

### **Checklist/Important Instructions for Submission of Proposal for Amendment of Bye-laws**

Societies intending to amend their bye-laws in accordance with the *Dadra & Nagar Haveli and Daman & Diu Cooperative Societies Regulation, 2024* and the Rules made thereunder must submit the following documents:

1. **Four (4) copies of the amended bye-laws** bearing the name and official stamp/seal of the society.
2. **Certified copy of the existing bye-laws** of the society.
3. **Certified copy of the Notice** issued for the General Body Meeting in which the proposed amendments were discussed and approved.
4. **Copy of the Resolution** passed by the General Body approving the proposed amendment(s).
5. **Certified Resolution of the Managing Committee** authorizing the office bearers to submit the amendment proposal.
6. **Duly signed and stamped copies of Enclosures I, II, III, and V, and four (4) copies of Enclosure IV.**
7. **List of current Managing Committee Members** along with their contact details (phone number and email ID).
8. **Timeline:** The complete proposal must be submitted to the concerned Assistant Registrar of Co-operative Societies **within two (2) months** from the date of its approval in the General Body Meeting.
9. **Assistance:** In case of any difficulty or clarification, you may contact the Office of the Assistant Registrar of Co-operative Societies of your district.

## Forwarding Letter(sample)

( ON SOCIETY'S LETTER HEAD )

ROUND STAMP OF THE

SOCIETY

From,

The Chairman,

\_\_\_\_\_ Co-operative Society Ltd.,

\_\_\_\_\_

To,

Assistant Registrar of Co-operative Society

Dadra and Nagar Haveli/ Daman/ Diu

Dear Sir,

1 I have the honour to forward herewith amendments approved by the General Meeting of the Society held on \_\_\_\_\_ and to request that you may please approve and register the same.

2 4 copies of the Bye-Laws along with Enclosures I to IV, which are required in this connection, are enclosed.

3 Shri \_\_\_\_\_,  
Chairman, Shri \_\_\_\_\_ Secretary/Manager/Chief  
Executive Officer Shri  
\_\_\_\_\_, Member of  
the Managing Committee have been authorized to sign the amendment proposal.

A copy of the General Body resolution is enclosed.

Yours faithfully,

**For \_\_\_\_\_ Co-operative Housing Society Ltd.,**

Chairman / Hon. Secretary.

(Round stamp of the Society)

## **Enclosure "I"**

**(ON SOCIETY'S LETTER HEAD )**

**Round stamp of**

**Society**

We hereby certify that:

- (1) The period that has intervened between the date of notice and the date of General Meeting at which the amendments have been passed is not less than the period required under the Bye-Laws of the Society;
- (2) The notice has been given by the Officers empowered to the parties mentioned in the Bye-Laws and in the manner prescribed therein;
- (3) The date, hour and place of the meeting and the proposed amendments were mentioned in the notice;
- (4) The original copy of the notice and agenda are maintained in the records of the society.

**Secretary/Manager/Chief Executive Officer   Managing Committee Member  
Chairman**

Enclosures:

1. Enclosures I, II, III, and V and 4 copies of the Bye Laws (Enclosure IV)
2. Copy of Minutes of the General Body Meeting
3. Covering Note
4. Copy of last Audited Balance Sheet
6. Copy of current approved Bye-Laws

(ON SOCIETY'S LETTER HEAD )

Round stamp of  
Society

Seal/Stamp of the Society

**ENCLOSURE 'II'**

**1. Total number of members on the register on the date of the General Meeting.....**

**2. Number of members present at the General Meeting .....**

**3. Number of members required to constitute a quorum .....**

**Extract of the proceeding to amendments approved at the General Meeting held on  
.....**

Original	<u>Name of the Byelaw</u>	Wording of the resolution passed Approving the amendments	Name of the Proposer	Name of the Secunder	Two third of the members Present at the meeting	Members voting In favour of the amendment
	Amended					
	1	2	3	4	5	6

**For ..... Co-op. .Society Ltd.**

**Secretary/Manager/Chief Executive Officer    Managing Committee Member  
Chairman**

**(On Society Letter Head )**

**ENCLOSURE “III”**

**Seal/Stamp of the Society**

<b>No. of Bye law</b>	<b>Wording of the Existing Byelaw</b>	<b>Wording of the Amended Byelaw</b>	<b>Reasons for Amendments</b>
1	2	3	4

**For \_\_\_\_\_ Co-operative Society Ltd.**

**Secretary/Manager/Chief Executive Officer    Managing Committee Member  
Chairman**

**(On Society's Letter Head)**  
**copies)**

**Seal/Stamp of the Society**  
**(To be submitted in four**

**ENCLOSURE "IV"**

Copy of the Bye-laws (as amended) approved at the General Meeting held on \_\_\_\_\_201\_\_\_\_,and/or the adjourned general meeting/meetings held on\_\_\_\_\_201\_\_\_\_\_

<b>No. of the amended Bye-laws</b>	<b>Wording of the Byelaws as they would read when amended</b>

For \_\_\_\_\_ Co-operative Society Ltd.

**Authorised**

**Secretary/Manager/Chief Executive Officer    Managing Committee Member**  
**Chairman**

Seal/Stamp of the Society

Seal/Stamp of the Society

(On Society's Letter Head)

**ENCLOSURE "V"**

Additional Information relating to the society as on the date of the General Meeting;

1. Name of the Society

\_\_\_\_\_

Address

2. Date of Registration \_\_\_\_\_

Registration Number -

\_\_\_\_\_

3. Authorised Share capital

\_\_\_\_\_

4. Area of operation

\_\_\_\_\_

5. Date of last Audit \_\_\_\_\_ Last Audit Classification

\_\_\_\_\_

6. Rate of Interest on Borrowing:

\_\_\_\_\_

7. Rate of Interest on Lending:

\_\_\_\_\_

A) Deposits:

B) Loan from Central Bank:

Rate of Dividend:

C) Share Subscriptions:

D) Other Borrowings:

Capital & Liabilities	Rs. Ps.	Assets	Rs. Ps.
Paid up Share Capital: Reserve Funds:  Other Funds: Member's Deposits: Current Liabilities and Provisions:  Non-Members' Deposits : Loan from other Societies and Central Bank:  Loan from Govt of which over dues		1) Investment in a) Land & Building & Other Assets  c) other Societies  d) Shares of i) Central bank ii) other societies iii) Other Shares  2) Loans due from members a) of which overdue b) of which involved in arbitration 3) Deposits with Bank: 4) Other Assets	
Total:		Total:	

- a) Limit of outside borrowing as per Byelaws -  
\_\_\_\_\_
- b) Total amount of actual outside borrowings -  
\_\_\_\_\_
- c) Profit/Loss for the last three years -  
\_\_\_\_\_
- d) Limit of Individual Loans as per byelaws -  
\_\_\_\_\_

For \_\_\_\_\_ Co-operative Society Ltd.

Secretary/Manager/Chief Executive Officer    Managing Committee Member  
Chairman

Seal/Stamp of the Society