

# 2013

KPMG  
Abhishek Dubey

## **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)
<b>Registration Details</b>				
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	
<b>Basic Details</b>				
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	
<b>Address during Registration</b>				
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	Pincode	Mandatory	Registered Address of the Society	
<b>Present Address ( If Applicable)</b>				
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	Pincode	Mandatory	Registered Present Address of the Society
<b>Other Contact Details</b>			
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
<b>Society Member Profile</b>			
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
<b>Society Management Profile</b>			
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

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<b>36</b>	Last Election Date	Mandatory	Enter Last Election Date
<b>37</b>	Last Audit Date	Mandatory	Enter Last Election Date
<b>38</b>	Tenure of Managing Committee	Optional	Enter total number months spent by Managing Committee ( In Months)
<b>39</b>	Audit Year	Mandatory	Year of Last Audit
<b>40</b>	Audit Class	Mandatory	Audit Class assigned by Auditor during last audit. Refer to Audit Report.
<b>41</b>	Paid up Share Capital	Mandatory	Total Paid up Share Capital as per last Audited Balance Sheet.
<b>Society Registration Certification</b>			
<b>42</b>	Society Registration Certificate	Mandatory	Upload Scanned Society Registration Document here. This would be used by DDR for Validation.

# Process

Key Steps Involved in Registering Society Online is as follows:

- A) Step 1: Opening Website
- B) Step 2: Creating User Account
- C) Step 3: Society Registration: Filling Profile Details
- D) Step 4: Updating Society Registration Details
- E) Step 5: Log In and Log Out from Website

## Step 1: Opening Website

- a) Open Internet Browser
- b) Go to Address bar and type the URL:  
<https://mahasahakar.maharashtra.gov.in/Site/Home/Index.aspx>
- c) Following site would be opened:



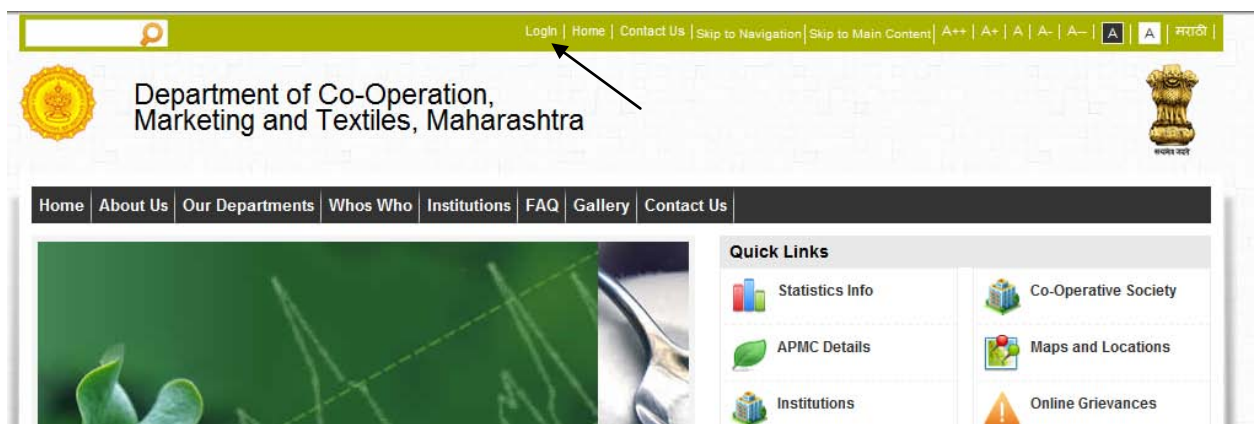
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## Step 2: Creating User Account

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



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



- c) Create New User : Click on New Registration Link

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नवीन नोंदणी करा

लेखा माहिती

वापरकर्त्याचे नाव

पासवर्ड

मला लॉगिन हून बाहेर द्या...

लॉग इन

जलद दुवे

- सहकारी संस्था
- नकाशे आणि स्थान
- ऑनलाईन तक्रारी
- संबंधित जोडण्या
- डाउनलोड
- प्रतिक्रिया

घोरणे आणि अखीकार | दृष्टीकोण | वापरसुलभता | मदत |

ह्या संकेतस्थळाचे कवामित्व हक्क सहकार, पणन आणि वस्त्रोद्योग विभाग, महाराष्ट्र राज्य, पुणे विभागाला आहे

MahaOnline

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

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संयोजक

आमच्याविषयी आमचे विभाग मान्यवर योजना शा.नि आणि अधिसूचना संस्था दाखने संपर्क साधा मेन् एरचेस प्रोफाईल

Create a New Account

Use the form below to create a new account.  
Passwords are required to be a minimum of 6 characters in length.

