

Registration of Societies under The Societies Registration Act, 1860 (H.Q) Office of Registrar of Firms & Societies, Punjab, Sector-17-D, 17-Bays Building, Room No. 325, 3rd Floor, Chandigarh.

1. Societies formed by memorandum of association

and registration: - Any seven or more persons associated for any literary, scientific, or charitable purpose, or for any such purpose as is described in section 20 of this Act, may, by subscribing their names to a memorandum of association, and filing the same with the Registrar of form & Societies themselves into a society under this Act.

2. District Level Societies whose area of operation jurisdiction, are within the District.

How to apply:- The application is to be moved with the office of Additional Registrar-Cum- General Manager, District Industries Center of the respective District.

APPLICATION FORM ਅਰਜੀ ਫਾਰਮ

Issuance of (a) Registration Certificate of Societies under the Society Registration Act-XXI of 1860 at District Level / ਜ਼ਿਲਾ ਪੱਧਰ ਤੇ ਸੋਸਾਇਟੀਜ਼ ਰਜਿਸਟਰੇਸ਼ਨ ਐਕਟ, 1860 ਅਧੀਨ ਸਰਟੀਫਿਕੇਟ ਜਾਰੀ ਕਰਨ ਲਈ-

(Industry Department)/ ਉਦਯੋਗ ਵਿਭਾਗ

1. Name of Applicant /ਬਿਨੈਕਾਰ ਦਾ ਨਾਂ :-----
2. Mother`s Name/ਮਾਤਾ ਦਾ ਨਾਂ :-----
3. Father/Husband Name/ ਪਿਤਾ/ਪਤੀ ਦਾ ਨਾਂ:-----

4. Address/ਪਤਾ :-----

Pincode/ਪਿੰਨ ਕੋਡ District/ਜਿਲ੍ਹਾ _____ ^^^^^^^^^^^^^^^

5. Mobile Number/ 6. Email ID (If any)/-----
 ਈ-ਮੇਲ ਪਤਾ (ਜੇਕਰ ਹੈ) _____

7. Aadhaar Number/ਅਧਾਰ ਨੰਬਰ

-----Service related Information/-----

1. Gender/ਲਿੰਗ Male/ਪੁਰਸ਼ 2. Date of /ਜਨਮ ਦੀ ਮਿਤੀ
 Female/ਔਰਤ

3. Proof of Age/ਉਮਰ ਦਾ ਪ੍ਰਮਾਣ :-----

-----Documents Attached/ ਨੱਥੀ ਦਸਤਾਵੇਜ਼

Tick the attached documents/ ਨੱਥੀ ਦਸਤਾਵੇਜ਼ਾਂ ਨੂੰ ਅੰਕਿਤ ਕਰੋ

Name of Documents/ਦਸਤਾਵੇਜ਼ਾਂ ਦਾ ਨਾਂ	Mandatory/ਜ਼ਰੂਰੀ
(I) The Memorandum of Association as required under section 1 & 2 of the act may be filed giving therein the following particulars: (i) Name of the Society. (ii) Location of Registered Office. (iii) Aims and objects of the Society. (iv) Name, address, occupation & designation of governing body should be given strictly according to copy of Rules & Regulation of the Society.	
(II) The Memorandum of Association should be filed duly signed by at least seven members of the society.	
(III) The signature of the subscribers to the memorandum of Association should be witnessed by a person other than the signatories. Witness should be given his full address.	
(IV) The copy of the Rules and Regulation should be filed in details duly certified to be true copy by at least three (3) members of the governing body in the end.	

<p>(V) A copy of the proceeding of the General meeting in which the registration of the society was resolved on should be filed duly attested by responsible office bearer of the society (Attested by Notary)</p> <p>(VI) Two separate documents are required to be filed with this office as required under section 1 & 2 of the Act. Viz. 1 Memorandum of Association & 2 Copies of Rules and Regulations.</p> <p>(VII) A sum of Rs. 500/- (Rs. Five hundred) towards registration fee may please be deposited into the treasury under head ` 1475 other General Economic Service 200 Regulation of other business undertaking 02 Receipt under the Societies Registration Act. 1860" and original Receipt may be sent to this office as a token of payments.</p> <p>(VIII) Self attested photographs, Name Address/Tel. No. Occupation, Designation & Signature of members of Governing Body.</p> <p>(IX) Witness (Advocate or Gazetted Officer or Notary)</p> <p>(X) Proofs of residence of all members of Governing Body.</p> <p>(XI) An undertaking to the effect, that there is no litigation/court case in regard to the said society is pending in any court of law in India.</p>	
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Date/ਮਿਤੀ	Applicant's /President/Signature/ ਬਿਨੈਕਾਰ/ਪ੍ਰਧਾਨ ਦੇ ਦਸਤਖਤ/ਅੰਗੂਠੇ ਦਾ ਨਿਸ਼ਾਨ
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State Level Societies whose area of operation jurisdiction, are within the State of Punjab.

