

FORM 'A'

FORWARDING LETTER

To

The Assistant Registrar,
Co-operative Societies,

Through - PROPER CHANNEL

Subject: Application for registration.

Sir,

Please find herewith our application in the prescribed form alongwith three copies of the proposed by-laws for registration of a Co-operative Society at _____
Tehsil _____ District _____

The name may please be forwarded to the concerned Assistant Registrar, Co-operative Societies for issuing registration certificate under section 8 of the Punjab Co-operative Societies Act, 1961.

Yours faithfully,

Date _____

Enclosures

1. Application for Registration alongwith list of promoter members (Form B) President/Secretary
2. Copy of resolution adopted by Promotes (Form C)
3. Receipt of cashier (Form D)
4. Receipt of custodian (Form E)
5. Three copies of proposed by-laws
6. Receipt Central Co-operative Bank for Rs. _____ (if any).

No.

Dated

Sir,

Your application for registration of a co-operative Society _____
Tehsil _____ has been received by post in this office on _____
Against diary No. _____ by hand

(Check out which is applicable)

The same shall be forwarded to Assistant Registrar, Co-operative Societies, _____
_____ alongwith my report within a fortnight from the date of its receipt in my office.

The same is being returned to you herewith as it is incomplete in as much as the following documents are wanting:-

- 1.
- 2.
- 3.

Yours faithfully,

To

Shri _____

Inspector Co-operative Societies,
Block Level Extension Officer (Indl.).

FORM 'B'

**Application for Registration of Co-operative Society under section 7 of the
Punjab Co-operative Societies Act, 1961 and Rule 4 of the
Punjab Co-operative Rules, 1963.**

We, the undersigned, hereby apply for the registration of a society, as proposed hereunder, under section 8(i)(d) of the act, and enclose herewith three copies of the by-laws in accordance with Rule 5.

1. Name of proposed Society.	
2. Class of Society and liability.	
3. Address to be registered.	
4. Area of operation.	
5. Main objects.	
6. Number of members at present.	
7. Occupation of members.	
8. Estimated unsecured debts of members (in case of credit society).	
9. Area Mortgaged by members (in case of credit society)	
10. Capital with details of shares deposits, Fees etc.	
11. Value of share and mode of payment.	
12. Name of Managing Committee	

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Name and Father's Name	Age	Occupation	Place of Residence (V& PO.)	No. of shares subscribed	Name of nominee & age	Relation with nominee	Signature

FORM 'C'

COPY OF RESOLUTION ADOPTED BY THE PROMOTERS

A general meeting of persons interested in organizing a Co-operative Society under the purview of the Punjab Co-operative Societies Act, 1961 is held to-day The _____ day of _____ 2005 at _____ Tehsil _____ District _____ under the Chairmanship of Shri _____ and it is resolved:-

1. That Shri _____ is appointed as Secretary for recording minutes of today's meeting.
2. That the Registrar, Co-operative Societies, Punjab to be approached to get a co-operative society registered under the following name and style:
"_____"
3. That the registered office of the proposed society shall be at _____ Post Office _____ Tehsil _____ and District _____.
4. That the Area of operation of the proposed society will be at _____.
5. That the enclosed bye-laws of the society which we have carefully studied and know, are hereby adopted and Sarvshri 1. _____ and 2. _____ are authorized to sign on them (Bye-laws) on behalf of all of us.
6. That the first managing committee of the society shall consist of the following:-
 1. President
 2. Vice-President
 3. Cashier
 4. Member Committee
 5. Member Committee
7. That the society should seek affiliation with the following Co-operative Institutions:-
 1. The _____ Central Co-operative Bank Ltd.
 2. _____
 3. _____
8. That the maximum credit limit of the promoting members was fixed as follows:- (where applicable)
9. That the maximum credit limit of the society is fixed at Rs. _____.
10. Interest shall be charged on loans to members at the rate of _____.

11. That Shri _____ is appointed as Cashier of the society and handed over Rs. _____ as cash: sum of Rs. _____ on account of share-money and Rs. _____ as admission fee and Rs. _____ on account of deposits. He should furnish a duly stamped receipt in token of having received this amount and deposit the same in the Central Co-operative Bank Ltd., _____ and attach the original receipt of the Bank alongwith the application for registration.
12. That Shri _____ is appointed as Custodian of the Books of the society. He should be required to furnish a receipt in the Form E.
13. That the Cashier and the Custodian of books shall on all occasions on demand produce the cash and the record including accounts books of the society to person duly authorized in this behalf under Co-operative Societies, Act or Rules framed thereunder or as required under the Bye-laws of the society.
14. That the Punjab Co-operative Union be requested to send the file board after Registration V.P.P. to Shri _____ President/Secretary of the Society at the following address:-

15. That Shri _____ President/Secretary of the Society should approach Assistant Registrar, Co-operative Societies _____ on our behalf for the registration of the society. He is also authorized to sign cuttings and commission, if any on the application for Registration or copies of the proposed Bye-laws and also to furnish any further information as may be required by the Registrar in this connection.
(please give below list of all signatories).

"Certified that it is true copy of such entry and the book containing the entry is still in the custody of the Society."

