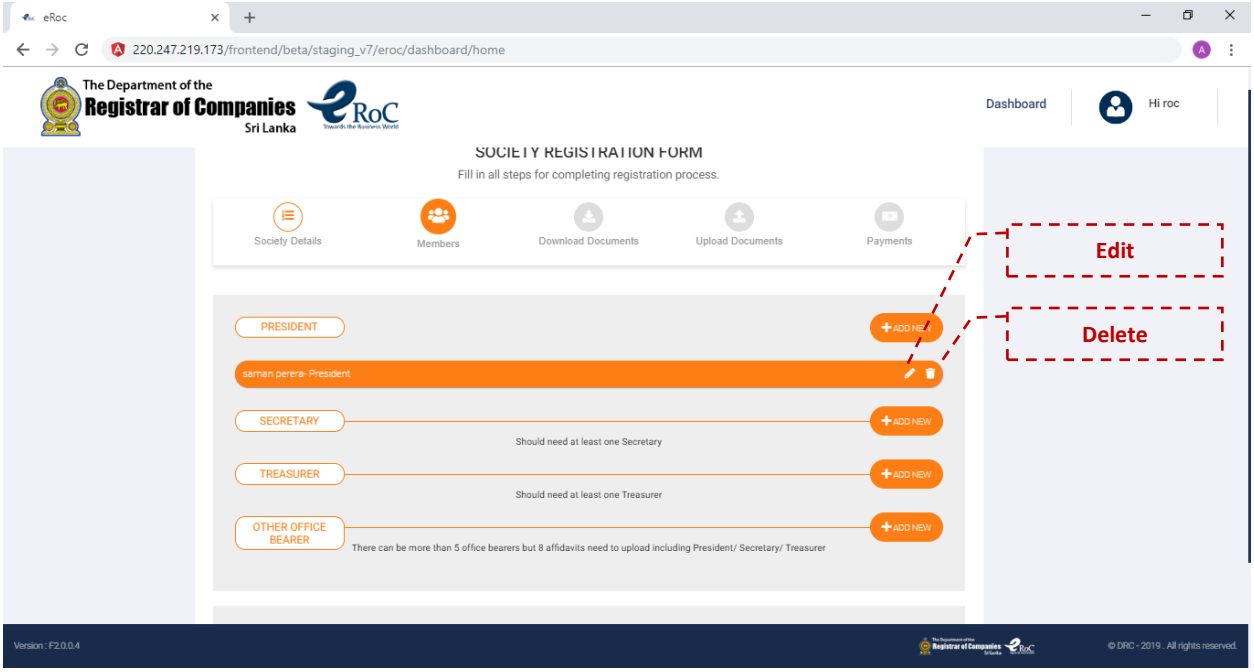

Figure 1.9

Applicant has to repeat the above step to provide details of secretary, treasurer and other office bearers.

Applicant has to provide member details by clicking on 'Add New' button under member section same as office bearers.

