Registry of Associations

Procedure to be followed for the registration of Associations

The registration of an Association is governed by the provisions of the Registration of Associations Act.

The broad lines for registration are given below:

(i) The Secretary should give notice of its formation within fourteen days and apply for registration within three months to the Registrar of Associations.

(ii) Application for registration should be accompanied by:
   (a) Two copies of the rules of the association, (models of which are available at this office)
       (Note: It is advisable to keep the floppy diskette containing the rules, as it may be required to effect corrections to the rules at a later stage).
   (b) A list of the members, showing their names, occupations and addresses
   (c) A list of the officers, showing their titles, names and addresses + auditor(s) and phone numbers if available
   (d) A certified copy of the minutes of proceedings of the meeting at which the rules were approved and the officers were appointed;
   (e) A notice of the address of the office of the association and;
   (f) the prescribed fee of Rs 400/-

(iii) The rules of an association must be in accordance with the relevant provisions of the Registration of Associations Act and shall make provisions for the matters specified in the Schedule (Please see verso). However the model rules do make such provisions.

(iv) **Notice of formation, application for registration and all other documents must be signed and dated by the Secretary.**

Any further information may be obtained from this office on any working day during office hours.