Account Information

Account Type:  
Partnership Firm

User Name:

E-mail:

Password:

Confirm Password:

Create User

जलद दुवे

- सहकारी संस्था
- नकाशे आणि स्थान
- ऑनलाईन तक्रारी
- संबंधित जोडण्या
- डाउनलोड
- प्रतिक्रिया

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



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आमच्याविषयी आमचे विभाग मान्यवर योजना बा.नि. आणि अधिसूचना संस्था दालने संपर्क साधा मेन् एम्पेल प्रोफाइल

### Create a New Account

Use the form below to create a new account.  
Passwords are required to be a minimum of 6 characters in length.

**Account Information**

Account Type:  
 Partnership Firm  
 Partnership Firm  
 Sole Proprietorship Firm  
 Individual Certified Auditor  
 Chartered Accountant  
 Government Auditor  
 Society

E-mail:

Password:

Confirm Password:

Create User

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 नकाशे आणि स्थान  
 ऑनलाईन तक्रारी  
 संबंधित जोडण्या  
 डाउनलोड  
 प्रतिक्रिया

f) Click on Create User:

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आमच्याविषयी आमचे विभाग मान्यवर योजना बा.नि. आणि अधिसूचना संस्था दालने संपर्क साधा मेन् एम्पेल प्रोफाइल

### Create a New Account

Use the form below to create a new account.  
Passwords are required to be a minimum of 6 characters in length.

**Account Information**

Account Type:  
Society

User Name:  
Abhishek

E-mail:  
Abhi250483@gmail.com

Password:  
\*\*\*\*\*

Confirm Password:  
\*\*\*\*\*

Create User

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 सहकारी संस्था  
 नकाशे आणि स्थान  
 ऑनलाईन तक्रारी  
 संबंधित जोडण्या  
 डाउनलोड  
 प्रतिक्रिया

g) User created:

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Welcome Abhishekololo | [नॉन अउट](#) | [Change Password](#) | [Profile](#) | [संस्थेचे पत्र](#) | [संपर्क](#) | [दिव्याधिकारके जा](#) | [मुख्य विषयावळे जा](#) | अ++ | अ+ | अ | अ- | अ- | अ- | English

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संस्थेचे पत्र

संस्थेचे नाव

संस्थेचे वर्ग

संस्थेचे नोंदणी तपशील

संस्थेचे नोंदणी क्र.

नोंदणी दिनांक

संस्थेचे तपशील

संस्था प्रकार

संस्था कोड

संस्थेचे नाव

संस्थेचे वर्ग

संस्थेचे नोंदणी वेळेचा पत्ता

संस्थेचा पत्ता

जवळ/विरुद्ध

तालुका/वार्ड

पिन कोड

रोड

जिल्हा

निवडा

शहर

निवडा

संस्थेचा सध्याचा पत्ता हा नोंदणी वेळेचा पत्त्याचा वेगळा आहे का ?

संस्थेचा सध्याचा पत्ता

संस्थेचा पत्ता

जवळ/विरुद्ध

तालुका/वार्ड

रोड

जिल्हा

निवडा

शहर

निवडा

### Step 3: Society Registration: Filling Profile Details

- Fill Details as per checklist mentioned above



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रोड.

जिल्हा. निवडा

शहर. निवडा

◀ 2010-2019 ▶

2009	2010	2011	2012
2013	2014	2015	2016
2017	2018	2019	2020

Today: April 15, 2013

4) Change Decade by clicking left and right.

नॉदणी दिनांक. |

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जिल्हा. निवडा

शहर. निवडा

◀ 1980-1989 ▶

1979	1980	1981	1982
1983	1984	1985	1986
1987	1988	1989	1990

Today: April 15, 2013

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

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जिल्हा: निवडा

शहर: निवडा

1980

Jan Feb Mar Apr

May Jun Jul Aug

Sep Oct Nov Dec

Today: April 15, 2013

6) Select Date i.e 10<sup>th</sup> Jan 1980.