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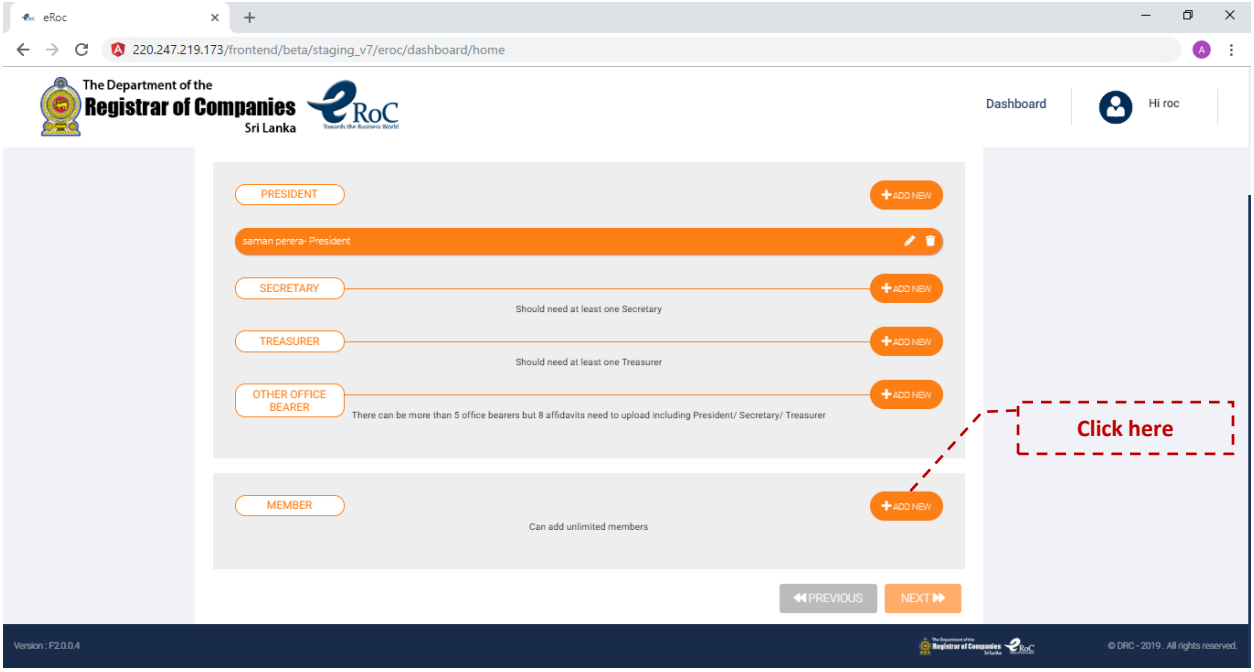

Figure 1.10

After providing all the member details applicant has to click on 'Next' button to proceed.

Applicant shall click on 'Yes' in the below pop up window in order to continue or click 'No' to modify already entered details.

Figure 1.11

Under download documents section applicant is provided with all required documents by ROC. Applicant has to click on 'Download' button to download the affidavits and application.

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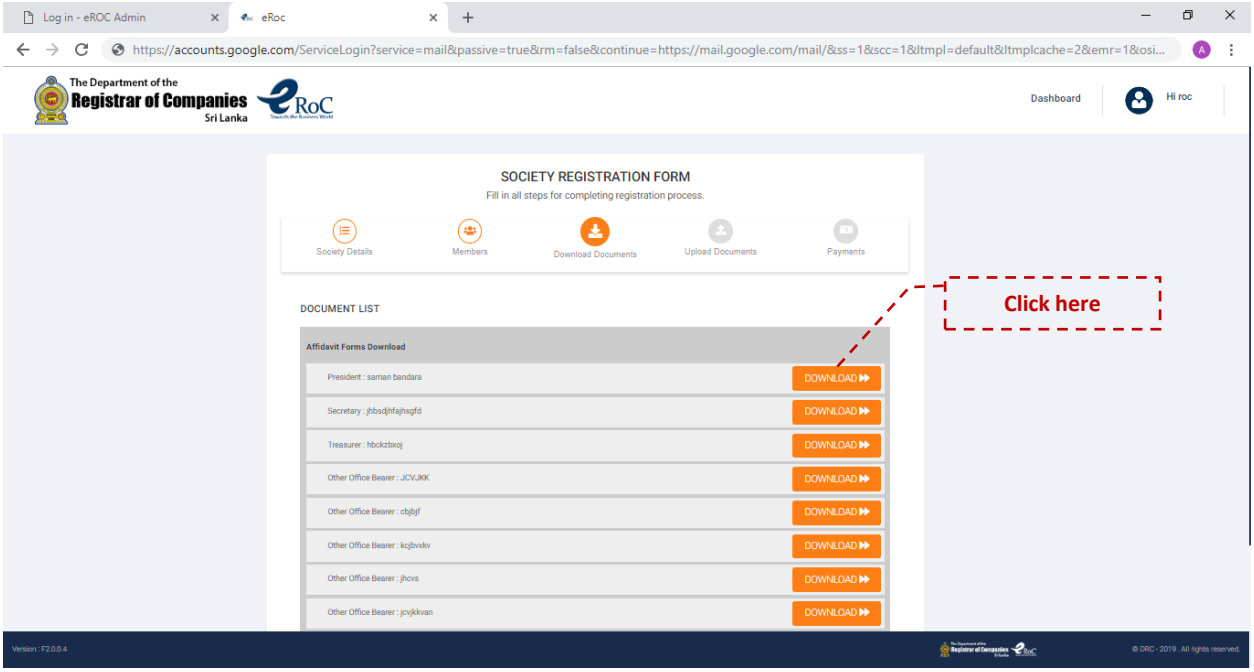

Figure 1.12

Applicant has to fill and complete the downloaded documents with the required signatures. Applicant shall scan the documents and upload in the upload documents section. Applicant may view or delete documents with the options provided in the system and click on 'Next' button to proceed.

