



**UT Administration of Dadra & Nagar Haveli and
Daman & Diu,
Department of Co-operation,
Secretariat, Daman.**



International Year
of Cooperatives

Cooperatives Build a Better World

No.14/03/COOP-DNHDD/2024-25/153

Dated: 05/02/2025

CIRCULAR

As per section 6 of the Dadra and Nagar Haveli and Daman and Diu Co-operative Societies Regulation, 2024 following norms and conditions for registration of Housing Co-operative Society or Housing Service/Maintenance Co-operative Society in the area of Union territory of Dadra and Nagar Haveli and Daman and Diu are hereby notified.

A. There should be a minimum of ten members each of them being a member of a different family.

Explanation.— For this purpose, the expression “member of a family” means a wife, husband, father, mother, grand-father, grand-mother, step-father, step-mother, son, daughter, step-son, step-daughter, grand-son, grand-daughter, brother, sister, half-brother, half-sister and wife of brother or half-brother.

B. The society should have a minimum following facilities/amenities for members of the society. (Indicative)

- i. Internal roads
- ii. Compound walls
- iii. Pure drinking water facilities
- iv. Water storage tanks
- v. Drainage lines
- vi. Street lights
- vii. Lifts in high rise buildings as per provision of applicable Act/Regulation
- viii. Security appliances (CCTV, Intercom, Siren Bell etc.)
- ix. Playing space for children -Common Plot - Garden

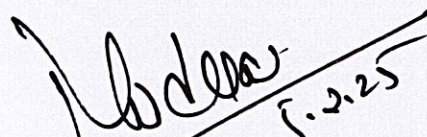
- x. Common Parking facilities
- xi. Solar and alternate energy devices
- xii. Fire safety
- xiii. Proper Exit facility in case of emergency
- xiv. Facility for door-to-door waste collection

C. Documents to be submitted along with the application and by-laws for registration. (As applicable)

- a. 7/12 or 1/14 extract of the land or property card.
- b. Certificate from the competent authority regarding non-agricultural land.
- c. The order regarding applicable/non-applicable of the Land Ceiling Act.
- d. Construction layout approved by the competent authority.
- e. Letter of sanction for starting construction.
- f. Certificate regarding completion of construction work.
- g. Development Agreement if the land is taken for development.
- h. Letter of Power of Attorney of the land.
- i. Title search report of the land.
- j. The registered agreement of purchases of the flat with necessary stamp duty paid.
- k. Architect Certificate regarding construction.
- l. Certificate, from the bank or banks stating the credit balance in favour of the proposed society.
- m. List of persons who have contributed to the share capital together with the amount contributed by each of them, and the entrance fee paid by them.
- n. Certified copies of the resolutions passed by the proposed society along with the certified copy of the resolution of the promoters which shall specify the name and address of one of the applicant(s) to whom the Registrar may address correspondence under the rules before registration and dispatch or hand over registration documents. The name of one or more applicants, who are authorised to make alterations or additions to the proposed bye-laws submitted with the application, as may be suggested by the Registrar.

- o. Building usage permission from the competent authority
- p. Scheme of the Society.
- q. If the land is given by the government or undertaking agency of the government then its guarantee letter.
- r. No objection certificates from the competent authority if the land is of Trust.
- s. Notarized Guarantee letter by the Chief Promoter of the society on the stamp Paper.
- t. Notarized Guarantee letter by the Builder, Promoter on the Stamp Paper
- u. Affidavit of Promoters (Affidavit of Minimum 10 Promoters) including an affidavit that no Member of the Society/person /contractors has employed child labour and shall make arrangements to inform the Labour Commissioner Office that the Society is free from child labour practice because as per the Child Labour Act 1986, it is prohibited to employ child labours for house hold and other works.

All documents are to be submitted in original with the signatures of the Chief Promoter/Promoters on each page.


5.2.25
Registrar Cooperative Societies,
Dadra & Nagar Haveli and,
Daman and Diu.

To

All Assistant Registrar Co-operative Societies Daman,
Dadra and Nagar Haveli, Diu

Copy to:

1. P.S. to the Hon'ble Administrator, DNH, Daman & Diu.
2. P.S. to the Advisor to the Hon'ble Administrator, DNHDD.
3. P.S. to the Secretary Co-operation, DNHDD.
4. The NIC Daman for publication on the official website of DNHDD.