

## **Typewise Checklist of Cooperative Societies Registration Criteria**

<b>Sr.No.</b>	<b>Society Type</b>
1.	Primary Agricultural Cooperative Society
2.	Industrial Cooperative Society
3.	Industrial Estate Cooperative Society
4.	Urban / Rural Non-Agricultural Credit Cooperative Society
5.	Processing Cooperative Society
6.	Lift Irrigation Cooperative Society
7.	Unemployed Cooperative Society
8.	Labour Cooperative Society
9.	Transport Cooperative Society
10.	General Cooperative Society
11.	Employees Cooperative Society
12.	Primary Consumer Cooperative Society
13.	Housing Cooperative Society

### Primary Agricultural Cooperative Society Registration Criteria (Checklist)

Sr.No.	Necessary Documents Details
1.	Society Name Registration and Bank Opening Form (alongwith Court Fee Ticket)
2.	Proceeding of meeting of promoters of proposed society.
3.	Form-A Rule-4(1) (alongwith Court Fee ticket)
4.	Primary List of Promoters
5.	Plan or 3 years estimate of proposed society
6.	Model Bye Laws copy
7.	Proof of Share amount deposited in bank.
8.	Society Registration Fee Challan
9.	List of members willing to be member of proposed society, list of land 'Bagayati or Jirayati' acquired by them which is approved by Talathi and Gramsevak.
10.	Economic Capacity Committee recommendation according to the GR dt.30/09/2013 of DOCMT.

### Industrial Cooperative Society Registration Criteria (Checklist)

Sr.No.	Necessary Documents Details
1.	Society Name Registration and Bank Opening Form (alongwith Court Fee Ticket)
2.	Proceeding of meeting of promoters of proposed society.
3.	Form-A Rule-4(1) (alongwith Court Fee ticket)
4.	Primary List of Promoters
5.	Plan or 3 years estimate of proposed society
6.	Model Bye Laws copy
7.	Proof of Share amount deposited in bank.
8.	Society Registration Fee Challan
9.	Certificate of financial and technical viability of proposed society by MITCON or SICON or DIC
10.	Project Report of society
11.	Certificate of minimum 10% of the member are artisan or experienced out of 51 members.

### Industrial Estate Cooperative Society Registration Criteria (Checklist)

Sr.No.	Necessary Documents Details
1.	Society Name Registration and Bank Opening Form (alongwith Court Fee Ticket)
2.	Proceeding of meeting of promoters of proposed society.
3.	Form-A Rule-4(1) (alongwith Court Fee ticket)
4.	Primary List of Promoters
5.	Plan of proposed society and 3 years estimate of proposed society and 30 members are included in minimum 5 acre is to be mentioned in the plan
6.	Model Bye Laws copy
7.	Proof of Share amount deposited in bank.
8.	Society Registration Fee Challan
9.	Certificate of financial and technical viability by Directorate of Industries

**Urban / Rural Non-Agricultural Credit Cooperative Society Registration  
Criteria (Checklist)**

<b>Sr.No.</b>	<b>Necessary Documents Details</b>
1.	Society Name Registration and Bank Opening Form (alongwith Court Fee Ticket)
2.	Proceeding of meeting of promoters of proposed society.
3.	Form-A Rule-4(1) (alongwith Court Fee ticket)
4.	Primary List of Promoters
5.	Proof of office space or land availability or registered rent agreement
6.	Plan of proposed society and 3 years estimate of proposed society
7.	Model Bye Laws copy
8.	Proof of Share amount deposited in bank.
9.	Society Registration Fee Challan
10.	Census Proof by authorised officer (it would be better according to the jurisdiction e.g. village, taluka, nagar parishad or nagar palika area)
11.	Residential proof of proposed members + KYC proof
12.	NOC from Credit Cooperative Societies of the said jurisdiction
13.	Character Certificate from the police station of said jurisdiction of Chief Promoter and other promoters