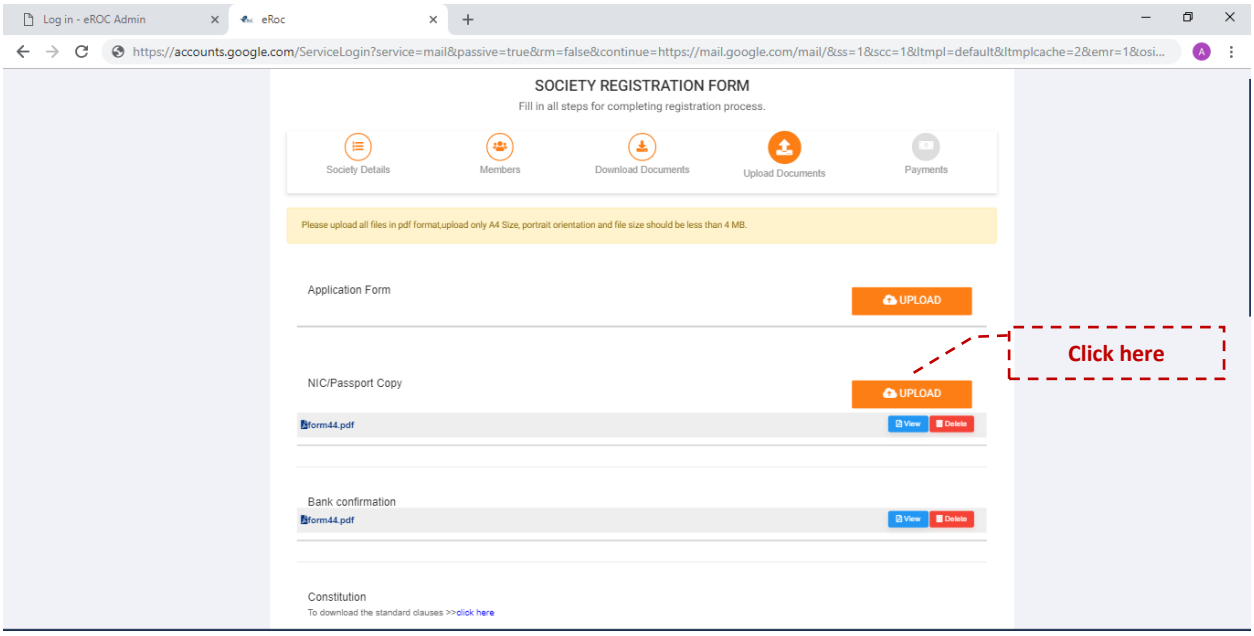

Figure 1.13

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Applicant has to procced with the payment upon clicking on ‘Pay’ button as the final stage.

