2013

KPMG
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USER MANUAL : SOCIETY REGISTRATION MODULE

Step by Step Guide for users for Online Society Registration (For already Registered Society)

User -Checklist

A) Email Address: Valid Email Address is required for registration of user in the system.

B) Document Checklist : Please ensure that following documents are with you for uploading:

Sno.	Name of the Document	Format	File Format	Checklist (Y/N)
1	Society Registration Certificate	Scanned	PDF, Image	

C) Details Checklist : Please ensure that following details are in front of you before filling the form:

SNo.	Details	Type	Clarification	Checklist (Y/N)
Registration Details				
1	Society Registration Number	Mandatory	Society Registration Number Assigned by Registrar during registration of society	
2	Society Registration Date	Mandatory	Society Registration Date during registration of society	
Basic Details				
3	Society Type	Mandatory	Society Type	
4	Society Code	Mandatory	Code Assigned by Registrar	
5	Society Name	Mandatory	Name of Registered Society	
6	Society Class	Mandatory	Society falls under which class as per Society Type	
Address during Registration				
7	Address	Mandatory	Registered Address of the Society	
8	Road/Street	Mandatory	Registered Address of the Society	
9	Near/Opposite	Mandatory	Registered Address of the Society	
10	District	Mandatory	Registered Address of the Society	
11	Taluka	Mandatory	Registered Address of the Society	
12	Village/City	Mandatory	Registered Address of the Society	
13	Pin code	Mandatory	Registered Address of the Society	
Present Address (If Applicable)				
14	Address	Mandatory	Registered Present Address of the Society	
15	Road/Street	Mandatory	Registered Present Address of the Society	
16	Near/Opposite	Mandatory	Registered Present Address of the Society	
17	District	Mandatory	Registered Present Address of the Society	

18	Taluka	Mandatory	Registered Present Address of the Society
19	Village/City	Mandatory	Registered Present Address of the Society
20	Pin code	Mandatory	Registered Present Address of the Society
Other Contact Details			
21	Email Address	Optional	Valid Email Address of the Society
22	Mobile Number	Mandatory	Valid Mobile Number of Contact Person from Society
23	Landline	Optional	Valid Mobile Number of Contact Person from Society
Society Member Profile			
24	Jurisdiction	Optional	Area of jurisdiction of society
25	No of members	Optional	Total number of members of cooperative society
26	No of active members	Optional	Total number of active members of cooperative society
27	No of dormant members	Optional	Total number of dormant members of cooperative society
28	No of Units (Applicable in case of Housing Societies)	Optional	Total number of units/wings of Housing cooperative society
Society Management Profile			
29	Name of Chairman	Optional	Name of the present chairman of the Society
30	Mobile Number	Optional	Mobile number of the present chairman of the Society
31	Name of Secretary	Optional	Name of the present Secretary of Society
32	Mobile Number	Optional	Mobile number of the present chairman of the Society
33	Name of Liquidator	Optional	Name of the present Liquidator/Administrator of the Society (If applicable)
34	Mobile Number	Optional	Mobile number of the present Liquidator/Administrator of the Society
35	No of Committee Members	Optional	Total number of Committee members
36	Last Election Date	Mandatory	Enter Last Election Date
37	Last Audit Date	Mandatory	Enter Last Election Date
38	Tenure of Managing Committee	Optional	Enter total number months spent by Managing Committee (In Months)

39	Audit Year	Mandatory	Year of Last Audit
40	Audit Class	Mandatory	Audit Class assigned by Auditor during last audit. Refer to Audit Report.
41	Paid up Share Capital	Mandatory	Total Paid up Share Capital as per last Audited Balance Sheet.
Society Registration Certification			
42	Society Registration Certificate	Mandatory	Upload Scanned Society Registration Document here. This would be used by DDR for Validation.

Process प्रक्रिया

Key Steps Involved in Registering Society Online is as follows:

सोसायटी संकेतस्थळावर नोंदविताना महत्वाच्या गोष्टी /पायरी

A) Step 1: Opening Website संकेत स्थळ उघडणे
B) Step 2: Creating User Account वापरकर्त्याचे खाते निर्माण करणे
C) Step 3: Society Registration: Filling Profile Details सोसायटी नोंदणीकरण: प्रोफाईलची माहिती भरणे
D) Step 4: Updating Society Registration Details: नोंदणीकृत सोसायटीची माहिती अद्ययावत करणे
E) Step 5: Log In and Log Out from Website संकेत स्थळावर प्रवेश करणे आणि बाहेर पडणे

Step 1: Opening Website संकेत स्थळ उघडणे

a) Open Internet Browser इंटरनेट ब्राऊझर उघडणे
b) Go to Address bar and type the URL: खालील संकेतस्थळ टाईप करणे
   https://mahasahakar.maharashtra.gov.in/Site/Home/Index.aspx
c) Following site would be opened: खालील संकेतस्थळ उघडेल

Step 2: Creating User Account (वापरकर्त्याचे खाते उघडणे)

a) Open Website : Follow Step 1. Following Site would opened

संकेत स्थळ उघडल्यावर खालील स्थळ संगणकावर दिसेल.

b) Go to Log in: Find Login Link on Bar and click on Login.

