

REGISTRATION OF SOCIETIES FROM ARCS, DAMAN.

1	Name of Approval / NoC/ License / Registration	Registration of Society
2	Competent Authority	Registrar of Co-operative Society, Daman
3	Applicability Criteria	Society can be registered under Maharashtra Co-operative Societies Act, 1960 and Co-operative Societies Rules, 1962.
4	Stage	Establishment
5	SLA/No. of Days	90 Days (3 months)
6	Required Documents	<div>1. Application Form</div> <div>2. Bye Laws</div> <div>3. Cash Balance Certificate</div> <div>4. Project Report</div> <div>5. Minutes of Meeting</div> <div>Required Additional Documents</div> <div>1. Declaration</div> <div>2. Aadhaar Card of each members of society.</div>
7	Form Submission	Application form is attached below
8	Procedure for getting license	<div>1. Application in prescribed format with required documents</div> <div>2. Provide Bye-laws and related document to department.</div> <div>3. LDC put-up file to Senior Auditor verified document and onward submission to the ARCS, Daman and after put-up file to Registrar of Co-operative Societies for approved Registration of Society.</div> <div>4. After approved Registration of Society by the Registrar of Co-operative Societies, than issued Certificate of Registration to the applicant.</div>
9	Fee and Mode of Payment	There is NO fee
10	Certificate of Registration	Certificate of Registration is attached below.

CLASSIFICATION AND SUB-CLASSIFICATION OF SOCIETIES

Class	Sub-class	Examples of societies falling in the class or sub-class as the case may be.
1	2	3
1. Agricultural Marketing Society	--	All purchase and Sale Unions and Marketing Societies of Agriculture Produce.
2. Consumers Society	--	Stores and Canteens
3. Co-operative Bank	(a) Central Bank.	District Central Banks, Land Development Banks having provisions in their byelaw to advance loans to Cooperative Societies.
	(b) Other Banks	Urban Banks, Salary Earners Societies.
4. Farming Society	(a) Collective Farming Society.	Farming Societies where major area of lands is acquired from outside agency for cultivation by members.
	(b) Joint Farming Society	Societies where the major area of land brought together for cultivation is held by members.
5. Housing Society	(a) Tenant Ownership Housing Society.	Housing Societies where land is held either on lease-hold or free-hold basis by societies and houses be owned or are to be owned by members.
	(b) Tenant Co-partnership Housing Society.	Housing Societies which hold both land and buildings either on lease-hold or free-hold basis and allot them to their members.
	(c) Other Housing Societies	House Mortgage Societies and House Constructions Societies.
6. Processing Societies	(a) Agricultural Processing Society.	Societies, which process agricultural produce like Co-operative Sugar Factories and Oil Mills.
	(b) Industrial Processing Society.	Wool Processing and Tanners Societies.

7. Producer's Society	(a) Industrial Producers Society. (b) Labourers Industrial Society. (c) Agricultural Producer's Society.	Weaver's and Carpenter's Societies Forest Labourer's Societies and Labour Contract Societies. Cattle Breeding and Dairy Societies.
8. Resource Society	(a) Credit Resource Society. (b) Non-Credit Resource Society. (c) Service Resource Society.	Agricultural Credit, Thrift and Urban Credit Societies. Seeds and Implements and Agricultural Requisites Societies. Service Co-operatives and Multi-purpose Co-operative Societies.
9. General Society	(a) Social (b) Commercial (c) Others	Better Living Societies and Education Societies. Insurance and Motor Transport Societies. Not falling in either of the above sub-classes.

FACILITIES AVAILABLE TO CITIZEN FOR OBTAINING INFORMATION
INCLUDING WORKING HOURS

Sr. No.	Information facility available	Display time
1.	Website	24 hours daman.nic.in
2.	Notice Board	9.30 A.M. to 6.00 P.M. on working days

PARTICULAR OF PUBLIC INFORMATION OFFICERS

Sr. No.	Designation	Office address	Telephone Number	Email address
1.	Assistant Registrar Cooperative Societies, Daman	Office of the Assistant Registrar Cooperative Societies, Collectorate Building, 1 st Floor, Dholar, Moti Daman.	0260-2230436	arcs-dmn-dd@nic.in

FORM "A"
(SEE RULE 4 (1))

Place: Daman
Date: / /2020

To,
The Additional/Joint/Deputy/Assistant Registrar Co-operative Societies,
Daman

Sir,

We submit herewith a proposal for registration of the following society along with enclosures as indicated below.

