

GOVERNMENT OF NAGALAND
HOME DEPARTMENT
SOCIETIES REGISTRATION CELL

NO. HOME/SRC/MISC/7726/2018

Dated Kohima the Jan'2018

PROCEDURE FOR SOCIETIES REGISTRATION UNDER SOCIETIES
REGISTRATION ACT, 1860

Step 1. Any seven or more person associated for any literary, Scientific or Charitable purpose, or for any purpose as is described in section 20 of the Societies Registration Act 1860 may by suscribng their names to a memorandum of Association and filing the same with the Registrar of Societies, Home Department.

Step 2. Registartion Fee of Rs.2000/- to be paid in favour of Registrar of Societies, Home Department through treasury challan.

Step 3. Spot verification of the existence of the Society to be carried out by an Officer not below the rank of EAC.

Step 4. Approval by District planning and development board (DPDB)

Step 5. Forwarding by Deputy Commissioner concerned District.

Step 6. Issue of Certificate of Registration after approval by the Registrar of Societies.


(ZHOTHISA DAWHUO)

Joint Secretary to the Government of Nagaland &
Ex-Officio Registrar of Societies, Nagaland.

DOCUMENTS REQUIRED FOR SOCIETIES REGISTRATION

1. Registration Form
2. Treasury Challan
3. Constitution of Society
4. Meeting Minutes / Resolution
5. Address and Occupation of Governing Body
Detail address with House No.....
6. Declaration of the Constitution by Governing body members
7. Verification Report by EAC/SDO(c)
8. Forwarding letter by concerned Deputy Commissioner
9. Seal of Chairman/President, Secretary, Treasurer/Junior Secretary
10. Approval of DPDB