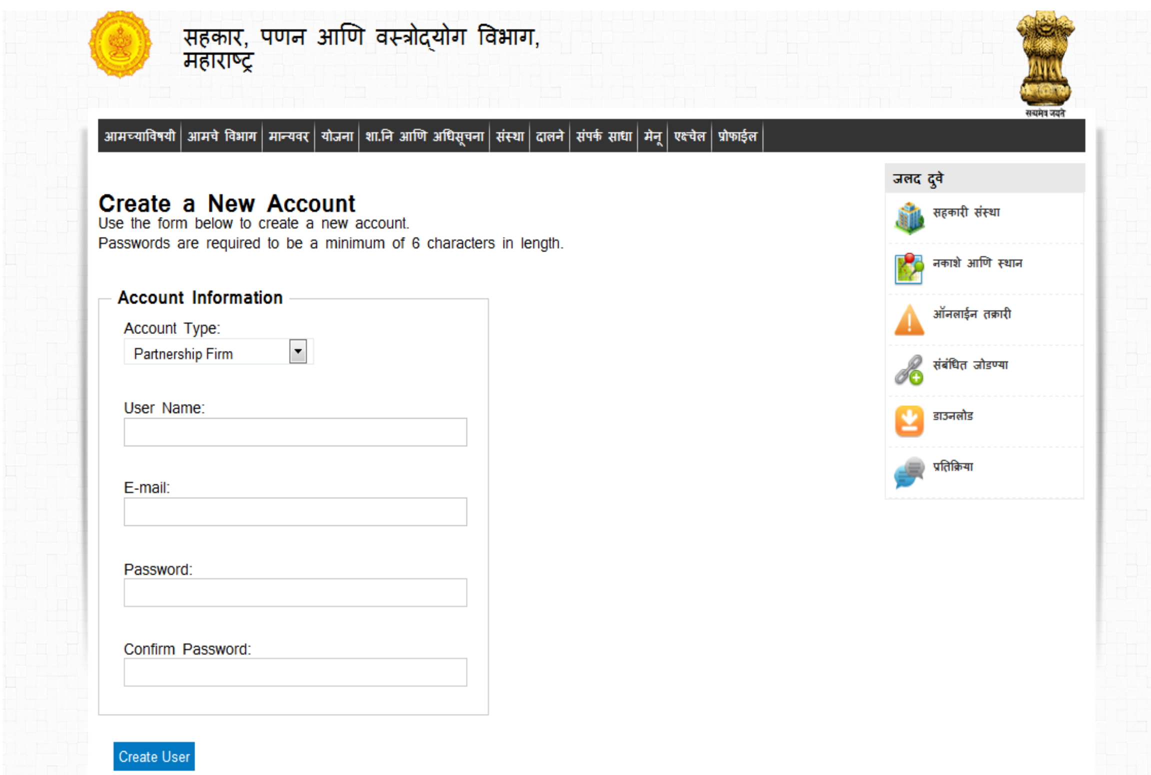
संगणकावर वरील भागात लॉगिन पर्याय असेल तो निवडावा.

c) Create New User : Click on New Registration Link

वापरण्याचे खाते निर्माण करणे: : **नवीन नोंदणी करा** अशी जोडणी आहे ती निवडा

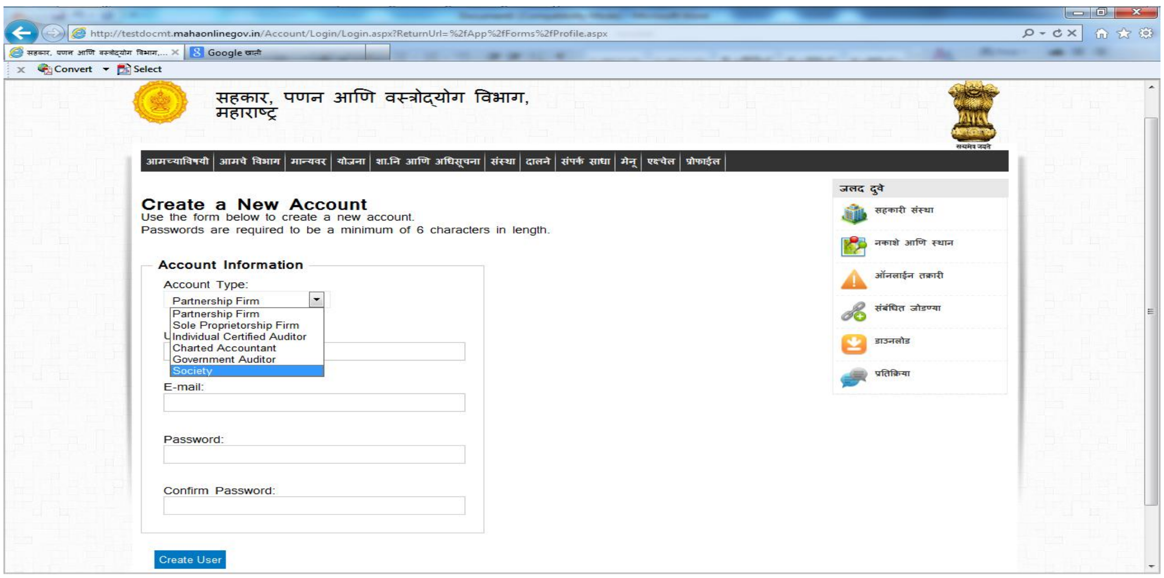
d) Enter Details: Fill the required details for user creation.