**Processing Cooperative Society Registration Criteria (Checklist)**

<b>Sr.No.</b>	<b>Necessary Documents Details</b>
1.	Society Name Registration and Bank Opening Form (alongwith Court Fee Ticket)
2.	Proceeding of meeting of promoters of proposed society.
3.	Form-A Rule-4(1) (alongwith Court Fee ticket)
4.	Primary List of Promoters
5.	Plan of proposed society and 3 years estimate of proposed society
6.	Model Bye Laws copy
7.	Proof of Share amount deposited in bank.
8.	Society Registration Fee Challan
9.	Financially and Technically viable project report of competent authority
10.	Proof of space availability for project of society
11.	Approval letter of Hon. Director of Marketing if project cost exceeds Rs.1 Crore

## Lift Irrigation Cooperative Society Registration Criteria (Checklist)

Sr.No.	Necessary Documents Details
1.	Society Name Registration and Bank Opening Form (alongwith Court Fee Ticket)
2.	Proceeding of meeting of promoters of proposed society.
3.	Form-A Rule-4(1) (alongwith Court Fee ticket)
4.	Primary List of Promoters
5.	Plan of proposed society and 3 years estimate of proposed society
6.	Model Bye Laws copy
7.	Proof of Share amount deposited in bank.
8.	Society Registration Fee Challan
9.	7/12 and 8A extract of current year of proposed members
10.	Crop Planning Plan from agricultural officer, panchayat samiti and taluka agricultural officer
11.	Guarantee letter from MSEB to provide electricity supply to the society once get registered
12.	NOC from the department to lift water from project or canal
13.	Certified copy of map of workspace creator
14.	NOC from land owner to fit electricity meter

## Unemployed Cooperative Society Registration Criteria (Checklist)

Sr.No.	Necessary Documents Details
1.	Society Name Registration and Bank Opening Form (alongwith Court Fee Ticket)
2.	Proceeding of meeting of promoters of proposed society.
3.	Form-A Rule-4(1) (alongwith Court Fee ticket)
4.	Primary List of Promoters
5.	Plan of proposed society and 3 years estimate of proposed society
6.	Model Bye Laws copy
7.	Proof of Share amount deposited in bank.
8.	Society Registration Fee Challan
9.	List of identity cards of members registered with Employment Exchange

## Labour Cooperative Society Registration Criteria (Checklist)

Sr.No.	Necessary Documents Details
1.	Society Name Registration and Bank Opening Form (alongwith Court Fee Ticket)
2.	Proceeding of meeting of promoters of proposed society.
3.	Form-A Rule-4(1) (alongwith Court Fee ticket)
4.	Primary List of Promoters
5.	Plan of proposed society and 3 years estimate of proposed society
6.	Model Bye Laws copy
7.	Proof of Share amount deposited in bank.
8.	Society Registration Fee Challan
9.	Certificate from competent officer regarding 15 members of the society are above 18 years and are labour
10.	List of work availability in future certified by competent officer
11.	Identity proof of member alongwith photo
12.	Divisional scrutiny committee recommendation letter
13.	Certificate from Executive Engineer PWD that member is not registered contractor
14.	NOC from District Labour Federation

## Transport Cooperative Society Registration Criteria (Checklist)

Sr.No.	Necessary Documents Details
1.	Society Name Registration and Bank Opening Form (alongwith Court Fee Ticket)
2.	Proceeding of meeting of promoters of proposed society.
3.	Form-A Rule-4(1) (alongwith Court Fee ticket)
4.	Primary List of Promoters
5.	Plan of proposed society and 3 years estimate of proposed society
6.	Model Bye Laws copy
7.	Proof of Share amount deposited in bank.
8.	Society Registration Fee Challan
9.	Driving License of promoter member if he is a driver
10.	ITI certificate copy if promoter member is fitter or mechanic
11.	Demand letter of work availability e.g. from company or semi government offices or IT sector and other societies
12.	NOC from other transport cooperative societies in the said jurisdiction
13.	Opinion / Intent of AR, DDR, Joint Registrar cooperative society office to register such type of society.

