

**Checklist for New Registration of  
Club/Society/NGO/Association/Union/Foundation/Library/School etc.**

**List of Document(s) to be Attached**

1. Treasury Challan of Amount 2500.00 (Can be online or Offline Challan.
2. A copy of cleanly typed Memorandum of Association together with Rules and Regulation duly signed by the President and the Secretary with the Seal of the Society.
3. Copy of Resolution- Copies of resolution regarding the registration of the Society and election of the Members of the executive body with the list of the members present in the General Meeting.
4. All the Executive Members whose number shall not be less than seven in the concerned list to sign with full name and date .
5. If the society claims that its office is situated on a land owned by it. The Dag Number/ Patta Number and Proof of its ownership of the land should be furnished.
6. UBIN Certificate- Copy of UBIN (Unique Business Identification Number) Certificate
7. Aadhar card of the members of the society.
8. Pan card of the members of the society.
9. Voter Id of the members of the society .
10. List of present executive member of the society mentioning Names Address Occupation Designation and Self attested specimen signatures along with affidavit stating all executive Member are genuine.
11. Self-certified activity report by President or Secretary required. - If the Organization has been about its activity during the preceding twelve month from the date of application for registration.