

Registration of Charitable Society – Standard Operating Procedures

1. Standard Operating Procedure for Applicants

Service	Registration and Filing of Returns
Applicable Act & Rules	<ol style="list-style-type: none"> 1. The Travancore-Cochin Literary, Scientific and Charitable Societies Registration Act, 1955 (Thiruvananthapuram, Kollam, Pathanamthitta, Alappuzha, Kottayam, Idukki, Ernakulam, Thrissur, Palakkad) 2. The Indian Society Registration Act,1860 (Thrissur, Palakkad, Malappuram, Kozhikode, Wayanad, Kannur, Kasargode)
Registering Authority	District Registrar General
Mandatory documents required	<ol style="list-style-type: none"> 1. Minimum 7 members to be nominated as the Governing council. 2. Draft Memorandum of Association and ByeLaw prepared in Stamp paper of Rs.500 3. Identity proof of 7 Governing council members to be submitted 4. Rs.1000 as fee under The Travancore-Cochin Literary, Scientific and Charitable Societies Registration Act, 1955 and Rs.25 under The Indian Society Registration Act,1860. 5. Any 3 members in the Governing council should sign the Memorandum of Association and ByeLaw prepared in Stamp paper;
Fee applicable and Procedure for payment of Stamp duty and Registration fee	<p>Stamp Duty payment Stamp paper for Rs.500 can be obtained from Licensed Stamp Vendors</p> <p>Registration Fee payment – e-payment only</p> <ul style="list-style-type: none"> • The Travancore-Cochin Literary, Scientific and Charitable Societies Registration Act, 1955 Rs.1000 • The Indian Society Registration Act,1860 Rs.75
List of Reference Documents	<ul style="list-style-type: none"> • The Travancore-Cochin Literary, Scientific and Charitable Societies Registration Act, 1955 • The Indian Society Registration Act,1860
Process description	<p>Steps involved</p> <ol style="list-style-type: none"> 1. Convening a General Body Meeting to form a Society with defined objectives . 2. Passing a resolution to register the Society under the relevant Act.

	<ol style="list-style-type: none"> 3. Nominating minimum 7 members to be the executive council/ Governing body; 4. Preparing the draft Memorandum of Association and Bye Law (Memorandum of Association describes the objectives of the society where as Bye Law mentions the rules and regulations of the society) 5. Final Memorandum of Association and Bye Law to be prepared in a Stamp paper of Rs.500 face value. 6. The documents to be signed by any three members of the governing council/ Executive council. 7. User Registration in the department portal. (www.egroups.kerala.gov.in) 8. After user registration >> login to portal. 9. Enter details of society, details of the governing council members, upload the scanned document prepared in stamp paper and book slot after making the required registration fee. 10. Submit the documents. 11. Present the original document along with the identity proof of governing council members before the District Registrar. 12. Certificate will be issued after Registration of the Society. 13. Submit the list of office bearers list and office address details within two weeks from the date of Registration
Time line for completing the process	2 days
Checking of Application Status	Application status can be checked through www.egroups.kerala.gov.in
Filing of Returns	<p>Within 18 months from the date of Registration Annual General Body is to be convened and within 14 days of the meeting the following returns shall be filed with the District Registrar;</p> <ol style="list-style-type: none"> 1. List of office bearers 2. Accounts and Reports 3. Minutes books to be produced for verification 4. Amended byelaw
Amendment	Resolution of General body meeting amending the relevant clause(s) authorized by any 3 members of the governing council to be filed within 21 days of passing the resolution.
Fine for late filing of returns	<p>Delay in filing of List of office bearers;</p> <ul style="list-style-type: none"> • Rs.20 per person per day with a maximum amount of Rs.200 per year (Governing council members and the society will be counted as person)

	<p>Delay in filing of amended byelaw:</p> <ul style="list-style-type: none"> Rs.20 per person per day with a maximum amount of Rs.200 per year (Governing council members and the society will be counted as person) <p>Delay in filing of accounts and reports:</p> <ul style="list-style-type: none"> Rs.20 per person per day with a maximum amount of Rs.200 per year (Governing council members and the society will be counted as person);
Certified Copies	<p>Registration Certificate</p> <ul style="list-style-type: none"> Application along with Rs.50 Stamp paper and certificate fee of Rs.15 <p>Amended Bye Law</p> <ul style="list-style-type: none"> Application along with Rs.50 stamp paper + Rs15 per page + Rs.10 search fee

3. SOP for Approver

Application for	Society Registration and Returns
Mandatory documents	<ol style="list-style-type: none"> Final Memorandum of Association and Bye Law to be prepared in a Stamp paper of Rs.500 face value. Proof of identity of governing council members
References	<ul style="list-style-type: none"> The Travancore-Cochin Literary, Scientific and Charitable Societies Registration Act, 1955 The Indian Society Registration Act,1860
Time line for completing the process	<p>2 days for the registration</p> <p>7 days for the completion of mutation process</p>
Departmental Work Flow	<ol style="list-style-type: none"> Clerk – Verifies the byelaw with online data and if any mismatch is found, the same will be send back for correction and resubmission. District Registrar Registers the Society and issues the certificate.
Issue of certified copy	<p>Registration Certificate</p> <ul style="list-style-type: none"> Rs.50 Stamp paper and certificate fee of Rs.15 <p>Amended Bye Law</p> <ul style="list-style-type: none"> Rs.50 stamp paper + Rs15 per page + Rs.10 search fee