

Sub-service: Registration of Cooperative Societies under Cooperative Society Act, 1935

Previous Approval: _____ **Basis for approval**

Steps	Verification	Documents/Information needed	Timelines *	Contact Person
Visit the portal http://164.100.150.4/cooperative/Default.aspx	-	-	-	
Fill the required details of Societies		<ul style="list-style-type: none"> • Name of Societies • Address of Societies • Bank Details • E-mail ID • Type of Societies • Liability Type • Authorised Share Capital • Category of Societies 	-	
Document Required	-	<p>For 1st Phase</p> <ul style="list-style-type: none"> • Bye Laws • Members Signed Proceedings • Address Proof • ID proof • Photograph <p>For 2nd Phase</p> <ul style="list-style-type: none"> • Organiser's Report in Form II • Bank Account Details 	-	
After filling the required details applicant will submit the application form	-	-	-	Respective District Cooperative Officer
District Cooperative Officer will raise the query to applicant in case of incomplete application	-	-	7 Working days	Respective District Cooperative Officer
In case of Complete Application & Verification done by District Cooperative Officer, He will forward it to Cooperative Registrar along with the 2 nd Phase of document		-	13 Working Days	Respective District Cooperative Officer

Cooperative Registrar will verify the document submitted by Applicant and get the details of all member to be verified	-	-	-	Cooperative Registrar
Member of the societies will be verified as per the norms of the Cooperative Act, 1935	-	-	20 Working Days	Cooperative Registrar
After the verification of Documents & Members, Cooperative Registrar will allow the societies to pay the Registration fee through online mechanism.	-	-	-	Cooperative Registrar
After Successful submission of Registration fee and Mandatory Account opening in Jharkhand Cooperative Bank in the name of Society, process for Society registration will be initiated		-	13 Working Days	Cooperative Registrar
Cooperative Registrar will granted the Registration certificate and Society can download his Registration certificate from the Cooperative portal	-	-	7 Working Days	Cooperative Registrar