How to apply:- The application is to be moved with the office of Additional Registrar-Cum- General Manager, District Industries Center of the respective District where the registered office for state level society is situated.

APPLICATION FORM/ ਅਰਜ਼ੀ ਫਾਰਮ

Issuance of (b) Registration Certificate of Societies under the Society Registration Act-XXI of 1860 at Head Quarter Level/ ਮੁੱਖ ਦਫਤਰ ਦੇ ਪੱਧਰ ਤੇ ਸੋਸਾਇਟੀਜ਼ ਰਜਿਸਟਰੇਸ਼ਨ ਐਕਟ,1860 ਅਧੀਨ ਸਰਟੀਫਿਕੇਟ ਜਾਰੀ ਕਰਨ ਲਈ.

(Industry Department)/ ਉਦਯੋਗ ਵਿਭਾਗ

1. Name of Applicant /ਬਿਨੈਕਾਰ ਦਾ ਨਾਂ :-----
2. Mother`s Name/ਮਾਤਾ ਦਾ ਨਾਂ :-----
3. Father/Husband Name/ ਪਿਤਾ/ਪਤੀ ਦਾ ਨਾਂ:-----
4. Address/ਪਤਾ :-----

Pincode/ਪਿੰਨ ਕੋਡ

District/ਜਿਲ੍ਹਾ :-----

5. Mobile Number/
6. Email ID (If any)/-----
ਈ-ਮੇਲ ਪਤਾ (ਜੇਕਰ ਹੈ)-----

7. Aadhaar Number/ਅਧਾਰ ਨੰਬਰ

----- -Service related Information/ -----

1. Gender/ਲਿੰਗ Male/ਪੁਰਸ਼ Female/ਔਰਤ
2. Date of /ਜਨਮ ਦੀ ਮਿਤੀ

3. Proof of Age/ਉਮਰ ਦਾ ਪ੍ਰਮਾਣ :-----

----- Documents Attached /ਨੱਥੀ ਦਸਤਾਵੇਜ਼

Tick the attached documents/ਨੱਥੀ ਦਸਤਾਵੇਜ਼ਾਂ ਨੂੰ ਅੰਕਿਤ ਕਰੋ

Name of Documents/ਦਸਤਾਵੇਜ਼ਾਂ ਦਾ ਨਾਂ	Mandatory/ਜ਼ਰੂਰੀ
<p>(I) The Memorandum of Association as required under section 1 & 2 of the act may be filed giving therein the following particulars:</p> <p>(i) Name of the Society.</p> <p>(ii) Location of Registered Office.</p> <p>(iii) Aims and objects of the Society.</p> <p>(iv) Name, address, occupation & designation of governing body should be given strictly according to copy of Rules & Regulation of the Society.</p> <p>(II) The Memorandum of Association should be filed duly signed by at least seven members of the society.</p> <p>(III) The signature of the subscribers to the memorandum of Association should be witnessed by a person other than the signatories. Witness should be given his full address.</p> <p>(IV) The copy of the Rules and Regulation should be filed in details duly certified to be true copy by atleast three (3) members of the governing body in the end.</p> <p>(V) A copy of the proceeding of the General meeting in which the registration of the society was resolved on should be filed duly attested by responsible office bearer of the society (Attested by Notary)</p> <p>(VI) Two separate documents are required to be filed with this office as required under section 1 & 2 of the Act. Viz. 1 Memorandum of Association & 2 Copies of Rules and Regulations.</p> <p>(VII) A sum of Rs. 500/- (Rs. Five hundred) towards registration fee may please be deposited into the treasury under head ` 1475 other General Economic Service 200 Regulation of other business undertaking 02 Receipt under the Societies Registration Act. 1860" and original</p>	

