

Minimizing Regulatory Compliance Burden for Business/Citizen

Name of Department: REGISTRAR, COOPERATIVE SOCIETIES, UT CHANDIGARH

	No. of business/citizen Services/Regulatory Compliance points identified for reform			
	CITIZEN SERVICES (Column No. 1)	BUSINESS SERVICES (Column No. 2)	REGULATORY COMPLIANCES (Column No. 3)	COMMENTS (Column No. 4)
1	Registration of the Cooperative Society	--	1. Registration Form 2. 03 Copy of Bye Laws 3. Proceeding Book 4. Membership Register	1. The purposed society has to fill up the performa i.e. Registration Form 'A' to 'G' mentioned in Column No. 3 (Copy of forms is attached herewith for your references) 2. The purposed society has to fill three (03) copies of Bye Laws duly signed by the authorized members of the purposed society. 3. The purposed society has to pass the resolution in the proceeding book of the society in the shape of Form 'C'. 4. The purposed society has to fill up the name of the members of the purposed society in the membership register duly signed by the concerned members.
2	--	Election of the Cooperative society	1. Forwarding letter of society 2. Performa with complete details of society 3. Copy of Resolution 4. List of members 5. List of defaulters members	1. The society has to comply with all these points i.e. 1 to 5 mentioned in Column No. 3.

			<p>6. Circulation of notice by the society to all the members of the society</p> <p>a) by fixing a copy of the notice at the office of the cooperative society. by beat of drum</p> <p>b) i) by circulation of the notice book and getting the signatures of the members on it or ii) by sending the notice to the members by post under postal certificate or iii) by beat of drum in the area of operation of the cooperative society provided that the area of operation consists of one village only.</p> <p>c) by advertisement in news paper</p>	<p>2. The society has to comply with all these points i.e. 'a to b' mentioned in Column No. 3. Moreover, the exemption regarding point 'c' i.e. notice in the newspapers for the purpose of elections may be waved off as the same is not in the bye laws of the society. The information in this regard will be made available in official website after getting the approval from the competent authority.</p>
3		General Body Meeting	<p>1. Forwarding letter of society</p> <p>2. Resolution passed by the managing committee</p> <p>3. Circulation of notice by the society to all the members of the society</p> <p>a) by fixing a copy of the notice at the office of the cooperative society. by beat of drum</p> <p>b) i) by circulation of the notice book and getting the signatures of the members on it or ii) by sending the notice to the members by post under postal certificate or iii) by beat of drum in the area of operation of the cooperative society</p>	<p>1. The society has to comply with all these points i.e. 1 to 2 mentioned in Column No. 3.</p> <p>2. The society has to comply with all these points i.e. 'a to b' of point no 3 mentioned in Column No. 3. Moreover, the exemption regarding point 'c' i.e. notice in the newspapers for the purpose of holding General Body Meeting may be waved off as the same is not in the bye laws of the society. The information in this regard will be made in official website.</p>

			<p>provided that the area of operation consists of one village only.</p> <p>c) by advertisement in news paper</p>	
4	TRANSFER POLICY DATED 14.11.2018			
	a)	Execution of Sub Conveyance/ Sub Lease Deed in favour of original Allottee	<ol style="list-style-type: none"> 1. Forwarding letter from society 2. Application of member to the society 3. Copy of Resolution 4. Self attested identity proof of applicant 5. Attested copy of allotment/possession letter 6. Copy of undertaking from the president of the society that all basic amenities including fire fighting systems/equipments are in place. 	1. The society/concerned member has to comply with all these points i.e. '1 to 6' mentioned in Column No. 3 for execution of Sub Conveyance/Sub Lease Deed as per Transfer policy dated 14.11.2018
	b)	In death cases	<ol style="list-style-type: none"> 1. Forwarding letter from society 2. Application to the society for transfer of flat in death case 3. Publication of notice inviting objections in 03 newspaper 4. Copy of demand draft of Rs 25000/- in favor of the society as processing fee charges 5. Furnishing of indemnity bond by the transferee 6. Copy of death certificate 	1. The society/concerned member has to comply with all these points i.e. '1 to 11' mentioned in Column No. 3 in the case of death as per Transfer policy dated 14.11.2018

			<p>7. Affidavit from the transferee to indicate the name and address of the legal heirs of allottee/lessee</p> <p>8. Resolution of the society</p> <p>9. Identity Proof of transferee/applicant</p> <p>10. Attested copy of allotment /possession letter/share certificate in the name of deceased/nominee/legal heir/blood relation</p> <p>11. Copy of undertaking from the president of the society that all basic amenities including fire fighting systems/equipments are in place.</p>	
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	c)	execution of sub conveyance deep/sub lease deed after 11.10.2011	<ol style="list-style-type: none"> 1. Forwarding letter from society 2. Publication of notice inviting objections in 03 newspaper 3. Copy of demand draft of Rs 25000/- in favor of the society as processing fee charges 4. Furnishing of indemnity bond by the transferee 5. Copy of death certificate 6. Affidavit from the transferee to indicate the name and address of the legal heirs of allottee/lessee 7. Resolution of the society 8. Identity Proof of transferee/applicant 9. Attested copy of allotment/possession letter/share certificate in the name of deceased/nominee/legal heir/blood relation 10. Copy of GPA/SPA/WILL 11. Copy of undertaking from the president of the society that all basic amenities including fire fighting systems/equipments are in place. 12. Societies will provide of all agreement to Sell/GPA/SPA/WILL to the RCS, UT Chd. 	<ol style="list-style-type: none"> 1. The society/concerned member has to comply with all these points i.e. '1 to 12' mentioned in Column No. 3 for execution of sub conveyance deep/sub lease deed after 11.10.2011 as per Transfer policy dated 14.11.2018
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