

Procedure for on-line application and approval of Societies

1. The applicant should get registered himself/herself for online application.
2. Complete the application and upload the scanned copy of the documents as per instructions and submit the application.
3. Applications and documents to be checked by the dealing assistant in his /her log in and forward it to the registrar with his /her comments-recommended/objection.
4. Registrar will approve /reject the application with comments.
5. If rejected the application will return to the applicant.
6. The applicant will make necessary corrections as per observance of the Registrar and re- upload the application.
7. Dealing assistant will check the resubmitted application whether corrections have been made properly and forward the same to the Registrar with his comments.
8. The Registrar will approve the application if found ok.
9. Then the applicant will deposit requisite fees of Rs. 150/- through GRIPS and it will come to the Registrar under H.O.A.-1475-00-200-001-12.
10. Then Registrar will issue Registration Certificate of the society.