

Registration of Society

Registration of Societies/NGO and subsequent statutory affairs under Andhra Pradesh Societies Registration Act, 2001 - Requirements

Application for Registration of Society shall be accompanied by prescribed fee as well as the following documents:

- Application from applicant.
- Memorandum of Society (Mandatory)
- Rules and Regulations (Mandatory)
- Partnership Deed
- ID Proof
- Address proof and
- photographs of all partners
- Office rental Agreement/Declaration

The Society objects must be -- promotion of art, fine art, charity, crafts, religion, sports (excluding games of chance), literature, culture, science, political education, philosophy or diffusion of any knowledge or any public purpose.

- o Minimum 7 members (general body).
- o Minimum 3 executive committee members (out of the general body).
- o Memorandum of Association(NGO Registration FORM) shall contain the name of the society;
- o the aims and objects of the society;
- o the names, and occupations of the members of the committee.

The bye- laws of a society shall contain provisions in respect of following matters:-

- o identity of the society which includes name and address particulars of the society;
- o activities of the society;
- o Membership of the society i.e. eligibility, admission, withdrawal and termination
- o general body which contains the manner of meetings to be held or convened, quorum, functions and responsibilities etc.
- o office bearers and their appointment/ election/ removal/recall and their responsibilities, etc ;
- o finances which includes types of funds to be raised, appointment of auditors, liability of members for discharge of debts, etc., and
- o other matters which cover the internal matters of settlement of internal disputes, dissolution of the society, etc;

- o Society shall not be registered with the name which is against the provisions of the Emblems and Names (prevention of the improper use) Act, 1950. Within a district two societies shall not have identical or similar names. Words like co-operative, land development, reserve bank, union or State, Municipal or Chartered shall not be used in the Society without the permission of the State Government.
- o A fee of Rs.200 shall be paid for registration.
- o Executive Committee Members' photographs shall be affixed and submitted along with memorandum and byelaws for registration.
- o Affidavit in the format provided shall be submitted along with the Memorandum and byelaws for registration.
- o Every year the society within fifteen days from the date of the General Body meeting shall submit a list to the Registrar of societies. And that list shall contain the names and addresses of the members of the Managing Committee (Executive Committee) and officers entrusted with the management of the society.
- o Executive Committee shall meet at least once in three months; and General Body shall meet at least once in a year.
- o Amendments, if any, made shall be filed with Registrar.
- o Minutes of all the meetings shall be filed with the Registrar of Societies.