We also declare the information given herewith, including that in the enclosure is correct to the best of our knowledge.

Sr. No.	Particulars	Details
1.	Name of the Proposed Society	
2.	Address to be registered	
3.	Whether liability is limited or unlimited	
4.	Area of Operation	
5.	Objectives of the Society	As per the bye-laws (copy enclosed)
6.	The amount of preliminary expenditure incurred by the promoters till the date of application, and estimate of expenditure likely to be incurred by them thereafter with a view to getting the society registered.	
7.	Language in which the books and account of the society will be kept	English

We sending four copies of the proposed bye-laws signed by the applicants (Not less than 10)

Sr. No.	Full Name	Whether individual or corporate body	Age	Nationality	Profession
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

For Proposed Co-operative Society
Chief promoter/Secretary

Sr. No.	Full Name	Place of Residence, Village & Taluka	Amount Subscribed to Share Capital	Whether any other signatory of the application is a member of his family	In the case of representative of Society. Whether he is a member of the committee of that society
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

For Proposed Co-operative Society

Chief promoter/Secretary

Name and address of the person to who correspondence regarding registration or otherwise should be addressed.....

Sr. No.	Designation	Name & Address	Signature
1.			
2.			

N.B.:-

1. In case of representative of Society a copy of the resolution of the Committee of that society authorizing him to sign on its behalf this application and bye-laws should be enclosed with this application.
2. In case of corporate body, representative status of the signatory on behalf of corporate body should be indicated.
3. The expression "Member of family" means a wife, husband, father, mother, grandmother, step father, step mother, son, daughter, step son, step daughter, grandson, granddaughter, brother, sister, half-sister, and wife of brother of half-brother.

Enclosures:-

- 1) Bank balance certificate
- 2) List of persons who have contributed to the share capital together with the amount contributed, by each of them and the entrance fee to be paid by them
- 3) The scheme showing the details as to 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
- 4) A copy of the resolution authorizing a member of the committee of the registered society to sign the application on behalf of the society.
- 5) A copy of the document authorizing any person to sign the application on its behalf issued by the firm, company or other corporate body, a society registered under the societies "Registration Act" 1960 or a public trust registered under any law for the time being in force relating to registration of public trust.

Sent by registered post on /Delivered by hand by To in the office of the Additional/Joint/Deputy/Assistant Registrar of Co-operative Societies.....

For Proposed Co-operative Society
Chief promoter/Secretary

Received by registered post/hand deliver on.....by.....in the office
of the Additional/Joint/Deputy/Assistant Registrar Co-operative
Societies.....Entered in the register of registration proposal at Serial
No.....

(Signature of the Officer receiving the Application)

ACKNOWLEDGEMENT

Received registration proposal no..... on..... For the registration
of **Proposed Co-operative Society** from the Chief Promoter

UT Administration of Dadra & Nagar Haveli and Daman & Diu,
Co-operative Department,
Office of the Assistant Registrar,
Co-operative Societies,
Collectorate, Moti Daman.

No. 1/1/2020-21/ARCS-DMN/

Dated: / /2020

CERTIFICATE OF REGISTRATION

The “ _____”, Daman
has been registered on / /2020 and it bears the registration code symbol No. **1/1/2020-21/ARCS-DMN/** and it is classified as **General Society under sub classification No. 9 (a) in terms of Rule 9** of the Maharashtra Co-operative Societies, Rules 1962 applicable for the Union Territory of Daman & Diu.

REGISTRAR, CO-OPERATIVE SOCIETIES
DAMAN

Place: Daman
Dated: / /2020

NOTIFICATION

In exercise of the powers vested in me under section 9 (C) of the Maharashtra Co-operative Societies, Act 1960 as applied to the Union Territory of Dadra and Nagar Haveli & Daman & Diu, “ _____”, Daman is Registered under code symbol No. **1/1/2020-21/ARCS-DMN/**.

REGISTRAR, CO-OPERATIVE SOCIETIES
DAMAN

Place: Daman
Dated: / /2020