Place _____

Secretary

Date _____

FORM 'D'

RECEIPT OF CASHIER

I _____ Son of _____
 residence _____ Tehsil _____ District _____
 Cashier of _____ society do hereby certify that I have today received
 Rs. _____ on account of _____

- (a) Share Money
 (b) Admission Fee
 (c) Deposits

Rs.
 Rs.
 Rs.

Total Rs.

I undertake that I shall immediately on demand produce the cash in hand with me all occasions to any of the persons duly authorized in this behalf under the Punjab Co-operative societies Act, and Rules framed thereunder and the bye-laws of the society.

Signature or thumb impression
 of the cashier

(Revenue stamp)

Signature of witness:

Address of witness:

1.

1.

2.

2.

Attestation of some
 official

Place _____
 Date _____

Note:- (Name and full address of the witness, should be given).

FORM 'E'**RECEIPT OF CUSTODIAN OF BOOKS**

I _____ son of _____
 resident _____ Tehsil _____
 District _____ do hereby certify that I have taken over the charge
 of the below listed books of _____ Society _____
 today the _____ day of _____ 2005 and undertake
 that I shall produce them on demand to any of the persons duly authorized in this behalf
 under the Punjab Co-operative Societies Act, rules framed thereunder and the bye-laws of
 the society in the same manner as has been laid down in the said Act, rules and the bye-
 laws.

(List of books also alongwith pages to be given):-

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

Signature or thumb impression
 of the custodian of the books

Witness:-

Address of witness:-

1.

2.

1.

2.

Place _____

Date _____

Note:- (Name and full address of the witness should be given.)

FORM 'F'

To

The Assistant Registrar,
Co-operative Societies,

Through :- Inspector,
Co-operative Societies,
_____ Circle,

Subject: Registration file of the proposed, 'The _____
at _____ P.O. _____
Tehsil _____ District _____

Memorandum:

Forwarded herewith the papers, cited as subject, for disposal under Section 8 of the Punjab Co-operative Societies Act, 1961.

2. I have satisfied myself that the application complies with the provisions of the Act and the Rules, the objects of the proposed society are in accordance with section 4 of the Act, the proposed bye-laws are not contrary to the provision of the Act and the Rules and the proposed society has reasonable chances of success.

3. I recommend that the proposed society and its bye-laws may kindly be registered.

Date _____

Sub-Inspector
Co-operative Societies
_____ Circle:

FORM 'G'

Report of the Co-operative Inspector/Block Level Extension Officer
(industries) on Application for Registration.

Note:- The Co-operative Inspector or the B.L.E.O. (Industries), as the case may be, and in whose jurisdiction the registered office of the proposed society falls, must, forward the application for registration, alongwith his own report in the following form, to the concerned Assistant Registrar, within 15 days from the date of receipt of the application in his office.

1. Date on which the application for registration was received in your office.
2. State whether this application has been received in your office direct from the promoters or from the Co-operative Sub-Inspector, B.D.O. Assistant Registrar, Co-operative Societies or any other office.
3. Name and address of the proposed Society.
4. Has the society been organised by the promoters at their own initiative or as a result of persuasion by some official?
5. Is the name proposed by the promoters for society suitable?
6. Has the society been organized under any specific Project or scheme of Government ? If so, name that scheme.
7. What are the main objects in consonance with the Co-operative principles?
8. Are the above objects in consonance with the Co-operative principles?
9. Have the promoters adopted model bye-laws suggested and approved by the Registrar, or have they proposed different bye-laws? If they have formulated their own bye-laws, have the same been formally approved by the Registrar.
10. State what, if any, are the deviations from the model bye-laws, in the bye-laws, proposed by the promoters.

11. Do all the promoter members fulfil the conditions and qualifications of membership, as laid down in the bye-laws of the society? Name such members, if any, who do not fulfil the conditions and qualifications of membership.
12. State if all the promoter members have a community of interest and whether there is scope for success of the proposed society.
13. Have you verified the correctness of the particulars supplied by promoters under list of membership in form "B" with their application for registration?
14. Have you checked up that the application is complete in all respects.
15. What is the number of promoter Members in the proposed society?
16. What is the area of operation of the proposed society?
17. What is the total population in the area of operation and state what is scope for further increase in membership?
18. State number and paid up value of shares subscribed by the promoter members.
19. If the above share money or any of its part has been contributed in kind, has the same been un-animously accepted by all the promoter members.
20. Have you explained to the promoters the contents of the bye-laws and more particularly their duties and obligations towards Society?
21. Is there any other Co-operative Society with similar aims and objects in the same village or at any other place in the area of operation of the proposed society? If so, give their name and addresses.

22. Why the promoters of the proposed Society have not embraced membership in the already existing co-operative society/societies with same objects in that area. What are the reasons for organizing another co-operative society for the same purpose in the area?

23. Will the registration of the proposed Society if any, adversely effect the working of any other existing co-operative in that area?

24. Concluding remarks and recommendations:-

(Note:- The reporting official should mention here all other important points and information that he may like to bring to the notice of the registering authority and clearly state whether he recommends the registration of the proposed co-operative society or not.)

Place _____

Date _____

Signatures
Inspector, Co-operative Societies
Block Level Extension Officer(IIndL)