



checklist

THE ADMINISTRATION OF UNION TERRITORY OF LADAKH
Industries and Commerce Department, Ladakh

Tel/fax: 01982-255567, 255568 email:ladakhlivcom@gmail.com

Subject: Assignment of the duties of Registrar for registration of societies under Societies Registration Act, 1860.

Order No. 01-I&C(UTL) of 2020,
Dated:- 17.01.2020.

Sanction is hereby accorded to the assignment of the duties of Registrar of Societies to the Director, Industries and Commerce, Ladakh for the purpose of Registration of Societies under the Registration Act, 1860.

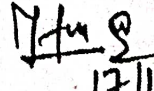
The Registrar (Director, Industries & Commerce) shall register societies under the Societies Registration Act, 1860 and as per the Checklist provided as **Annexure- "A"** to this order.

By order of the Lieutenant Governor.

Sd/-
(Saugat Biswas), IAS,
Secretary,
Industries & Commerce
Department, Ladakh.
Dated: 17 .01.2020.

No. Secy/I&C/UTL/2019-20/ 871-882
Copy to the:-

1. Commissioner/Secretary, General Administration/Information Department, Ladakh.
2. Inspector General of Police, Ladakh.
3. Deputy Commissioner/CEO, LAHDC, Leh/Kargil.
4. Director, Industries & Commerce, Ladakh.
5. General Manager, DIC Leh/Kargil.
6. OSD with the Advisor to the Lieutenant Governor Ladakh for information of the Advisor.
7. OSD with the Lieutenant Governor Ladakh for information of the Hon'ble Lieutenant Governor.
8. District Informatics Officers, Leh for uploading on the UT website.
9. Incharge website NIC Leh/Kargil for uploading on the District websites.
10. Assistant Director Information Leh/Kargil.
11. Superintendent, Archives, Archaeology & Museum Leh/Kargil.
12. Order File (w.2.s.c).


17/1/20
(Zakir Hussain) KAS,
OSD with Secretary
Industries & Commerce,
Ladakh.

Annexure- "A" to Order No. -I&C (UTL) of 2020, dated:- .01.2020.

Checklist for Societies Registration:

1. Any seven or more persons associated for any literary, scientific or charitable purpose, or for any such purpose as described under section 20 of the Societies Registration Act, 1860 can form a society under the Societies Registration Act.
2. Application addressed to Registrar of Societies, Ladakh along with the following formalities is deposited in the office of Registrar of Societies, Ladakh requesting therein for registration of the proposed society.
3. Three (03) copies of the constitution /byelaws duly signed by at least three members of Managing/Governing/Executive Body on each page.
 - a) Format for preparation of constitution/byelaws is given hereunder;
 - i. Name of the Society:-
 - ii. Registered Office Address:-
 - iii. Email Address of the Society:-
 - iv. Area of Operation:-
 - v. Aims & Objectives as per section 20 of the Societies Registration Act, 1860:-
 - vi. Composition of the Managing/Executive/General Body:-
 - vii. Functions of the Managing Body:-
 - viii. Functions of Office Bearers viz President, Vice-president, Secretary, Cashier, Treasurer etc as the case may be.
 - ix. Election Procedures for electing the Executive/Managing/General Body:-
 - x. Methods of inclusion of new members in the society or exclusion of any existing members from the society:-
 - xi. Amendment quorum:-
 - xii. Source of Income of the Society:-
 - xiii. Auditing Procedures:-
 - xiv. Law suits/criminal proceedings method etc:-
 - xv. Other laws/rules as the society may deem fit for the society:-
4. Three copies of resolution duly signed by the General Body of the proposed society which shall be recorded as "that the society shall approach Registrar of Societies, Ladakh for registration under the Societies Registration Act, 1860.
5. List of the General Body as per format given hereunder;

S.N	Name of the member with address, Phone No. & Email ID (if any)	Occupation	Status in the society	Signature
1	2	3	4	5

6. List of the Managing Body as per format given hereunder;

S.N	Name of the member with address, Phone No. & Email ID (if any)	Occupation	Status in the society	Signature
1	2	3	4	5

7. Registration fee of Rs.50/-
8. Rent/Lease/Ownership Deed (duly registered before Sub-Registrar) of the place where the proposed office is to be established.
9. Public notice to be given in a prominent newspaper inviting objections if any, as per the format given hereunder;

[Handwritten signature]

" we the following persons propose to register a non-profitable society under the name & style _____ with the registrar of Societies, Ladakh under the Societies Registration Act, 1860;

S.N	Name of the member with address, Phone No. & Email ID (if any)	Occupation	Status in the society
1	2	3	4

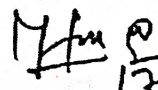
Any objection in this regard from any person(s) may sent in writing/in person/through authorized representative to the Registrar of Societies ,Ladakh within a period of 21 days from the publication of this notice"

10. Non political and character antecedent certificate in the name of the society members (collectively or individually) from the concerned District Magistrate.

11. Undertaking of the Head of the Society on an affidavit as per the format given hereunder;

I _____ S/o _____ R/o _____ do hereby solemnly affirm and declare as under;

- a) That I will furnish the source of funds, yearly expenditure on each activity and audited balance sheet of the society to the Registrar of Societies ,Ladakh. In case of any default, it may be presumed that the society is not interested in carrying out on their legal obligations/activities as enshrined in the constitution/byelaws of the society and will be liable for cancellation of the registration.
- b) That the office bearers/members of the society shall not indulge in any anti social, unlawful activities during their tenure as member of the society.
- c) That the society with the said name & style has not been registered under societies registration act previously.


(Zakir Hussain) KAS,
OSD with Secretary
Industries & Commerce,
Ladakh.