<p>Receipt may be sent to this office as a token of payments.</p> <p>(VIII) Self attested photographs, Name Address/Tel. No. Occupation, Designation & Signature of members of Governing Body.</p> <p>(IX) Witness (Advocate or Gazetted Officer or Notary)</p> <p>(X) Proofs of residence of all members of Governing Body.</p> <p>(XI) An undertaking to the effect, that there is no other society of identical name, registered under the Societies Registration Act, 1860.</p> <p>(XII) Area of operation:- Punjab Or India.</p> <p>(XIII) An undertaking to the effect, that there is no litigation/court case in regard to the said society is pending in any court of law in India.</p>	
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Date/ਮਿਤੀ	Applicant's /President/Signature/ ਬਿਨੈਕਾਰ/ਪ੍ਰਧਾਨ ਦੇ ਦਸਤਖਤ/ਅੰਗੂਠੇ ਦਾ ਨਿਸ਼ਾਨ
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Work Flow Diagram

<p>Submission of Application alongwith treasury receipt under the head of 1475 other General Economic Service 200 Regulation of other business undertaking 02 Receipt under the Societies Registration Act. 1860" and original Receipt may be sent to this office as a token of payments.</p>

<p>Scrutiny of the application by Additional Registrar Societies cum- General Manager, District Industries Center of respective district.</p>

Grant of Registration Certificate by Additional Registrar Societies cum- General Manager, District Industries Center wherein the area of operation jurisdiction, of societies are within the respective District.

In case of societies whose area of operation and jurisdiction are State Level /India, Additional Registrar of Societies would forward the application alongwith their recommendation to Registrar Firms & Societies Punjab.

On receipt of applications Registrar of Firms and Societies will scrutiny and grant the certificate.

Time Line:-

- 1) Registration of Societies under the Society Registration Act, 1860 of at District Level will be granted within 10 days of time as per RTS notification no. 5/27/2014-2GR-2(PF)/668042/1 dated 15.01.2016 (Service No. 195)
- 2) Registration of Societies under the Society Registration Act, 1860 of at State Level will be granted within 15 days of time as per RTS notification no. 5/27/2014-2GR-2(PF)/668042/1 dated 15.01.2016 (Service No. 196)

Registration of Firms under The Indian Partnership Act, 1932 Office of Registrar of Firms & Societies, Punjab, Sector-17-D, 17-Bays Building, Room No. 325, 3rd Floor, Chandigarh.

How to apply:- The application is to be moved with the office of Registrar of Firms & Societies Punjab for Registration of firms under Indian Partnership Act, 1932.

1.	Application for Registration of firm, in Form No. 1 (Rule-3) (Enclosed)
2.	Copy of partnership deed with Rs. 1000/- on Non-Judicial Stamp Paper, duly attested by the Notary Public.
3.	Passport size photo of each partner.
4.	Partner`s I.D. Proof, (Self Attested).
5.	A sum of Rs. 3/- (Rs.Three) toward (registration fee may please be deposited into the treasury under Head of Account- "Head -1475 Other General Economic Service- 200 Regulations of other business undertaking- 02- Receipt under the Indian Partnership Act.1932") (Receipt of Registration fee of Rs. 3/-)
6.	<p><u>The Punjab Partnership (Registration of Firms) Rules,1932</u></p> <p>1. Short title- These rules may be called the Punjab Partnership (Registration of Firms) Rules, 1932.</p> <p>1-A. They shall apply to the territories which immediately before 1st November, 1956 were comprised in the States of Punjab and Patiala and East Punjab States Union.</p> <p>2. Definition:- In these rules unless there is anything repugnant in the subject or context,-</p> <p>(a) "The Act" means the "Indian Partnership Act, 1932" and</p> <p>(b) "Registrar" means the "Registrar of Firms".</p> <p>3. Form and verification of statements under Section 58 and 60- The Statements submitted to the Registrar under Section 58 and 60 of the Act shall, respectively, be In Form 1 and II annexed to these rules and shall be verified in the manner indicated therein.</p>

4. Form of intimations and notices under Sections 61, 62 and 63- Intimations and notices under Section 61,62,63 (1) and 63(2) of the Act, shall respectively be in Forms III,IV,V and VI annexed to these rules with such variations as may be necessary to suit each case.

5. Register of Firms- the Register of Firms shall be in Form A annexed to these rules. The name of, and the particulars relating to, a firm shall be entered therein in the order of its registration on a separate page or pages as the case may be. Each firm shall be assigned a number in a consecutive series commencing and ending with a calendar year. A note of every document filed shall be entered in the register in the page or pages allotted to the firm concerned and shall be signed by the Registrar.