नौदणी दिनांक: 10/01/1980

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जिल्हा: निवडा

शहर: निवडा

January, 1980

Su	Mo	Tu	We	Th	Fr	Sa
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

Today: April 15, 2013

b) Upload the Society Registration Certificate:

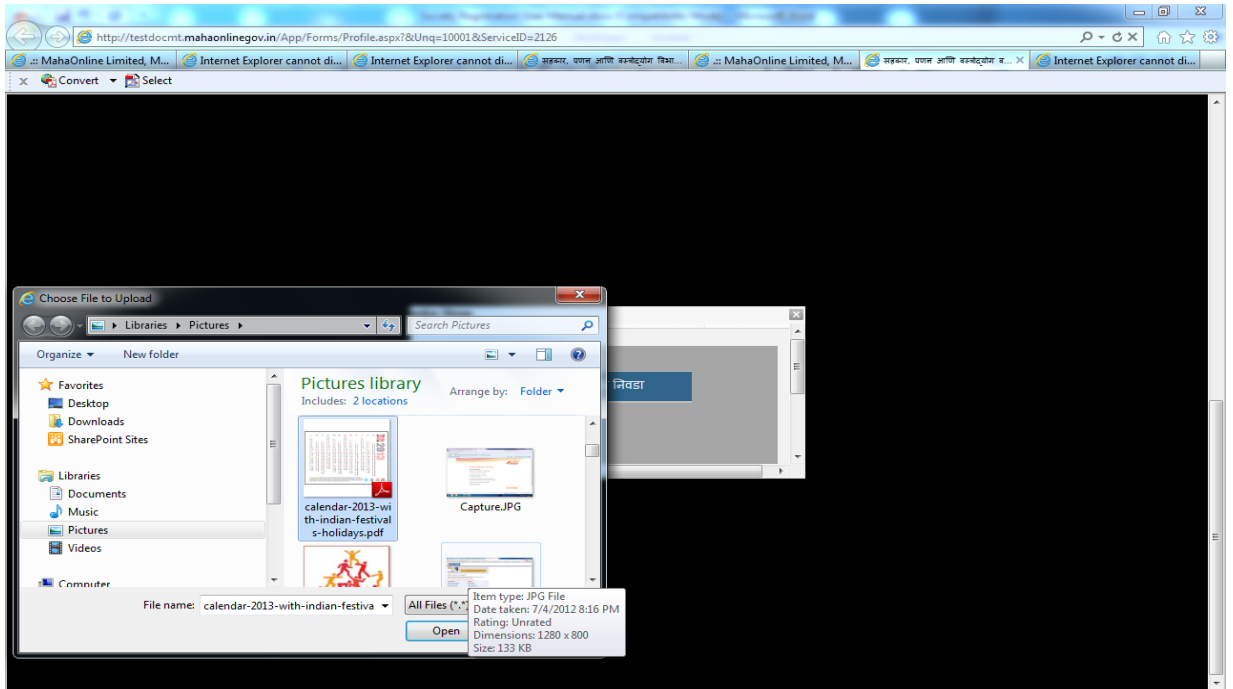
1) Click on File Upload ink:



