

Standard Procedure for Registration of a Cooperative Society

- Application for registration of Coop: Society may be addressed to the Registering Authority* on a plain piece of paper signed by at least 10 promoters above the age of 18 years detailing the name, address and area of operation of the proposed society along with promoters' contact details.
- The registering authority shall depute an officer within 3 (three) days from the date of receipt of the application for verifying the feasibility of formation of the proposed Cooperative & assess its sustainability after due discussion with the promoters.
- The officer so deputed shall submit the feasibility report within 7(Seven) working days with specific comments on
 - the proposed bye-laws and its conformity to the provisions of the Act and Rules
 - area of operation of the proposed society and possibility of any unhealthy competition with other similar cooperatives within the area of operation.
 - level of participation of the promoters members and their awareness about the cooperative principles and the objectives of the proposed society.
- In case the feasibility for organization of the Coop: Society is verified by the departmental officer, the Registering Authority shall send a copy of the Prescribed Form for Registration of Coop: Society to the person concerned or the promoters may collect the prescribed form from the office of the Registering Authority any day after 7 days from the date of submission of the feasibility report.
- While handing over the Forms, the registering authority will also ask the promoters to convene its inaugural General Meeting & depute an officer to facilitate holding of the same.
- The promoters then shall submit the application in prescribed form along-with 4 copies of the proposed bye-laws, proceedings of the inaugural General Meeting and the registration fees as per provision of Section 17(1) the Assam Cooperative Societies Act, 2007.
- The Registering Authority shall register the Society within 10 (ten) days from the date of receipt of the formal application / registration fee & issue the Registration Certificate accordingly.
- In case it is found by the Registering authority that the proposed cooperative society can not be registered for some reasons, the same shall be communicated to the promoters in written citing the reasons within 5 (five) days from the date of receipt of the 'Feasibility Report' from the officer concerned.
- The entire process of registration shall preferably be completed within 1 (one) month from the date of receipt of the formal application and the proposed society will be deemed to be registered after the expiry of 60 (sixty) days from the date of receipt of the formal application/registration fees if the matter is not disposed of within the stipulated period otherwise.

- * a. *The Registrar of Coop: Societies, Assam (RCS) in case of State level cooperatives,*
- b. *Addl. Registrar/ Zonal Jt. Registrar in case the proposed cooperative covers the areas of 2 or more districts*
- c. *Dy. Registrar of Coop: Societies (DRCS) in case of district level cooperatives.*
- Asstt.Registrar of Coop: Societies (ARCS) for other primary level cooperatives.*

**FORM FOR REGISTRATION OF A COOPERATIVE SOCIETY WITH LIMITED LIABILITY
UNDER THE ASSAM COOPERATIVE SOCIETIES ACT, 2007 (ACT 4 OF 2012)**

To,
The Registering Authority
(As the case may be)

Place.....

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Date.....

Sir/ Madam,

We the undersigned, do hereby apply for registration of a society mentioned herein as a state level Cooperative Society with limited liability under Section 10 (1) of the Assam Cooperative Societies Act, 2007 (Act 4 of 2012)

1. Name of the proposed society.....

2. The registered address of the proposed society:

House No./Bye lane..... Locality.....

Post office.....P.S.....

Vill/ Town.....Mouza.....

Circle.....Constituency.....

Sub-division..... District.....

3. Area of operation of the society.....

4. Objectives of the society.....

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5. Language in which the books & records will be maintained.....

6. Each member shall pay an admission fee of Rs.....and subscribe at least one share of the value of Rs.....

7. Copy of the treasury challan depositing the registration fee is enclosed herewith.

8. Four copies of the Bye-laws duly signed by the Chairman of the Inaugural General Meeting are enclosed herewith.