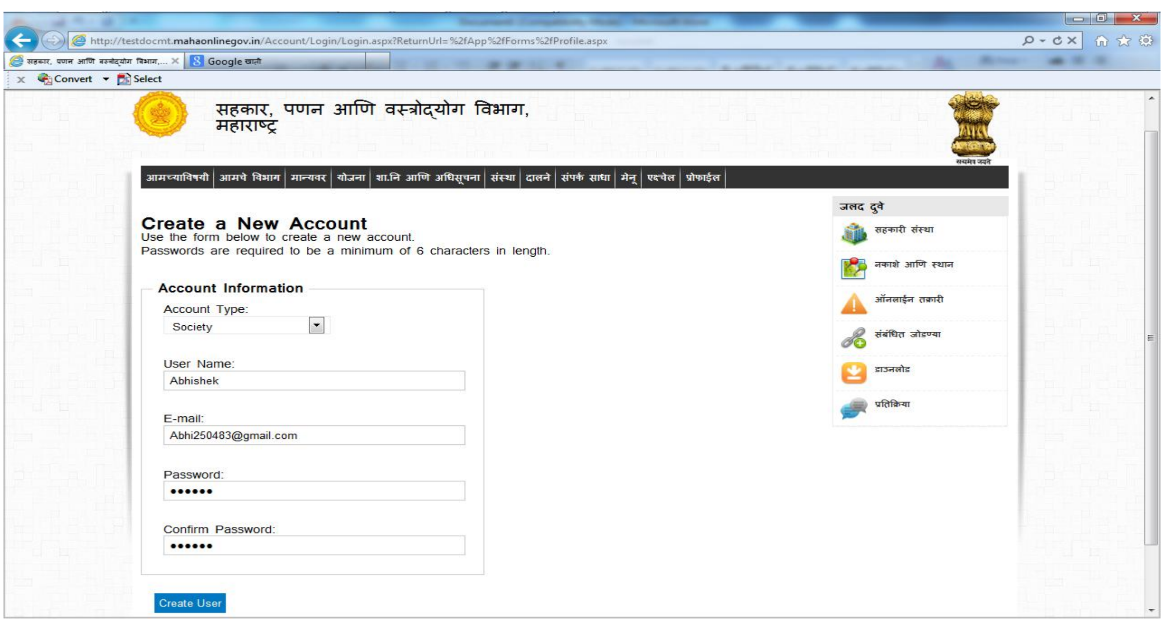
नवीन वापरकर्ता बनवण्यासाठी/ निर्माण करण्यासाठी वापरकर्त्याची आवश्यक ती माहिती भरा



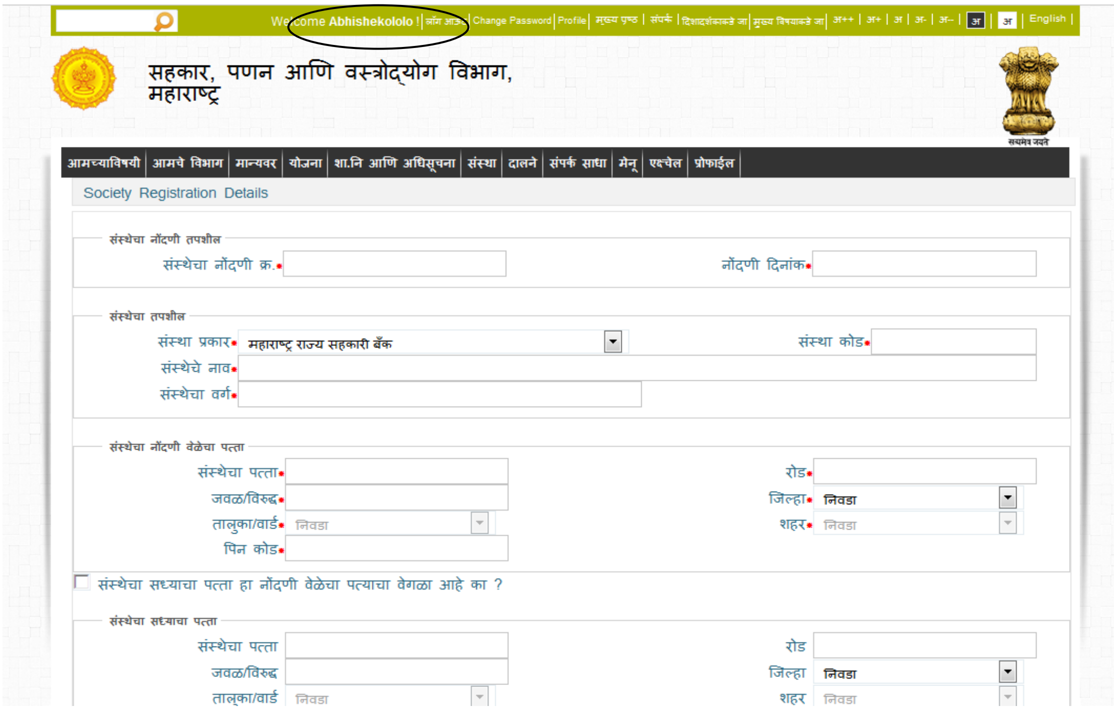
e) Select User Type: Please select Society as User Type.

- वापरकर्तात्याचा प्रकार निवडणे : सोसायटी नोंदणीसाठी ड्रॉपडाऊनमधून सोसायटी हा पर्याय निवडा.
- वापरकर्त्याचे नाव युजर नेम खाली तसेच त्याचा ई-मेल आयडी ई-मेल या रकान्यात भरावा.
- पासवर्ड या रकान्यात पासवर्ड टाईप करावा व परत एकदा तो कनफर्म पासवर्ड या रकान्यात टाईपकरून पासवर्डची पुष्टी करावी.
- कृपया पासवर्ड हा कमीत कमी ६ अंकी किंवा आकडी अथवा दोघांचे एकत्रीकरण करून असावा





