

Government of West Bengal
Office of the Registrar of Firms, Societies & Non-Trading Corporations, West Bengal.
WBIIDC Building, 2nd floor, Block-DJ, Plot No-10
Salt Lake city, Sector-II, Bidhannagar, Kolkata-700091
Phone: 033 2321-2200 / 033 2321-2219

Memo No: 603-RFS

Date: 01/12/2022

Subject-Guideline for application of Draft cancellation / Digital sign cancellation

1. Application should be made in society letterhead containing **society name /registered address and registration number.**
2. Application should be made by an **Officer of the society (Secretary/President)** with **stamp & seal** of the concern.
3. **Phone number and/or email id** of the concern applicant should be mentioned in the application.
4. Valid **Self attested ID of applicant (Aadhaar/PAN)** should be attached with Application.
5. Subject of the application should be clearly written:
Application for cancellation of draft for -
Cancellation of digitally signed document for-

Service Name:

1	Annual Filing of Returns
2	Amendment of Memorandum and Regulations (Form V)
3	Amendment of Memorandum and Regulations (Form IV)
4	Entry of Records of Registration of Societies

6. Reference No. such as AIN No. /Registration No. of the society/ Name of the society should be mentioned.

Any other document as may be asked by the office on verification of application may be submitted.



01/12/2022
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