



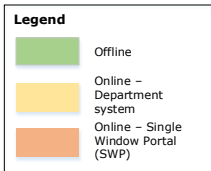
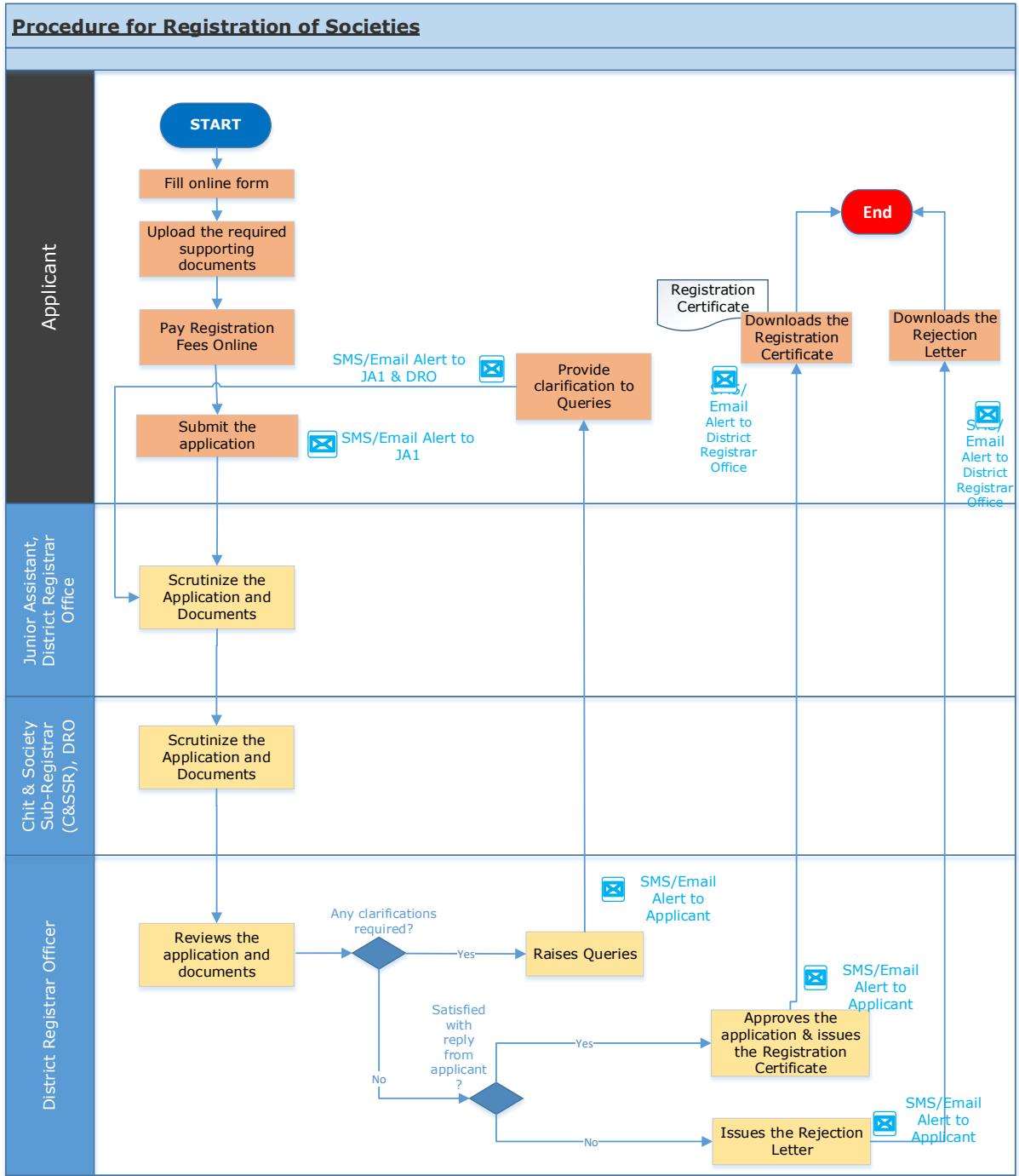
# **Registration of Societies with Inspector General of Registration (IGR)**