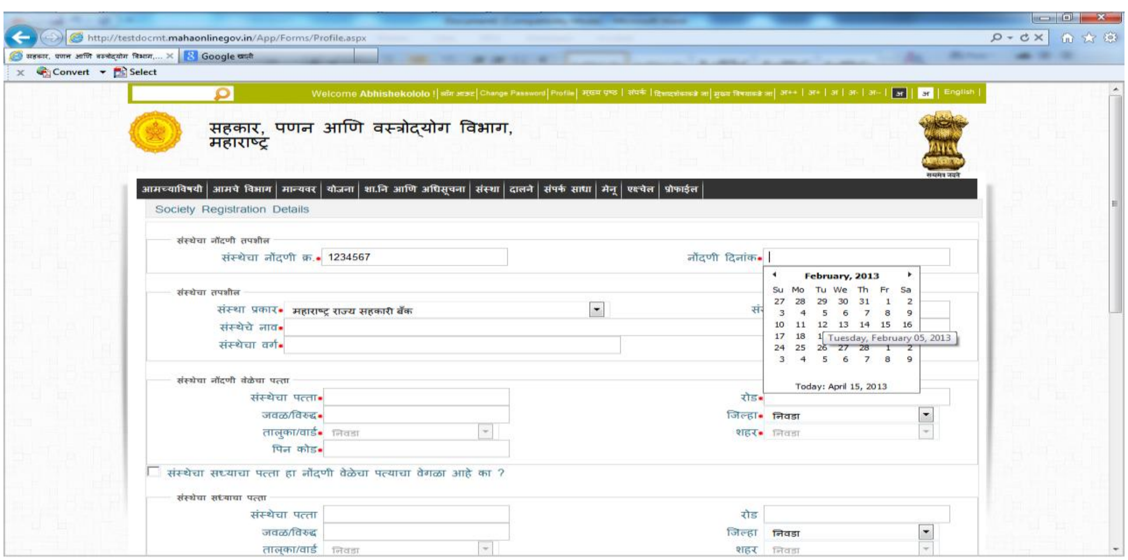
f) User created: या प्रकारे बनवलेल्या वापरकर्त्याचे नाव संगणकावर वरील बाजूस **वेलकम आणि वापरकर्त्याचे नाव** असे दिसे.



Step 3: Society Registration: Filling Profile Details

क्रम ३ रा : सोसायटी नोंदणी : प्रोफाईलची इत्यंभूत माहिती भरणे

a) Fill Details as per checklist mentioned above: वर दिलेल्या यादी प्रमाणे माहिती भरणे.



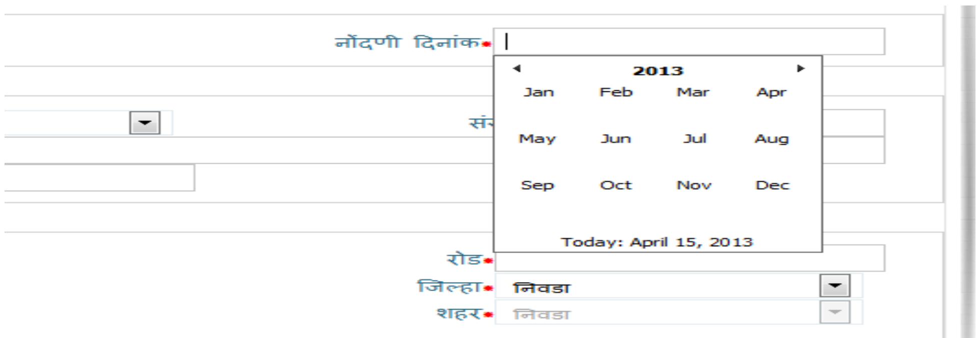
How to Select Date: तारीख कशी निवडावी?

1) Say you want to enter 4th Jan 1980.Click on Registration Date. A calendar control would open. It would show current year and current month.

   समजा तुम्हाला ४ जानेवारी १९८० अशी तारीख भरायची आहे.

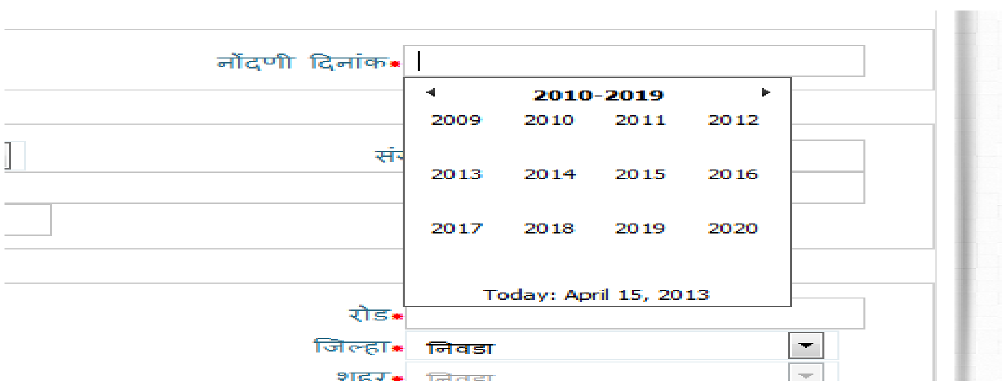
   नोंदणीच्या तारखेवर क्लिक केल्यानंतर चालू महिना आणि वर्ष असलेले कॅलेंडर उघडेल.

2) Click on 2013 to change the year चालू वर्ष्यातील महिना बदलण्यासाठी **२०१३** वर क्लिक करा.