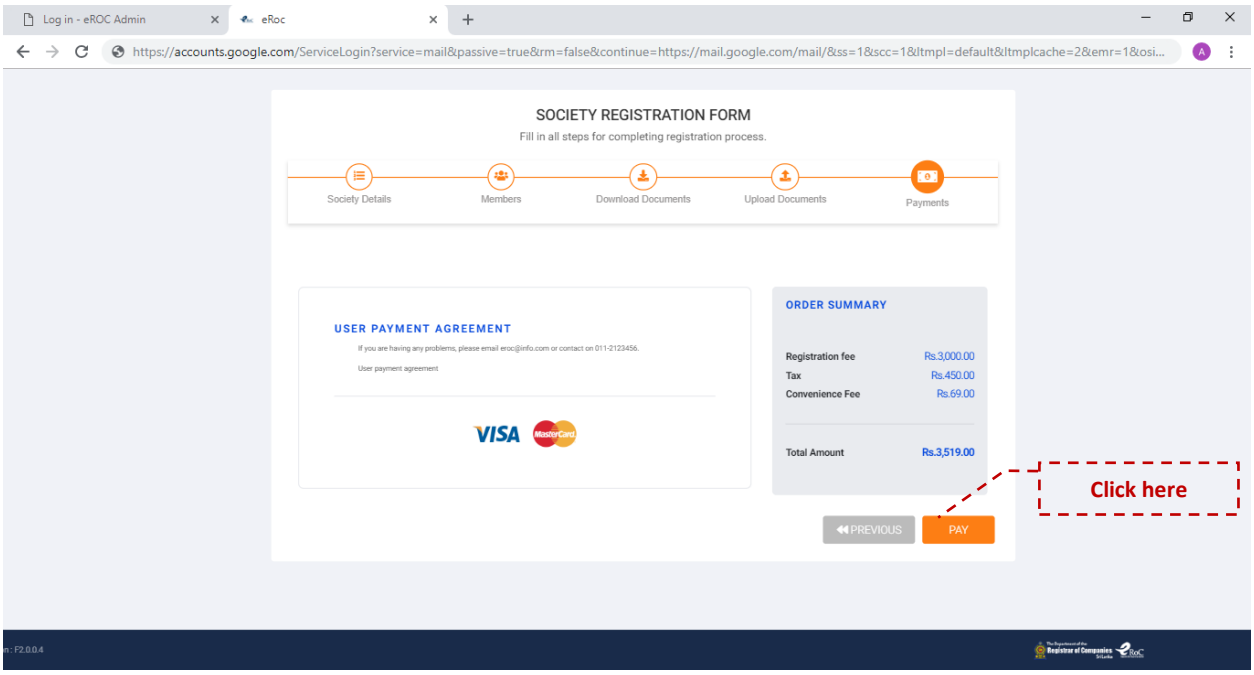

Figure 1.14

Applicant shall click on ‘Yes’ in the below pop up window to proceed with the payment or click ‘No’ to modify already enters details.

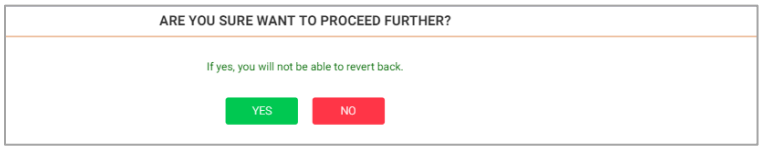

Figure 1.15

Applicant has to accept the payment conditions by ticking the check box as shown in figure 16 and select the payment method from the dropdown and click on ‘Proceed’ button.

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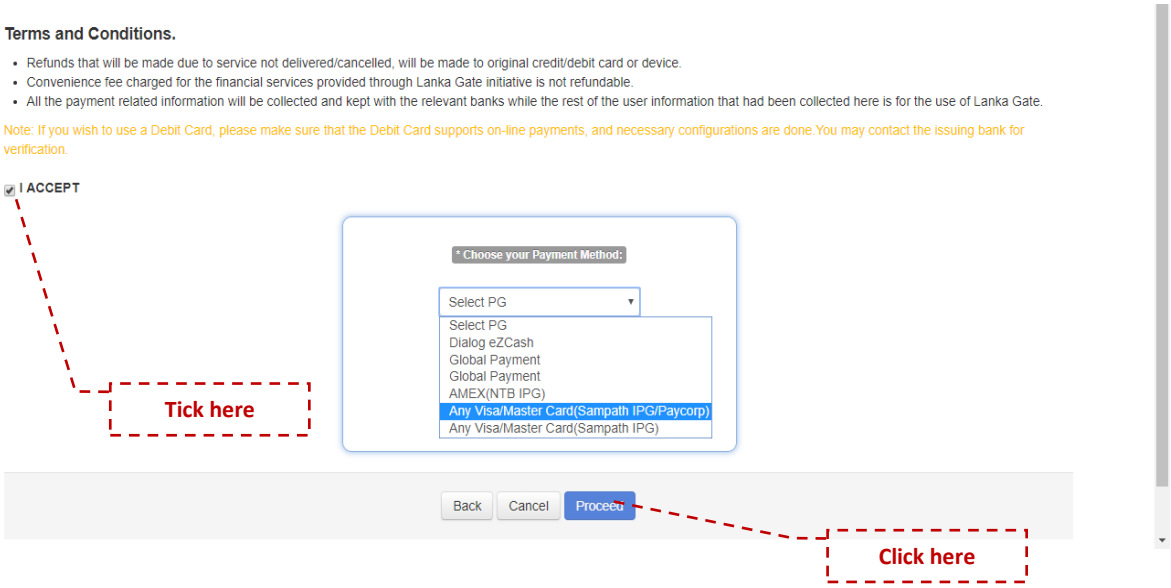