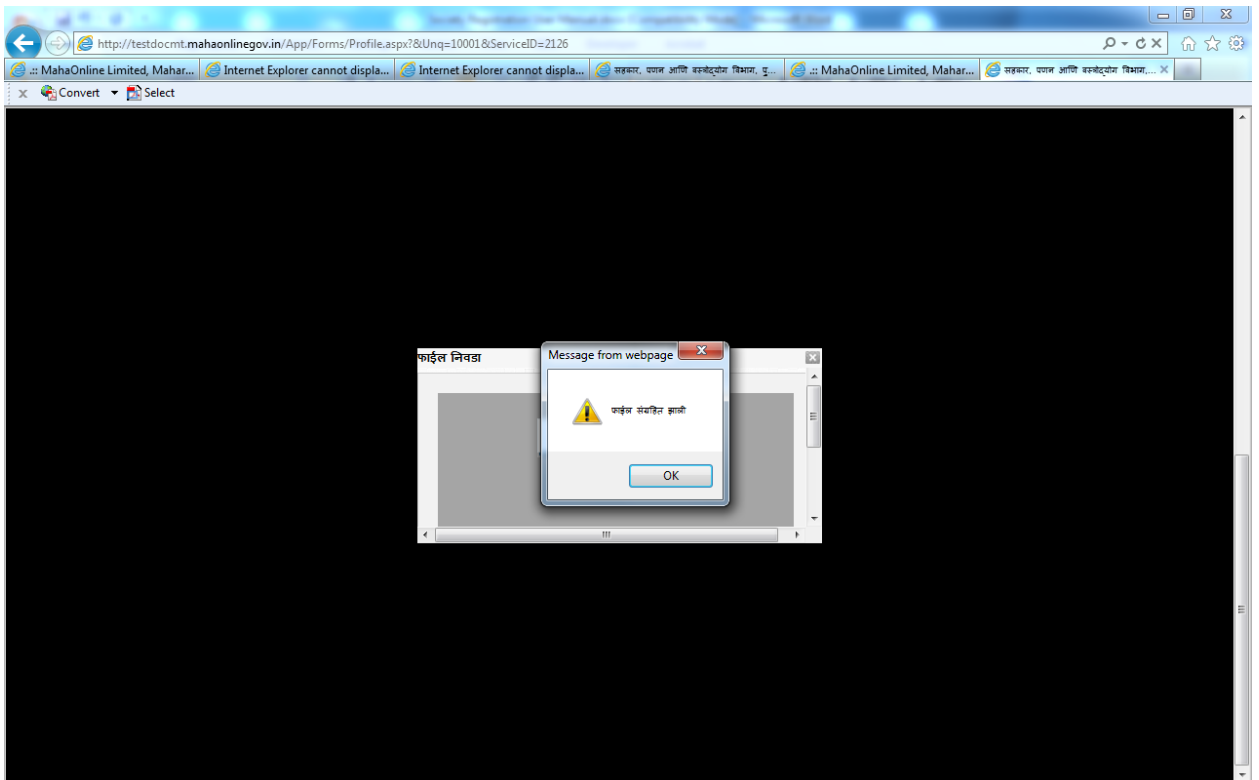
c) Click on Upload File and Browse File from the opened window:

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d) Once file gets successfully submitted, confirmation message would appear on the screen .



## Step 4: Click on Submit Details:

a) Click on Submit button

The screenshot shows the 'Profile' form in the MahaOnline Limited application. The form is divided into several sections:

- Personal Details:** Includes fields for 'पर्सनी संपर्क तपशील' (Personal Contact Details) and 'संस्थेचा दूरध्वनी क्रमांक' (Institution's Telephone Number) with the value 7654328965.
- Contact Information:** Includes fields for 'इ-मेल' (Email) and 'भ्रमणधनी क्रमांक' (Traveler's Number).
- Organizational Details:** Includes fields for 'संस्थेचा सदस्य पोकाड' (Institution's Member Card), 'संस्थेचे कार्यक्षेत्र' (Institution's Field of Work), 'संभासद संख्या' (Member Number), 'संभासद निष्क्रिय संख्या' (Inactive Member Number), 'संस्थेचा व्यवस्थापन पोकाड' (Institution's Management Card), 'अध्यक्षाचे नांव' (President's Name), 'सचिवाचे नांव' (Secretary's Name), 'लिक्विडेटर नांव' (Liquidator's Name), 'एकूण समिती सदस्य' (Total Committee Members), 'कार्यकारिणी समितीचा कार्यकाळ (महिनासमष्टी)' (Committee's Term of Office (Monthly)), 'मागील लेखापरीक्षण झाल्याचे दिनांक' (Date of Last Audit), 'लेखापरीक्षण वर्ष' (Audit Year) set to 2013, and 'वसूल भागभांडवल' (Collection of Share Capital) set to 232.00.