6. Amendment of entries in Register- When an entry made in the Register of Firms is to be amended, the amendment shall be shown by means of a suitable note in the red ink in the remarks column opposite to the entry concerned and the new entry shall be made at the end of the then existing entry or entries with suitable cross-references.

7. Protest against entries in Register- Where any partner or other person interested makes a protest in writing to the Registrar disputing any entry made in the Register of Firms, the Registrar shall record each protest and make a reference thereto in red ink in the remarks column against the disputed entry.

8. Index to the Register of Firms.

9. Certificate of registration and filing of documents – (a) Upon the registration of a firm, the Registrar shall grant to the firm a certificate in Form C annexed to these rules, and on the filing of any document required to be filed under the Act, he shall grant to the person filing it a certificate in Form D annexed to these rules.

(b) On every document filed under this Act, the Registrar shall endorse the following particulars, namely-

(a) the number borne by the firm on the register;

(b) the name of the firm;

(c) the description of the document;

(d) the serial number of the document and

(e) the date of filing

The Registrar shall also affix his signature and the seal of his office to such document.

(c) If there is no space on the document for entering the particulars referred to in clause (b), the entry shall be made on a separate paper which shall be attached to the document and a note of the fact shall be made on the document itself and signed by the Registrar.

10. Filing of documents- A separate file shall be maintained in respect of each firm, in which all documents relating thereto, received from time to time by the Registrar, shall be filed. No document shall be filed by the Registrar, unless the fee prescribed therefor has been paid.

11. Account of and receipt for fee- An account of all fee received in the Registrar's Office shall be maintained therein.

A receipt in Form E shall be granted in respect of every fee received.

12. Inspection of original documents- Any person interested in a firm may, on satisfying the Registrar of such interest and on payment of the prescribed fee, inspect the original documents relating to the firm filed with the Registrar.

13. Application of copies to be in writing- Every application for a copy under Section 67 of the Act shall be in writing on judicial paper.

14. Seal- The seal used by the Registrar shall be the words "Registrar of Firms, Punjab".

15. Preservation and elimination of registers and records- The Registrar of Firms and index thereto shall be preserved permanently. All other records, including the statements referred to in Section 58 may be destroyed on the expiry of the five years from the date of the dissolution of the firm concerned.

16. Translations to be furnished where original not in English- If any document required to be filed under the Act or any portion of such document is not in the English language, a translation of such document or portion, certified as correct by at least one partner (or his authorized agent), shall be furnished along with each copy of such document or portion.

17. Office hours.- The office of the Registrar of Firms shall be open for business (Sundays and authorized holidays excepted) between the hours of 11.00 a.m and 3.00 pm. except on Saturdays, when it shall be open between the hours of 11.00 a.m. and 1.00 p.m.

18. Administration Report- The Registrar shall submit to the State Government so as to reach them on or before the 15th of June in each year, a report on the working of the Indian Partnership Act, 1932, during the official year ending the 31st March, preceding.

APPLICATION FORM/ ਅਰਜ਼ੀ ਫਾਰਮ

Issuance of Registration Certificate of New Firms under the Indian Partnership Act, 1932 at Head Quarter Level / ਮੁੱਖ ਦਫਤਰ ਦੇ ਪੱਧਰ ਤੇ ਇੰਡੀਅਨ ਪਾਰਟਨਰਸ਼ਿਪ ਐਕਟ, 1932 ਅਧੀਨ ਸਰਟੀਫਿਕੇਟ ਜਾਰੀ ਕਰਨ ਲਈ-

(Industry Department)/ ਉਦਯੋਗ ਵਿਭਾਗ

1. Name of Applicant /ਬਿਨੈਕਾਰ ਦਾ ਨਾਂ :-----

2. Mother`s Name/ਮਾਤਾ ਦਾ ਨਾਂ :-----

3. Father/Husband Name/ ਪਿਤਾ/ਪਤੀ ਦਾ ਨਾਂ:-----

4. Address/ਪਤਾ :-----

Pincode/ਪਿੰਨ ਕੋਡ

District/ਜਿਲ੍ਹਾ _____

5. Mobile Number/

6. Email ID (If any)/-----

ਈ-ਮੇਲ ਪਤਾ (ਜੇਕਰ ਹੈ)_____

7. Aadhaar Number/ਅਧਾਰ ਨੰਬਰ

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-----Service related Information/-----