Figure 1.16

Applicant is informed with the amount to be paid and can be proceed with the payment by clicking on 'Pay Now' button.

Figure 1.17

Applicant has to provide the below request details and click on submit to complete the payment.

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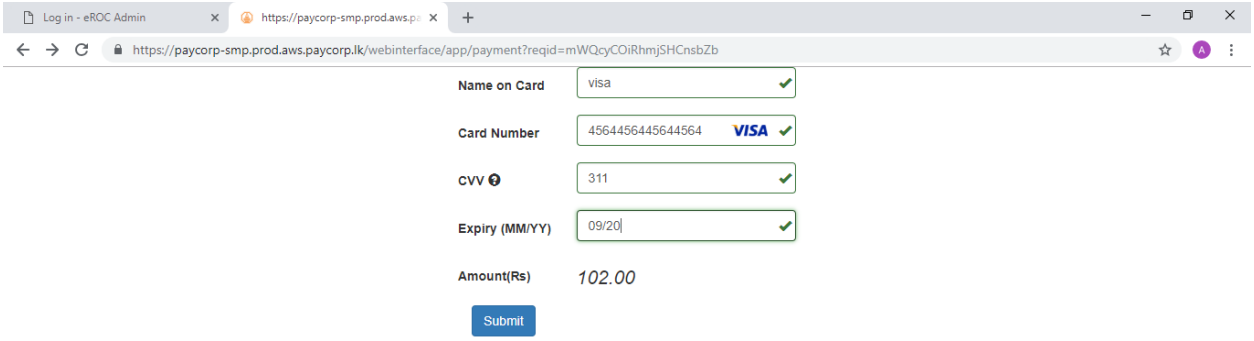

Figure 1.18

Following payment success message will be displayed once the transaction is completed successfully. Applicant shall view and print the receipt by clicking on 'Print Receipt' button else can go back to the dashboard by clicking on Back to Dashboard button.