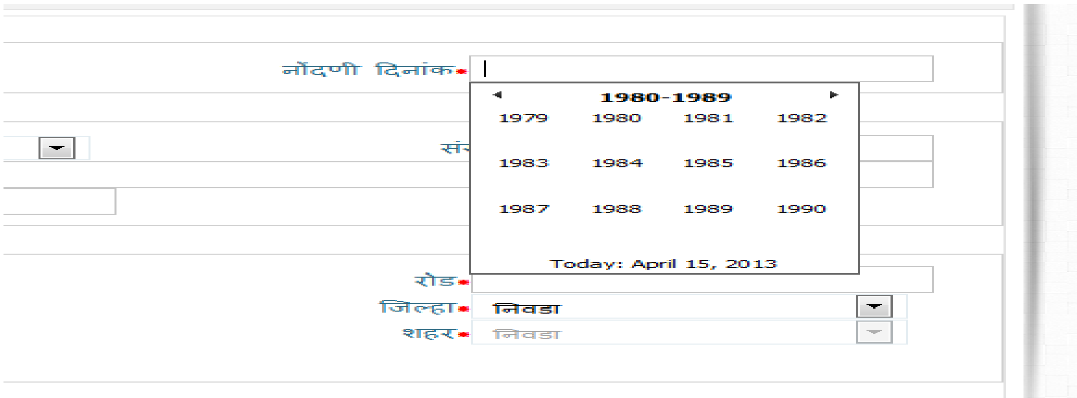
3) If you want to change year click on year i.e.2013. It would show list of years with in decade.

   जर तुम्हाला वर्ष बदल्याचे असेल तर २०१३ वर क्लिक करा. त्या दशकातील वर्ष यादी तुम्हाला दिसेल. तुम्हाला पाहिजे ते वर्ष निवडा. .



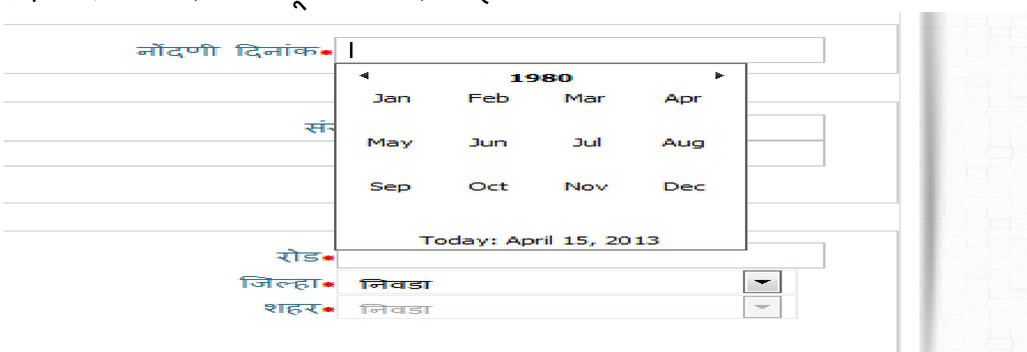
4) Change Decade by clicking left and right.

जर वर्ष त्या दशकातले नसेल तर **उजवा** किंवा **डावा** बाण वापर करून तुम्ही पाहिजेल ते वर्ष निवडू शकतात



5) Select Month i.e. January from year 1980.

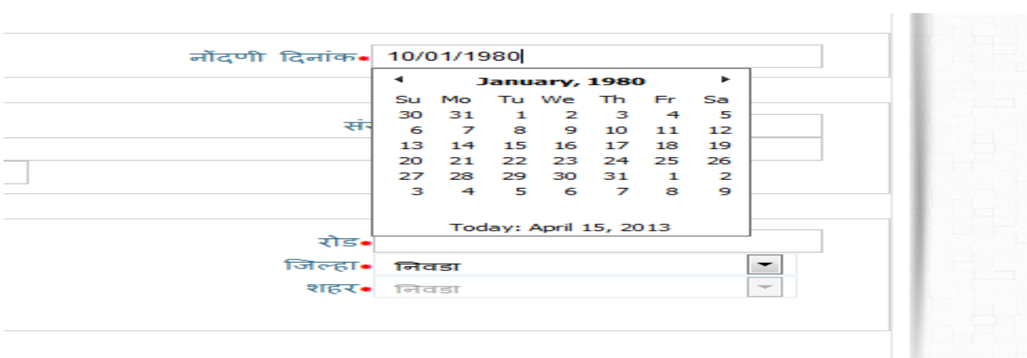
तुम्हाला हव्या असलेल्या वर्षामधून महिना निवडा.
उदा. १९८० या साला मधून जानेवारी महिना.



6) Select Date I...e 10th Jan 1980.

संगणकावर तारखेचा पट येईल त्या मधून तारीख निवडा.

