

The West Bengal Societies Registration Rules, 1963

1. Short title.—These rules may be called the West Bengal Societies Registration Rules, 1963.

2. Definitions.—In these rules, unless there is anything repugnant in the subject or context:

(1) “the Act” means the West Bengal Societies Registration Act, 1961 (West Bengal Act XXVI of 1961);

(2) “Form” means a form appended to these rules;

(3) “Section” means a section of the Act.

3. Examination of the documents received by the Registrar.—On receipt of every document required by the Act to be filed in this office, the Registrar shall examine the same and if it is found defective or incomplete in the particulars required to be given therein, he shall return the document to the person who filed the same. Unless proper rectification is made and the document re-submitted within fifteen days from the date of its return by the Registrar, the document shall not be deemed to have been filed at all.

4. Register of Societies.—There shall be maintained in the office of the Registrar a register of societies in Form I in which societies shall be given serial numbers in the order of their registration. All entries in the register shall be attested by the Registrar.

5. Index to the Register or Societies.—There shall be maintained in the office of the Registrar an index to the register of societies in Form II in which the names of societies shall be arranged alphabetically as soon as entries are made in the register of societies.

6. Filing of documents.—A separate file shall be maintained in respect of each society in which all documents relating thereto received from time to time by the Registrar shall be kept. No document shall be received by the Registrar unless the fee prescribed therefor has been paid.

7. Acknowledgement of registration and documents.—(1) Upon registration of a society, the Registrar shall grant a Certificate of registration.

(2) On every document filed under the Act, the Registrar shall endorse by means of skeleton rubber stamp the following particulars:

(i) registration number;

(ii) serial number of the document;

(iii) date of filling.

The Registrar shall affix his signature and the seal of his office to such documents and shall grant to the person at whose instance a document is filled an acknowledgement therefor.

8. Inspection of documents etc.—Any person who wishes to inspect a document or obtain a certified copy of the same or an extract there from shall apply to the Registrar in Form III. The application shall be accompanied by the fee mentioned in section 29 or in the Schedule to these rules, as the case may be. The applicant shall be allowed to inspect a document only during office hours and in the presence of the Registrar or of a person authorized by him in this behalf. The applicant shall not be allowed to make a verbatim copy of the document inspected. He may, however, take short notes in respect of the contents of the document inspected.

9. Alteration of Memorandum and Regulations.—Whenever a society alters the Memorandum or the Regulations, a separate statement showing the previous provisions and the altered ones shall be filed with the Registrar, in Form IV along with a copy of every alteration of the Memorandum or the Regulations as required under sub-section (1) of section 9 or sub-section (2) of section 20.

10. Gift for specific purpose.—Whenever a society applies to the Registrar for his written consent, as required under sub-section (1) of section 30 for using a gift for any purpose other than the specific purpose for which the gift was made, the Registrar, in order to satisfy himself that the purpose for which the gift was made is incapable of execution by the society, may call on the society to furnish any information, explanation or particulars in connection with the gift.

11. Appeal.—(1) A Memorandum of appeal shall—

- (i) be filed in duplicate;
- (ii) contain the grounds of the appeal;
- (iii) be accompanied by a certified copy of the order appealed against; and
- (iv) be accompanied by the challan showing payment of the prescribed fee.

(2) An appeal may be summarily rejected if the same is not in accordance with the provisions of the Act and the rules.

12. Permission for alteration of Memorandum.—An application for permission for alteration of the Memorandum of a society as contemplated in section 8 shall be filled in Form V.

13. Filing of annual and other returns.—The annual and other return mentioned in section 17 shall be forwarded in Form VI.

14. Fees.—The fees payable under the Act shall be as provided in the Schedule to these rules. All fees shall be paid in cash.

FORM I
(See rule 4)
REGISTER OF SOCIETIES
The West Bengal Societies Registration Act, 1961

Number of the society on the register :
Name of the society :
Date of dissolution :
How dissolved :

Serial No. of document	Date of Registration	Registered Office of the Society	Description of document filed	By whom filed	Signature of the Registrar

FORM II
(See rule 5)
INDEX TO THE REGISTER OF SOCIETIES
The West Bengal Societies Registration Act, 1961

Name of the society	Date of registration	Number of society in the register	Volume of register and folio

FORM III
(See rule 8)
APPLICATION FOR INSPECTION, COPY OR EXTRACT
OF DOCUMENTS
The West Bengal Societies Registration Act, 1961

To
The Registrar of Firms, Societies and Non-trading Corporations,
West Bengal.

I hereby apply for inspection/ copy / extract of document/ documents, the
particulars of which are given below:

No.

Dated:

Name of Society :

Address of the Society :

Registered number of the Society :

Nature of particulars of documents :

Inspection/ copy/ extract fee- Rs.

Copy wanted of

Particulars furnished.....

Stamp :

Cartridge paper

Copying fee

Date on which copy was prepared :

Delivered on.....

*Signature of the person inspecting the
document/ documents or receiving delivery of
the extract/ copy of the document/ documents*

*Signature of the applicant
with address*

FORM IV
(See rule 9)
**FILING OF ALTERATION OF THE MEMORANDUM OR THE
REGULATIONS BY A SOCIETY**
The West Bengal Societies Registration Act, 1961

To
The Registrar of Firms, Societies and Non- trading Corporations,
West Bengal.

I submit herewith, pursuant to rule 9, the altered Memorandum/ Regulations
along with a brief statement of alteration as given below:

Name of the society :
Registered No. of the Society :

Description of alterations in Memorandum / Regulations

Date of alterations	Previous position	Altered position

FORM V
(See rule 12)
**NOTICE OF ALTERATION OF THE MEMORANDUM OF
ASSOCIATION OF A SOCIETY**
The West Bengal Societies Registration Act, 1961

To
The Registrar of Firms, Societies and Non-trading Corporation,
West Bengal.

I hereby apply, pursuant to section 8(1) of the West Bengal Society
Registration Act, 1961 for permission to the following alteration/ alterations of the
Memorandum of Association of the Society whose particulars are given below:

Name of the Society :
Registered No. of the Society :
Existing provisions :
Proposed provisions :
Date :

Signature of the President/ Secretary
(Seal of the Society)

FORM VI
(See rule 13)
FILING OF ANNUAL AND OTHER RETURNS BY A SOCIETY
The West Bengal Societies Registration Act, 1961

To
The Registrar of Firms, Societies and Non-Trading Corporations,
West Bengal.

I submit herewith the annual and other returns as required under section 17 of
the West Bengal Societies Registration Act, 1961.

Name of Society :

Registered No. of the Society :

Date of the Annual General Meeting :

Date of the previous Annual General
Meeting :

Number of members on the date of the
Annual General Meeting :

Name and address of the Auditor :

Enclosures :

Date:

Signature of the President/ Secretary
(Seal of the Society)

THE SCHEDULE
(See rule 14)
Fees
Society Registration fees—150

1.	Upon a Memorandum of appeal under section 7(3) of the Act.	Rs.70.00 (Rupees Seventy)
2.	Upon alteration of Memorandum or Regulations under section 9(1) of the Act.	Rs.50.00 (Rupees Fifty)
3.	Upon Annual return under section 17(1) of the Act.	Rs.25.00 (Rupees Twenty-five)
4.	Upon change in the composition of the Governing Body or in the holder of the office of the President or the Secretary under section 17(3) of the Act.	Rs.5.00 (Rupees Five)
5.	For certified copy of Memorandum of Association or extract of any document or part of document under section 29 of the Act.	Rs.10.00 (Rupees Ten)
6.	For duplicate copy of the certificate of Registration	Rs.10.00 (Rupees Ten)