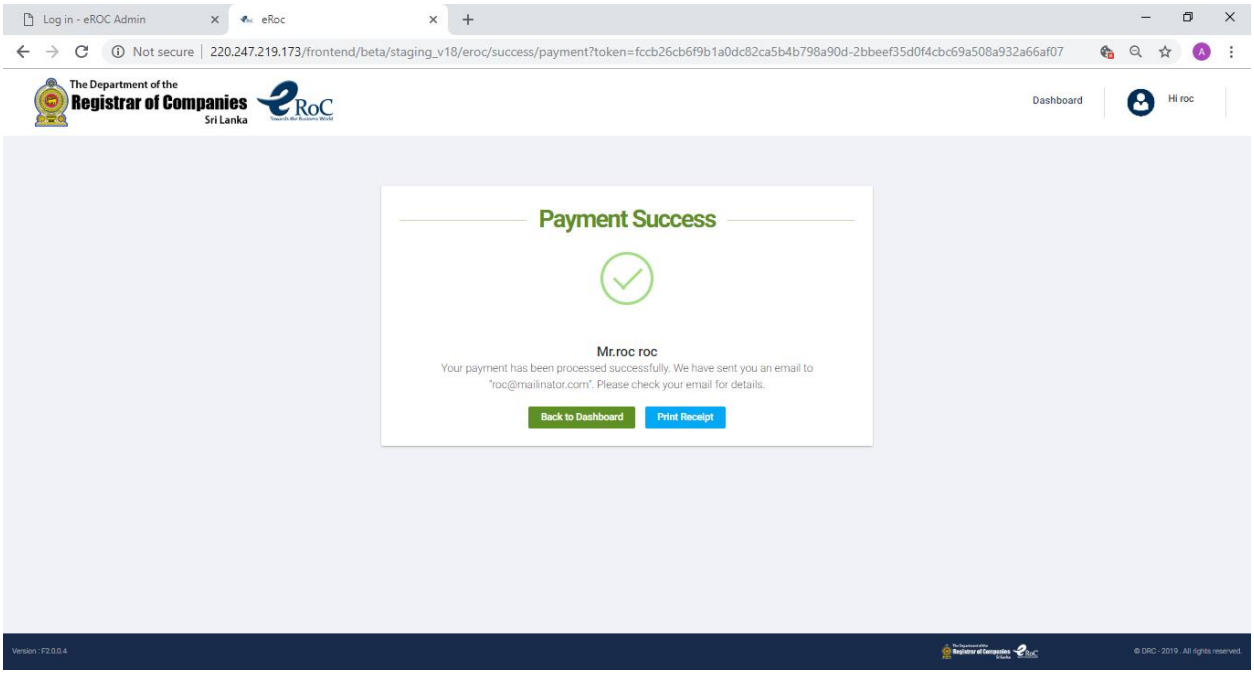

Figure 1.19

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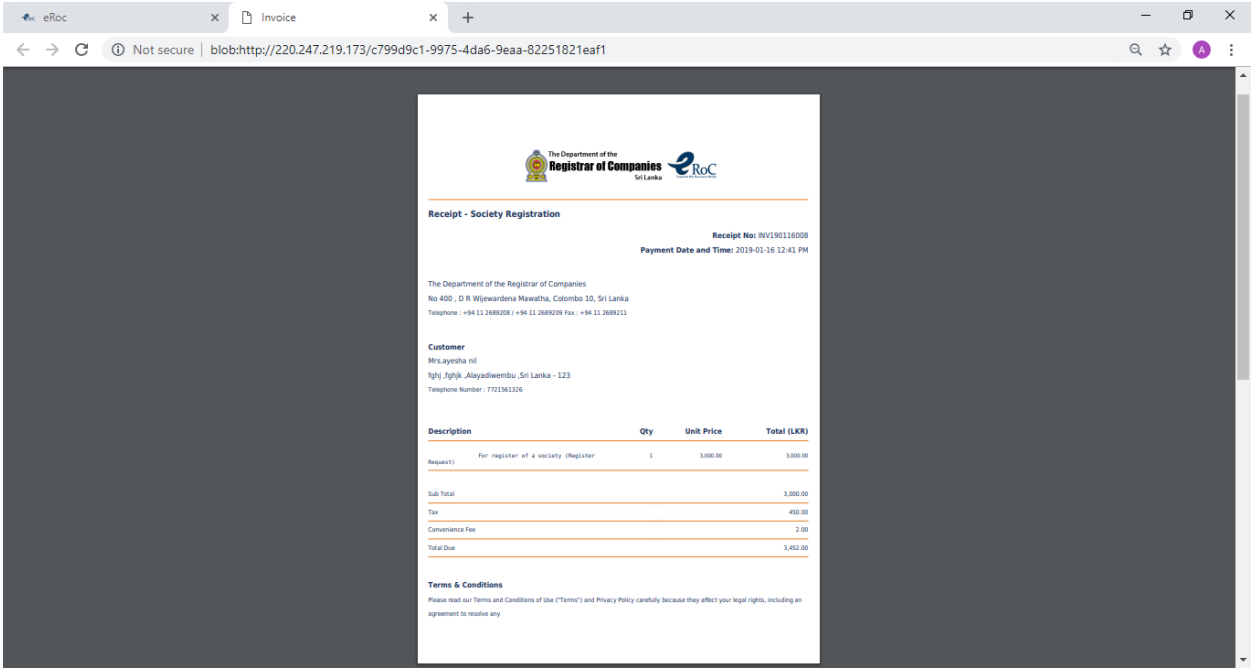