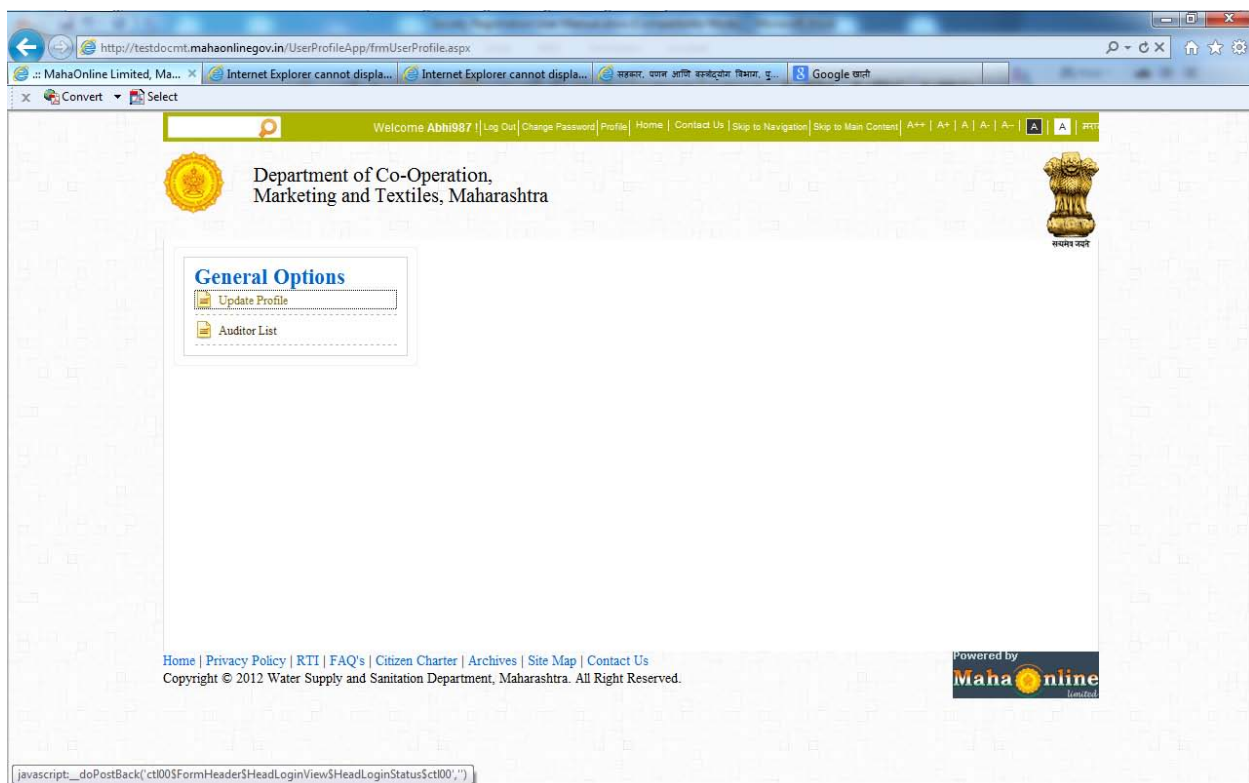
The 'Submit' button is located at the bottom right of the form area.

b) Confirmation Message would appear as shown below:

The screenshot shows the 'Profile' form with a confirmation message overlay. The message is titled 'Message from webpage' and contains the text: 'सत्यतः सधे संस्थेची माहिती संश्लेषित झाली. नोंदणी क्रमांक: 0000038'. The 'OK' button is visible on the message box.

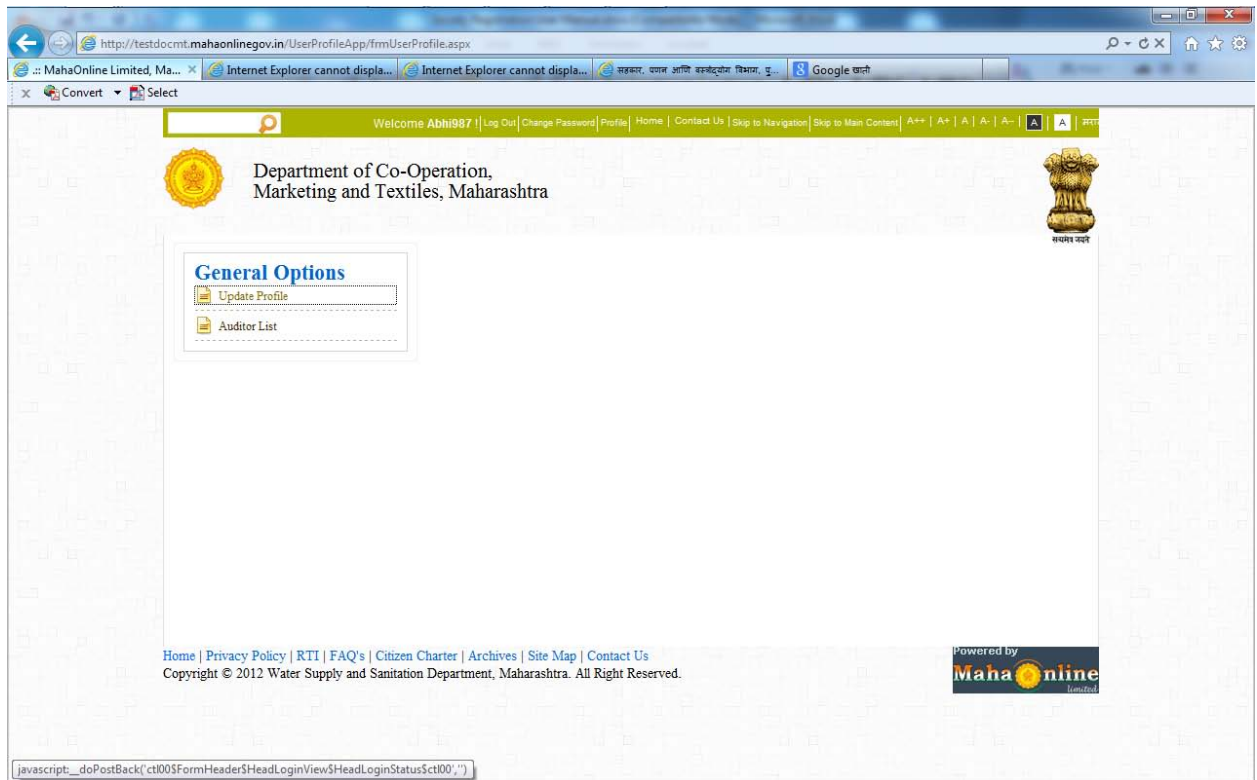
## Step 4: Updating Society Registration Details