Procedure, List of Supporting Documents and Fees

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# 1 Procedure



## 2 Checklist of supporting documents

#	Documents
1.	Application for the issue of Certificate of Registration in <b>Form No. I (Template enclosed in Annexure)</b> of Tamil Nadu Societies Registration Act, 1975, duly filled in.
2.	Notice of Situation of Registered office in <b>Form No. V (Template enclosed in Annexure)</b> of Tamil Nadu Societies Registration Act, 1975, duly filled in.
3.	Register of members of the society in <b>Form No. VI (Template enclosed in Annexure)</b> of Tamil Nadu Societies Registration Act, 1975, duly filled in.
4.	Memorandum and Bye-law for Registration of Societies (Please refer to Section 6 in Tamil Nadu Societies Registration Act, 1975 for mandates to be present in memorandum and bye-laws)
5.	Property Ownership document (if the society owns property as per Bye Law for Registration of Societies)
6.	Government Approval Order for the exemption of using reserved words (If Applicable)

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### 3 Fees

S. No.	Fee Type	Amount (INR)
1	Certificate of Registration or Certificate of Registration on Change of Name	500
2	Notice of Situation/Change of Office(Form V)	200
3	Members List (Form VI)	200
4	Memorandum	4,000
5	Bye law	200
6	Delay Fees	Rs. 100 for the delay of every 3 months or part thereof
	<b>Total</b>	<b>5100</b>

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# Annexure

## FORM No. I

(See Rule 7 of the Tamil Nadu societies Registration Rules, 1978)

### Application for the issue of certificate of Registration Under Section 10 of the Tamil Nadu Societies Registration Act, 1975. (Tamil Nadu Act 27 of 1975)

FORM:

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To

The Registrar of societies,

-----  
------(Station)

Sirs,

A society by Name -----  
----- has been formed on -----

2. I enclosed herewithin the memorandum and Bye-Laws of the said society.
3. I remit herewith a sum of Rs. \_\_\_\_\_ /- being the fee for the registration of the society.
4. I am a member of the Committee of the society.
5. I have been duly authorised in this behalf by the Committee of the Society.
6. The society may be registered and the Certificate of Registration issued.

Place:

Signature of the Applicant

President/  
Secretary.

Date:

**FORM No . V**

(See Rule 15 of the Tamil Nadu Societies Registration Rules, 1978)

**Notice of Situation of the Registered office of the Society under sub-section (1) of section 13 of the Tamil Nadu Societies Registration Act, 1975. (Tamil Nadu Act, 27 of 1975)**

1. Name of the society:
2. Date of Registration:
3. The Registration No. & Year of Registration:
4. Presented By:

To  
The Registrar of Societies,

-----

----- (Station).

Sir,

" \_\_\_\_\_

hereby given you notice under sub-section (1) of section 13 of the Tamil Nadu Societies Registration Act, 1975 (Tamil Nadu Act 27 of 1975) that the Registered office of the society.

Situated at No.

\_\_\_\_\_

on the \_\_\_\_\_ day of \_\_\_\_\_.

Signature

Dated:

President/ Secretary,  
Designation or Position  
In Relation to the Society

Place:

**FORM NO. VI**

(See Rule 16 of the Tamil Nadu Societies Registration Rules 1978)

**Register of Members to be maintained under sub- section (1) of Section 14 of the Tamil Nadu Societies Registration Act, 1975. (Tamil Nadu Act 27 of 1975)**

**REGISTER OF MEMBERS**

1. Name and address of the society :
2. Date of Registration:
3. The Registration Number and Year of registration

S.NO	NAME	OCCUPATION	DATE OF JOINING	ADDRESS