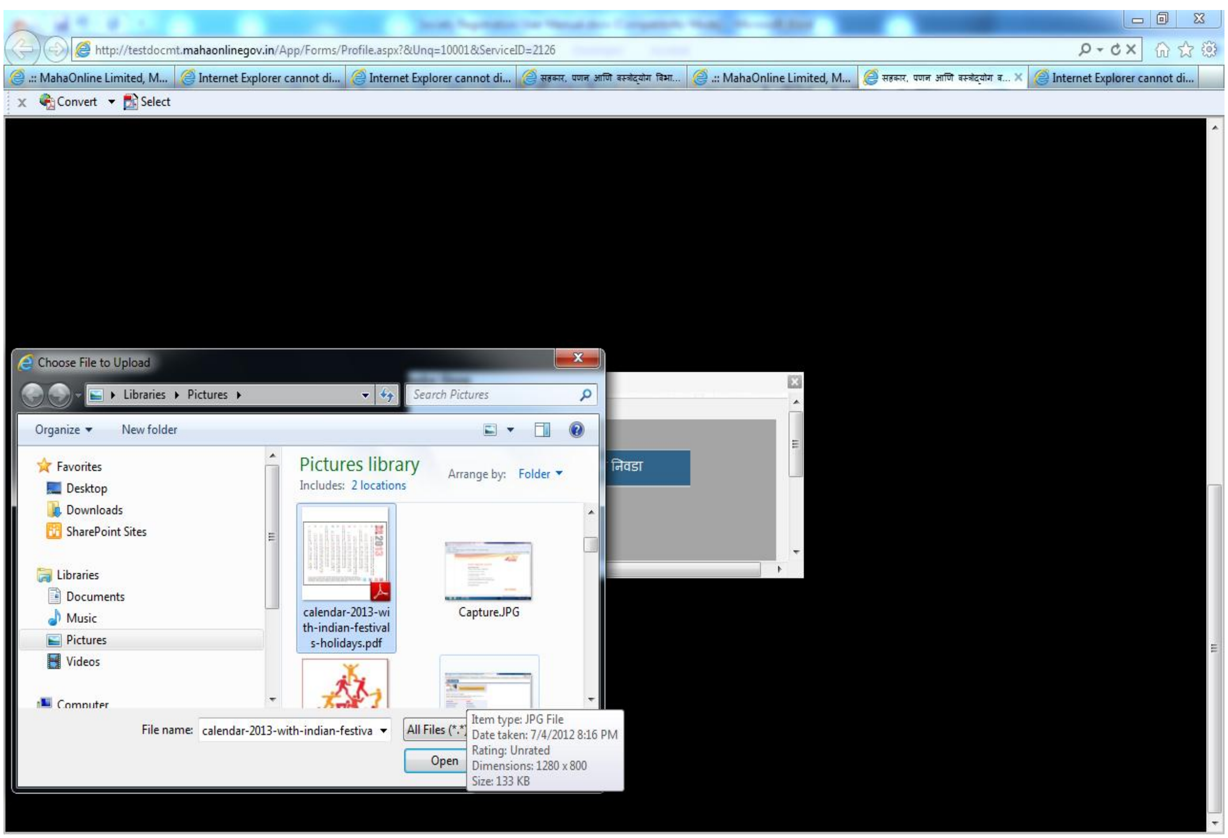
उदा. १० जानेवारी १९८०



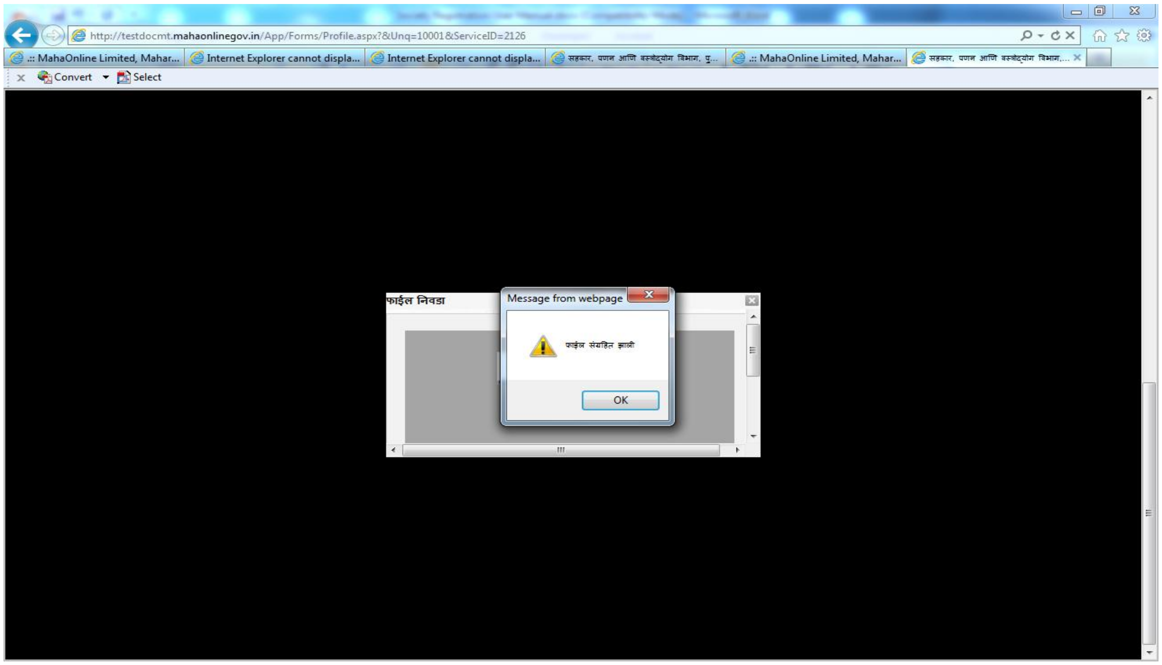
b) Upload the Society Registration Certificate: सोसायटी नोंदणी प्रमाणपत्र अपलोड करणे

1) Click on File Upload link: अपलोड जोडणी वर क्लिक करा.

c) Click on Upload File and Browse File from the opened window:
अपलोड फाईल वर क्लिक करा आणि उघडलेल्या खिडकी मधून पाहिजेले ती फाईल निवडा.