- a) Go to Profile link



- b) Click on Update Profile Link

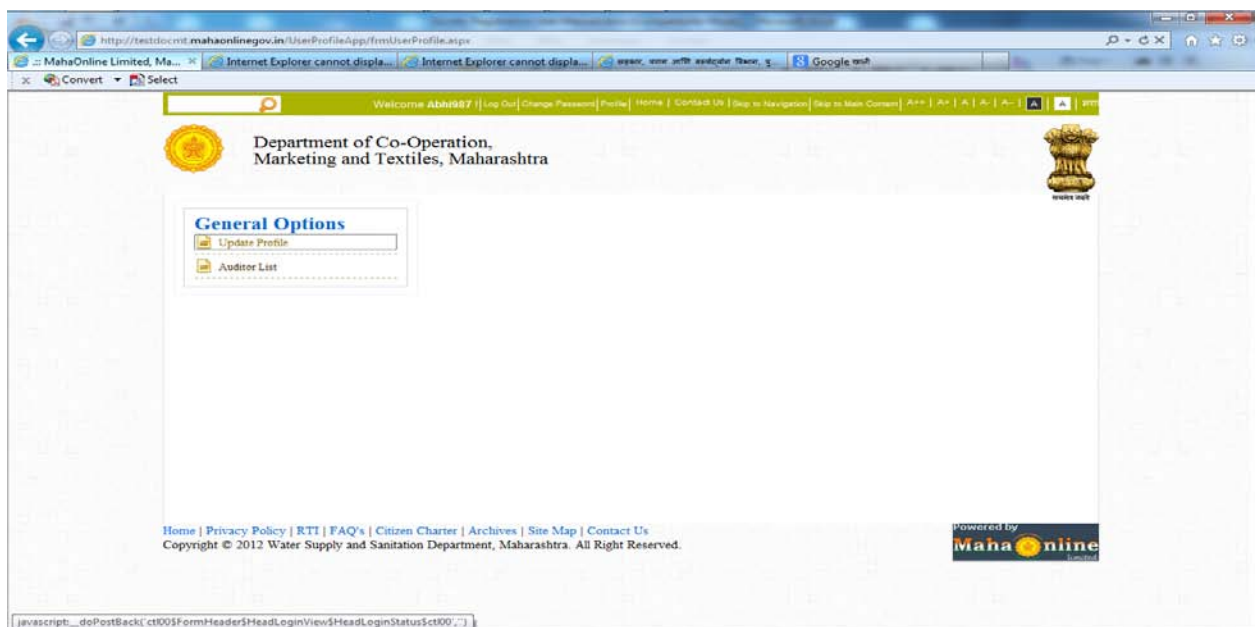




- c) Submit the updated Profile.

## Step 5: Log Out from Website

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



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## **Miscellaneous:**

a) Create Email Address

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

- Gmail
- Yahoo
- Hotmail
- Rediff