

## **CHECK LIST FOR REGISTRATION**

- a) Application for registration in **Form "A"** as per the **Rule 4 (1)** of the Co-operative Societies, 1962
- b) Four copies of bye laws as per the act 8 (1) of the Maharashtra Co-operative Societies, Act, 1961 and **Rule 4 (a)** of Co-operative Rules 1962.
- c) A certificate, from bank or banks stating the credit balance in favour of the proposed society therein as per **Rule 4 (b)** of Co-operative Rules 1962.
- d) A list of persons who have contributed to the share capital, together with the amount contributed by each of them and the entrance fee paid by them as per **Rule 4 (c)** of Co-operative Rules 1962.
- e) The scheme showing the details explaining how the working of the society will be economically sound and where the scheme envisages the holding of immovable property by the society, the description of immovable property proposed to be purchased, acquired or transferred to the society as per **Rule 4 (d)** of Co-operative Rules 1962.

## **CHECK LIST FOR REGISTRATION OF HOUSING SOCIETY**

- 1) Application in Form "A" (Specimen enclosed)
- 2) Resolution authorizing Chief Promoter to act on behalf of promoters.
- 3) Project Report of the proposed Society.
- 4) Declaration about nationality and non-possession of accommodation.
- 5) 4 Copies of bye laws duly signed by Promoters/Persons of different family members.
- 6) Agreement for purchase of land duly registered with the Sub-Registrar of Assurance or Attested by Notary.
- 7) List of promoters indication the amount contributed towards Entrance Fee, Share Capital, Cost of land and cost of building if any as per the proposed project report of the society.
- 8) List of promoters who have joined for allotment of commercial premises.
- 9) Legal opinion regarding the title of the property proposed to be acquired.
- 10) Bank Balance Certificate from Daman and Diu State Co-op. Bank Ltd., after obtaining necessary permission from the Registering Authority.
- 11) Architect/Engineer's Certificate about estimated cost of flat & building and or number of flat/tenements which could be constructed on a particular plot of land as per the proposed project report of the society.
- 12) Copy of site plan in original of plot nos. issued by the Enquiry Officer, City Survey, Daman.
- 13) Copy of Form I & XIV of plot nos. issued by Mamlatdar/Talathi, of Daman District.
- 14) Plan and estimated of the proposed society duly signed by the architects & Int. designers.
- 15) Completion certificate of the building issued by the competent authority.

- 16) Assurance certificate for rising of funds to complete the proposed project of the society.
- 17) Certified copies of the Ration Cards in respect of the proposed members of the society.
- 18) Certified copies of Identity Cards in respect of the proposed members of the society issued by the competent authority.
- 19) Estimated income and expenditure statement of the proposed society.
- 20) Certificate of non-possession of a plot or accommodation House/Flat of the proposed members issued by the competent authority.
- 21) Detailed list of reservation of names of the proposed members of the society.
- 22) Confirmation letter from the District Town Planning Officer having jurisdiction over the area to effect that the land under reference in respect of which registration of the proposed Housing Co-op. Society is sought, is not reserved for any purpose in the Development Plan of such local authority.
- 23) Confirmation letter from the District Town Planning Officer that the land in question of the proposed society is in Residential Zone.
- 24) Information/Proforma for bio-date of each Promoters of the proposed Housing Co-op. Society (Specimen enclosed).
- 25) Any other documents as specified under the proposed byelaws of the society.