Figure 1.20: Payment Receipt

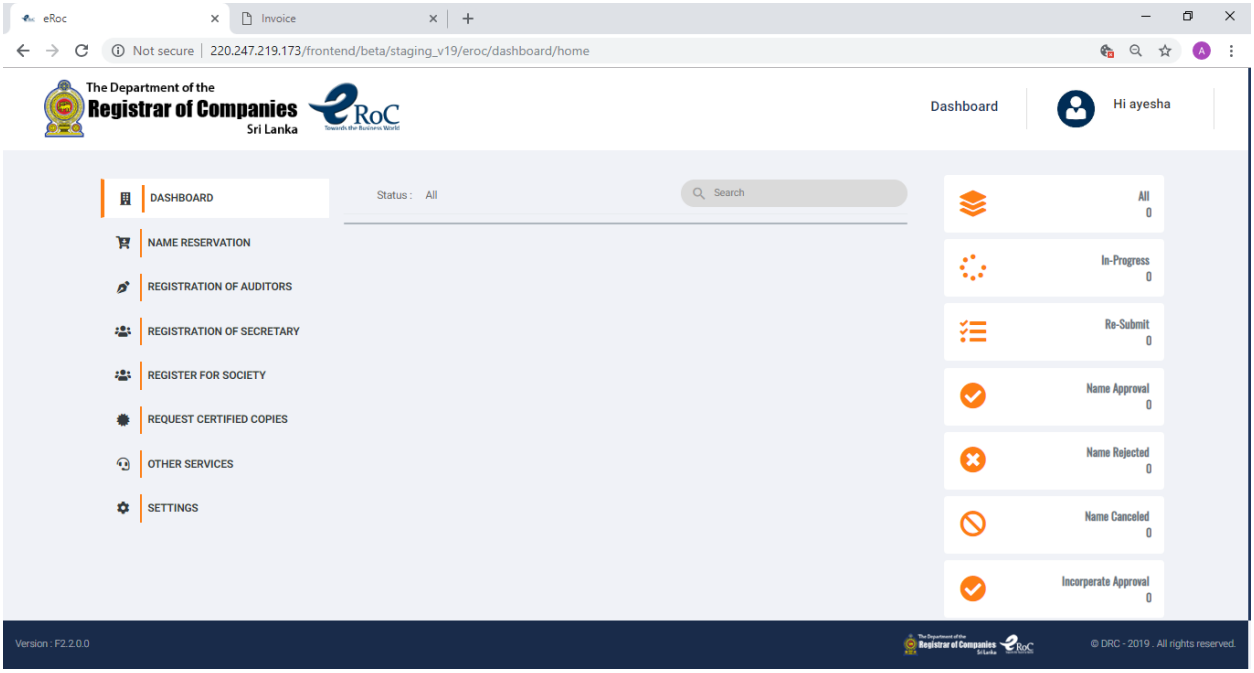

Figure 1.21: User Dashboard

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2.0 Society Resubmission

The applicant will be notified in the dashboard on the respective society application, if there are any shorting comings identified by the ROC officer.

