

Instructions to register a society under TCS Act 1964:

Before submission of online application the following care has to be taken for registration of a society under TCS Act 1964

- 1) Minimum no of 21 members should come together and resolve to form a society.
- 2) The resolution shall consist of
 - a) Name of the society
 - b) Address
 - c) Area of operation
 - d) Share amount
 - e) Admission fee etc....
- 3) All the members should elect a chief promoter from among themselves for liaison between the department and society, in addition to the chief promoter and also select members (1+2) or (1+4) to be designated as adhoc committee to run the society until first elections.
- 4) All the members should furnish two passport size photographs, copy of Aadhar card and also specimen signature to the chief promoter to facilitate uploading of the online application.

How To Register A cooperative society under TCS ACT 1964:

Step1: fill the online application form to register a new cooperative society.

Step2: fill the online minutes of the preliminary meeting.

Step3: fill the chief promoter details form

Step4: fill the details of the list of proposed members of the cooperative Society

Step5: select type of the society, and fill all fields in byelaw

Step6: upload the following documents which are provided in PDF format. And that should be mandatorily signed by all the promoters.

- a) signature of all promoters.
- b) sworn and declaration statement

Step7: online payment as prescribed.

step8: submit.