

**Things to remember while registering a Society in Delhi under the Societies  
Registration Act 1860**

**Registration:**

Documents required are:

1. Request letter to register a society under Societies Registration Act 1860
2. Two sets of Memorandum of association including list of proposed Governing Body and list of desirous persons
3. Two sets of Rules and regulations framed for the functioning of the organisation
4. Affidavits (on Rs.2/- stamp paper from p[resident/Secretary of the Society regarding the name/title of the society
5. Copy of residence proof of all desirous persons
6. Proof of ownership of the registered office of the society and no objection certificate(on rs.2/- stamp paper)

**Name of the Society:**

1. The name of the society proposed should not attract the provisions of The Names and Emblems (Prevention of Improper Use) Act 1950 i.e the name proposed should not imply any connection with Government of India, or Government of State or any connection with legal authority
2. The name proposed for the registration of the society should not be identical to name of any other society which has already been registered or resembles such name likely to deceive the public or the members of the society.
3. There is prohibition of use of any name, emblems, official seals specified under the Names and Emblems Act without permission of the appropriate authority.
4. There is prohibition of the use of the name of the national heroes or other names mentioned in the Names and Emblem Act,1950 .
5. The registrar of Societies can be approached with alternative names to ascertain whether the same are not undesirable and are not being used by any other existing societies.
6. The name of the Society should not suggest obscenity or be against decency and decorum. It should not be undesirable in the opinion of the Registrar

**Other things to remember:**

1. The Rules and regulations of the Society should be filed along with the Memorandum of Association with the registering authority at the time of registration.
2. The Memorandum of Association, Rules and regulations should be neatly typed on durable white paper with separate paper marking
3. There should be atleast one and half inch margin on left side and one inch margin on the right side of each sheet of the paper.

4. The paper should be typed on one side only with double spacing of words.
5. While preparing the Rules and regulations, care should be taken not to repeat the aims and objects given in the memorandum.
6. Similarly the activities to be undertaken towards the attainment of the aims and objects of the society should not figure in the memorandum.
7. In case the society has to be registered with all India character, there should be a minimum of eight different persons from different states of India subscribing to the memorandum of association
8. The name of the members given as the Governing Body in the memorandum of association should necessarily form part of the persons mentioned in the memorandum as the desirous persons to form the society.
9. All signatures in the memorandum of the desirous persons should be witnessed by the Oath Commissioner, Notary Public with Rs.3/- stamp affixed, Gazetted Officer, Advocate, Chartered Accountant or any Class I Magistrate with the official seal.
10. In case of management of or reference to a particular existing places of worship like Mandir ,Gurudwara, Masjid, Church or Boudh Vihar etc. is involved, then sufficient documentary proof is required that the society is legally competent for the same.
11. Affidavit on Rs. 2/- (Rs. two only) Non-Judicial stamp paper from the President or Secretary of the society should be furnished regarding the relationship between the subscribers (desirous person) to the Memorandum as given in the clause 5 of the Memorandum and also an undertaking to the name to Society will be changed if the said name is already found registered the records of the registrar. The affidavit must be attested by Oath Commissioner, Ist class Magistrate or Notary Public (Rs. 3/- Notarial Stamp affixed there on)
12. Documentary proof (leased /General Power of Attorney along with ration card /Electricity bill or an allotment letter in the case of Government Quarter) in respect of premises shown as registered office of the Society in the Memorandum should be furnished along with NOC(No Objection Certificate) from the owner of the premises with a Rs. 2/- (Rs. two only) Non-judicial Stamp affixed on it.
13. The registration fees of Rs. 50/- (Rs. Fifty only) of the Society shall be demanded when formalities are completed and Registrar of the Societies has approved the same case.
14. Ration card /Election card or any other identity proof is required in respect of all desirous person(s).
15. Signature of three office bearers is required on each every page of Memorandum of association and rules and regulations

**Contact Address:**

Registrar of Societies  
Office of the Registrar of Societies  
Office of the Commissioner of Industries  
Govt.of NCT of Delhi  
C.P.O Building

Kashmere Gate  
Delhi

**Phone Nos.** 22960173

**Visiting Hours:** 10.30A.M to 1.00 P.M

**Website:** <http://delhigovt.nic.in/dept/industries/service1.asp>