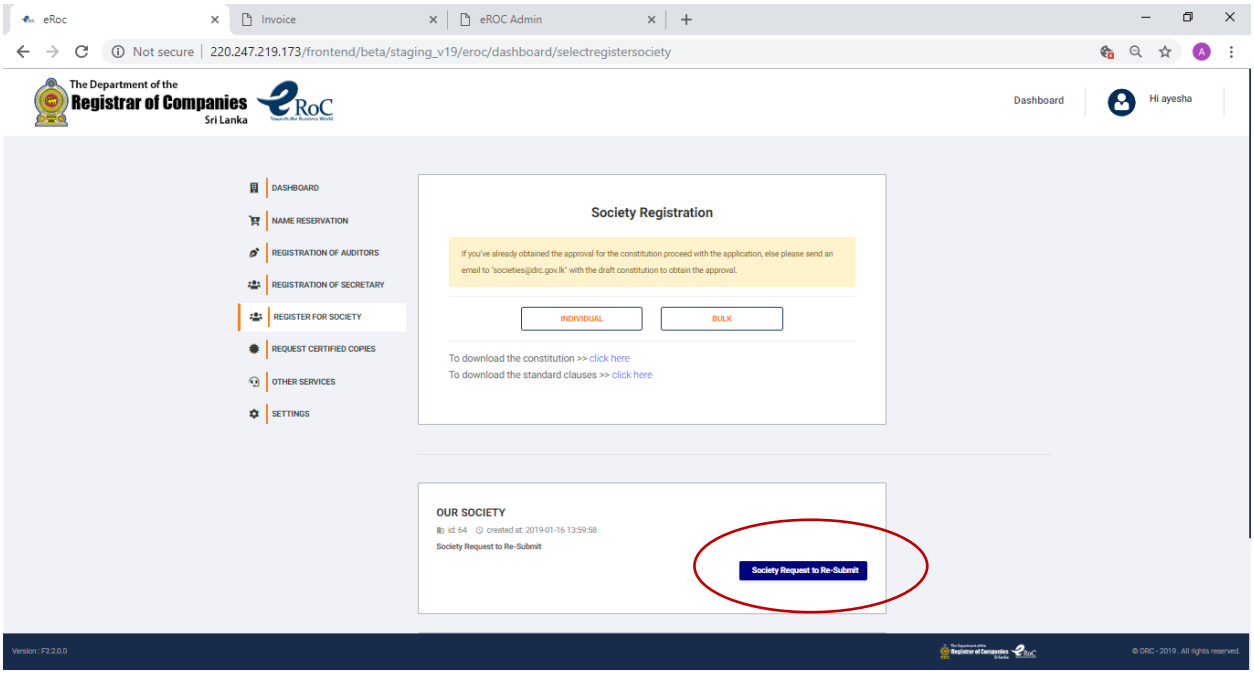

Figure 2.1

Applicant has to click on the 'Society request to resubmission' option to proceed to effect necessary corrections / changes so that the application will be displayed together with the comments provided by ROC.

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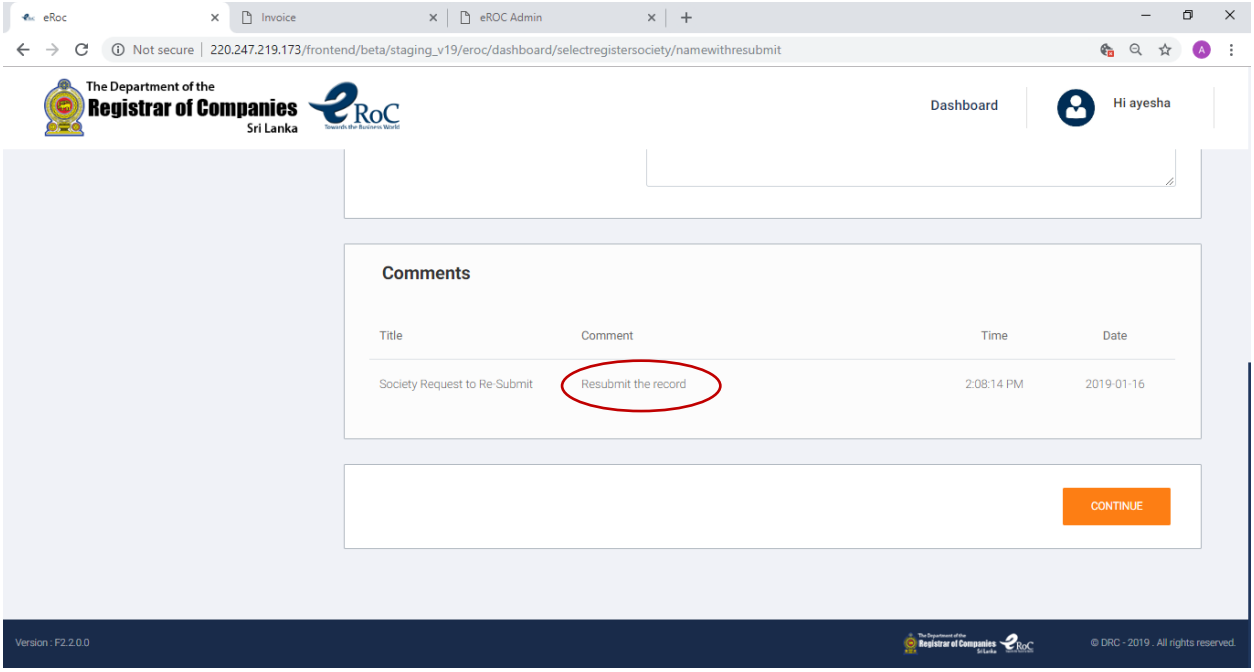

Figure 2.2

Upon clicking on the 'Continue' button applicant shall proceed with the rerquired changes and submit the request to ROC.

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