1. Gender/ਲਿੰਗ Male/ਪੁਰਸ਼
ਦੀ ਮਿਤੀ

2. Date of /ਜਨਮ

Female/ਔਰਤ

3. Proof of Age/ਉਮਰ ਦਾ ਪ੍ਰਮਾਣ :-----

Documents Attached/ ਨੱਥੀ ਦਸਤਾਵੇਜ਼ਾਂ _____

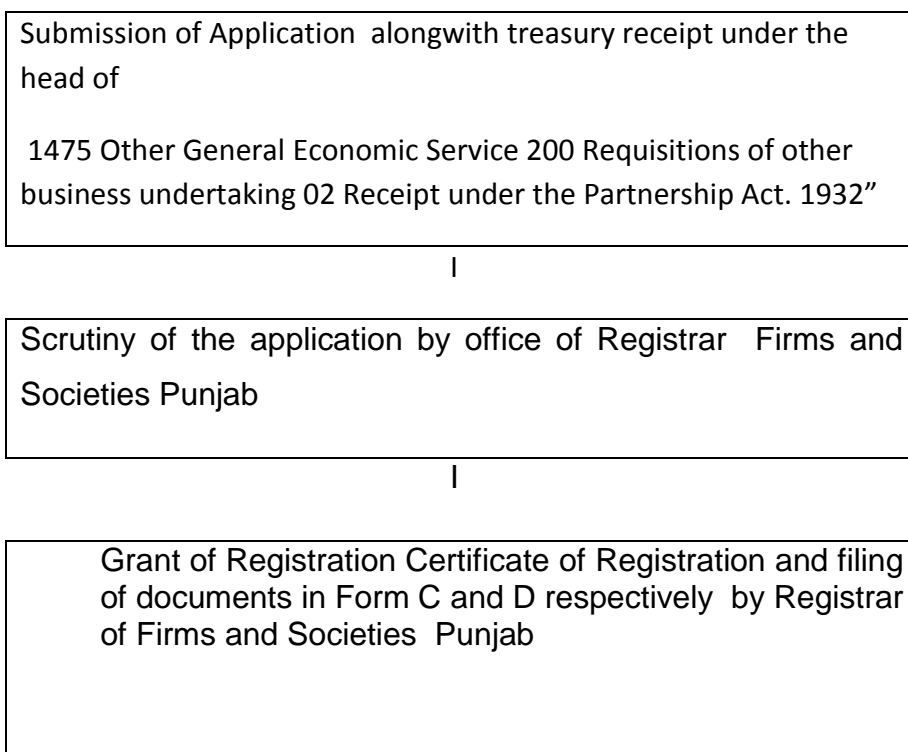
Tick the attached documents/ ਨੱਥੀ ਦਸਤਾਵੇਜ਼ਾਂ ਨੂੰ ਅੰਕਿਤ ਕਰੋ

Name of Documents/ਦਸਤਾਵੇਜ਼ਾਂ ਦਾ ਨਾਂ	Mandator/ਜ਼ਰੂਰੀ
(I) Model forms of Partnership Deed contained in Part-V of the Indian Partnership Act, 1932, Application for Registration of Firm, in Form No. 1 (Rule-3).	
(II) Copy of Partnership deed with Rs. 1000/- on Non-Judicial Stamp Paper, duly attested by the Notary Public.	
(III) Passport size Photo of each partner.	
(IV) Partner`s I.D. Proof, (Self Attested)	
(V) A sum of Rs. 3/- (Rupee Three) towards registration fee may please be deposited into the treasury under head ` 1475 Other General Economic Service 200 Requisitions of other business undertaking 02 Receipt under the	

Partnership Act. 1932” and original Receipt may be sent to this office as a token of payments.	
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Date/ਮਿਤੀ	Applicant`s /President/Signature/ ਬਿਨੈਕਾਰ/ਪ੍ਰਧਾਨ ਦੇ ਦਸਤਖਤ/ਅੰਗੂਠੇ ਦਾ ਨਿਸ਼ਾਨ
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Work Flow Diagram



Time Line:-

- 1) Registration of Firms under the Partnership Act, 1932 will be granted within 15 days of time as per RTS notification no. 5/27/2014-2GR-2(PF)/668042/1 dated 15.01.2016 (Service No. 197)

