

Requirement of documents for Registration of Cooperative Societies under RTAH:

Chief Promoter is advised to follow the process:

1. Approval of the name of proposed cooperative society from the O/O of Joint Registrar of Cooperative Societies, Rajarhat Township Area Housing (original allotment letter of plot issued by HIDCO will be checked while confirming the name).

2. Collecting organizing papers, i.e., a) Application Forms, b) Bye Laws (4 copies)

3. Holding organising meeting by promoter members.

4. Documents needed:

- a) Application form (^{1 copy}~~4 copies~~)
- b) Bye-Laws (4 copies) clauses - 1 (c), 2, 3(a), 4(7), 5(9)(1), 14(4), 15, 16, 32, 38, 40, 50, 60, 66, 68, 69(6) &(7), 70(c) & (e), 72, 73, 74, 78, 80
- c) Photocopy of Allotment letter issued by WBHIDCO
- d) Members' List issued by WBHIDCO
- e) Name confirmation by this office
- f) Resolution of Organising meeting by promoters and first promoters meeting
- g) Affidavit by all the promoter members
- h) Two passport size photograph of each members (attested by C.P. and photograph of C.P. will be attested by MP/MLA/Municipal Commissioner/Prodhan/ Gazetted Officer of State or Central Govt.)
- i) i) Photocopy of salary certificate/Form 16 mentioning Professional Tax deduction for salaried persons,
ii) Professional Tax enrolment/registration/ clearance certificate for professionals,
iii) Copy of PAN Card/P.P.O. for pensioners and others.
- j) Applications for nomination (Form no. XXVIII B) by all promoter members as recorded in promoters meeting.
- k) i) Up-to-date statement of accounts starting from the date of 1st promoters meeting to the date of last promoters meeting,
ii) Copy of Bank Pass Book
iii) Cash holding statement from custodian
- l) Consent letter of a non-member if his/her premises is recorded in the Application forms, Bye-Laws and the resolutions as Registered Office of the proposed society.
- m) Declaration by C. P. to the Joint Registrar of Cooperative Societies, Rajarhat Township Area Housing
Points: i) I have not acted or acting as C.P. in any other cooperative Housing society other than the proposed society.
ii) It is sole housing project sponsored by the proposed society.
iii) I have obtained the affidavits from all the promoter members in the prescribed form.
iv) I have collected the nomination applications of all the members of the proposed Co-op. Housing society.
v) I will furnish all other related information as and when be called for by the Registering Authority.
- n) i) In case of nomination of minor person, a declaration should be added by the promoter member in form XXVIII B for appointing a guardian for the minor nominee.
ii) In case of nomination made beyond family, necessary declaration is to be appended.
- o) Except Affidavits in original, all other documents are to be attested by C.P. Each page of Bye-Laws and correction made, if any, in Bye-Laws are to be signed by C.P. Furthermore all signatures of Promoter members in Application form and Bye-Laws should be attested by C.P.
- p) In case of joint membership, joint affidavit, joint photographs and joint nominations are required. Signatures of both the joint members are required in Application form and Bye-laws.
- q) Spelling of promoter members must tally with Members' List issued by WBHIDCO, Application form, Bye-Laws and Affidavit.

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Kolkata-700156
14.3.23