

Procedure for Registration of Society

Procedure to be followed by the applicant and step by step movement of the application within the Department along with timelines for completion of each step is same irrespective of risk category (Low, Medium, High), size of firm (Micro, Small, Medium & Large), Investor type (Foreign, Domestic), Registered office location (Rural, Urban).

Procedure to be followed by applicant:

1. The applicant shall register through e-district <https://edistrict.wb.gov.in/portal/home> (common website for registration of societies and for availing allied services).
2. On registration, applicant will be given a user ID and Password for future reference.
3. After creating a login id an applicant is required to complete the application along with online uploading of required documents and submit it to the department's end online.
4. If the application is found incomplete and returned by the Department mentioning the deficiencies, the applicant needs to complete the application accordingly in all respect and submit it again online. Once found correct application forwarded for payment order.
5. After getting payment order in the applicant's dashboard, payment is required to be made online by the applicant. After successful payment the application approved and digitally signed.
6. After approval applicant can download the final signed certificate from the portal.

Note - The applicant can track his application through the online system. At each stage of the process of application, system generated email / SMS alert will be sent to the applicant, as and when application status is changed.

Step by step movement of application for Registration of Society within department along with timeline

| Step No | Procedure | Official involved | Timeline |
|---------|---|-------------------|----------------|
| 1 | Receiving of application online | Dealing Assistant | Same Day |
| 2 | Checking of application & verification of documents online and forward to Registrar or return it to applicant online with view | Dealing Assistant | 23 days |
| 3 | Registrar reviews the application and the dealing assistants' comments and either forwards the application for payment order /rejection online or returns the application to the applicant indicating the deficiencies if the application is found incomplete | Registrar | 6 days |
| 4 | After successful payment of fees by the applicant , the application is approved online by the Registrar and certificate is generated online | Registrar | 1 day |
| | Total timeline in WBRTPS Act | | 30 days |

Comprehensive list of documents for Registration of Society

Comprehensive list of documents required for application are same irrespective of risk category (Low, Medium, High), size of firm (Micro, Small, Medium & Large), Investor type (Foreign, Domestic), Business location (Rural, Urban).

1. Colour scan of Memorandum of Association and Regulation*
2. Aadhaar Card of Applicant (with Mobile No. mentioned used for Login and otp verification).and other signatories to the memorandum of association
3. Colour passport size clear Photo of signatories to the memorandum of association with name mentioned there on.
4. Geo tagging colour Image of Registered office
5. No objection certification for use of registered office from Land owner/owners in Notarised/Magistrarial Non Judicial Stamp Paper for private cases.
6. Updated self-attested Tax receipt for urban area and updated self-attested LR record and khajna receipt for rural areas having clear mention of title of land and owner/ owners' name
7. Aadhaar Card of Land Owner/Owners (with Mobile No. mentioned used for otp verification).
8. Legible specimen Signature of Applicant.
9. Self-attested Aadhaar Card of witness.
10. Affidavit, supplementary deed or special permission for any mismatch of information or deficiencies
11. For cases where the society is sponsored by / formed by Govt. order, a comprehensive Govt. order indicating name of society, Ex officio/ Nominated members name and designation and detail of registered office address is required.

*Every page of Memorandum of Association and Regulation to be signed by President & Secretary.

Fees required for Registration of Society

Fees required is same irrespective of risk category (Low, Medium, High), size of society (Micro, Small, Medium & Large), Investor type (Foreign, Domestic), Registered office location (Rural, Urban).

Amount of fees payable: Rs. 150.00 (Rupees One Hundred and Fifty only)