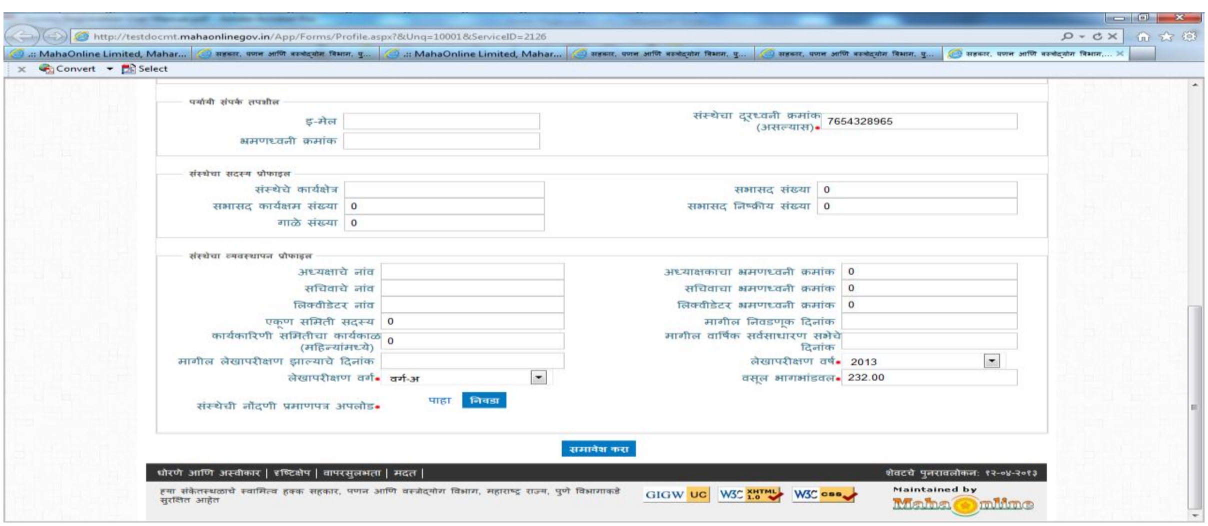


d) Once file gets successfully submitted, confirmation message would appear on the screen.
फाईल यशस्वीरीत्या सादर झाल्याचा पुष्टी संदेश संगणकावर येईल.



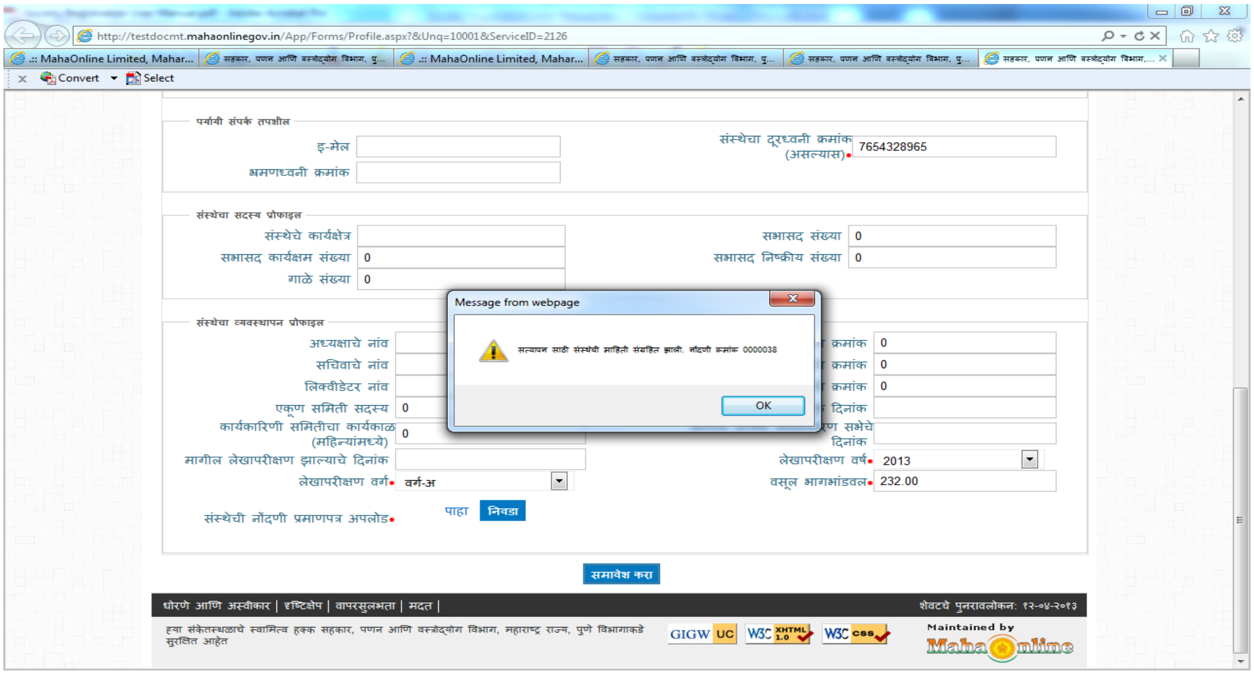
Step 4: Click on Submit Details:

a) Click on Submit button **सबमिट बटनवर** क्लिक करा



b) Confirmation Message would appear as shown below:

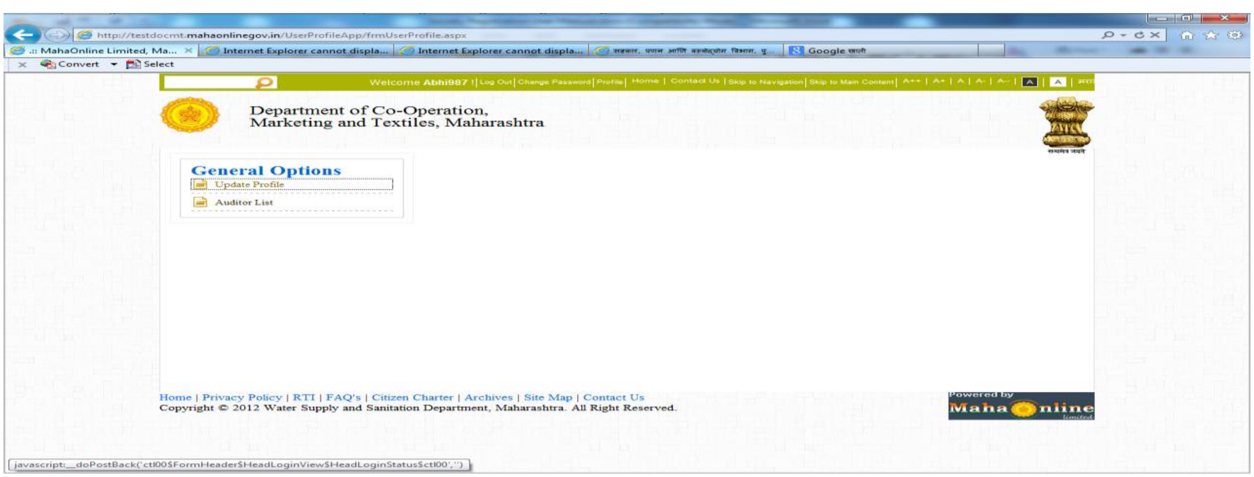
खालील प्रमाणे पुष्टी संदेश संगणक पटावर येईल



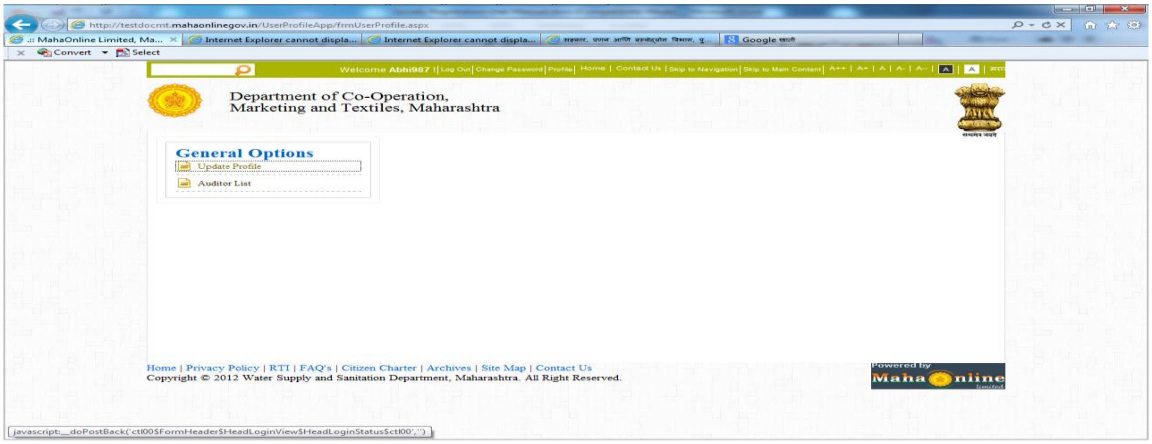
Step 4: Updating Society Registration Details:

सोसायटी नोंदणी माहिती अद्ययावत करणे

a) Go to Profile link- **प्रोफाईल लिंकवर** जा.



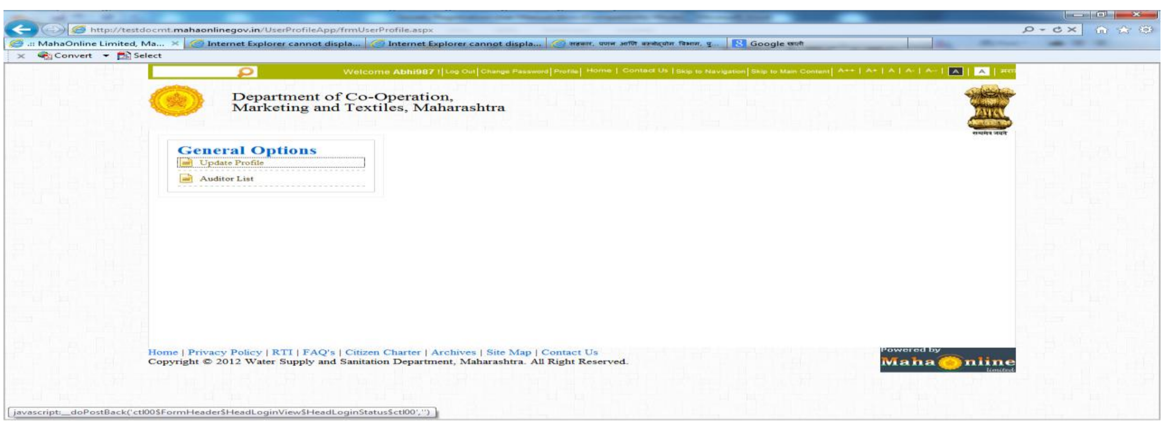
b) Click on Update Profile Link: **अपडेट प्रोफाईल लिंक** वर क्लिक करा. योग्य ती माहिती भरा व प्रोफाईल अद्ययावत करा आणि सादर करा



Step 5: Log Out from Website

a) Click on Logout button: User would be redirected to Home Page if gets successfully logged out.

लॉगआउट बटनवर क्लिक करा : यशस्वीरीत्या लॉगआउट झाल्यावर वापरकर्ता पुन्हा मुख्य पृष्ठावर येईल.



Miscellaneous:

a) Create Email Address: ई-मेल आयडी निर्माण करणे

Note: In case if you do not have email account please create at following sites for future Communication.

जर आपल्याकडे ई-मेल आयडी नसेल तर कृपया खालील संकेत स्थळावर निर्माण करणे

- Gmail - जी मेल
- Yahoo- याहू
- Hotmail- हॉटमेल
- Rediff- रेडीफ