### General Cooperative Society Registration Criteria (Checklist)

Sr.No.	Necessary Documents Details
1.	Society Name Registration and Bank Opening Form (alongwith Court Fee Ticket)
2.	Proceeding of meeting of promoters of proposed society.
3.	Form-A Rule-4(1) (alongwith Court Fee ticket)
4.	Primary List of Promoters
5.	Plan and 3 years project report according to it and 3 years estimate plan and proof of work experience of promoters
6.	Model Bye Laws copy

### Employees Cooperative Society Registration Criteria (Checklist)

Sr.No.	Necessary Documents Details
1.	Society Name Registration and Bank Opening Form (alongwith Court Fee Ticket)
2.	Proceeding of meeting of promoters of proposed society.
3.	Form-A Rule-4(1) (alongwith Court Fee ticket)
4.	Primary List of Promoters
5.	Plan of proposed society and 3 years estimate of proposed society
6.	Model Bye Laws copy
7.	Proof of Share amount deposited in bank.
8.	Society Registration Fee Challan
9.	Certificate of employer regarding employee or member working on their establishment and on their pay roll
10.	Guarantee letter from the employer regarding deduction of debt installment from payment of the employee or member

### Primary Consumer Cooperative Society Registration Criteria (Checklist)

Sr.No.	Necessary Documents Details
1.	Society Name Registration and Bank Opening Form (alongwith Court Fee Ticket)
2.	Proceeding of meeting of promoters of proposed society.
3.	Form-A Rule-4(1) (alongwith Court Fee ticket)
4.	Primary List of Promoters
5.	Plan of proposed society and 3 years estimate of proposed society
6.	Model Bye Laws copy
7.	Proof of Share amount deposited in bank.
8.	Society Registration Fee Challan
9.	Certificate from competent officer if members of the society are of backward class

## Housing Cooperative Society Registration Criteria (Checklist)

### 1) Tenant Co-partnership Housing Society

Sr.No.	Necessary Documents Details
1.	Order copy of society name reservation and bank opening permission
2.	Form-A - for registration in Annexure-A sign of 51% of promoter members out of total promoter member
3.	Form-B - information of proposed society
4.	Form-C - information of proposed members
5.	Form-D - Financial Statements (inclusive of Capital, Registration fee, expenses)
6.	Plan and form of proposed society
7.	Society's Bank Balance Certificate proof of DCC Bank
8.	Original Owner and Builder / Promoter Development Agreement copy
9.	7/12 extract or registered property card extract
10.	Power of Attorney copy given by original owner to builder or promoter
11.	Search Report or Title Certificate from the advocate regarding land is smooth and burdenless
12.	Certified copy of building construction map by municipal corporation or competent officer
13.	Certified copy of municipal corporation or competent officer to commence the construction or completion of construction of building
14.	Affidavit of Chief Promoter in Form-Z which is given before competent officer
15.	Copy of Index-II of stamp duty or registration fee paid by each flat holder
16.	Non Agricultural land proof (N A Certificate)
17.	Registration Fees Challan
18.	Agreement copy between builder and flat holder
19.	Occupancy Certificate
20.	Model byelaws

### 2) Tenant Ownership Housing Cooperative Society -

Sr.No.	Necessary Documents Details
1.	Form-A for society registration with Proforma-A (Maharashtra Cooperative Societies Act Rules 1961, R.4(1))
2.	Court Fee Stamp of Rs.5/-
3.	Proforma-B - Information of proposed society
4.	Proforma-C - Information of proposed members 4A - Financial Statements Form-D
5.	Form-Y - Guarantee letter of chief promoter on Rs.100/- stamp paper before competent officer
6.	Model Byelaws - page No.1 - Name and address of the society, Page No.2 - Purpose of the society, Page No.3 - Membership, Page No.4 - Authorised Share Capital, Page No.5 - sign copy of promoters - total 5 pages
7.	Society's Bank Balance Certificate of DDC Bank
8.	Proposed Housing Cooperative Society Plan (1 page)
9.	Reserve Bank or Treasury Registration Fee Challan of Rs.2500/- and Rs.50/- for backward class cooperative housing society
10.	Land purchase agreement / agreement for sale
11.	7/12 extract or property card extract
12.	Certificate from Chief Promoter or competent officer regarding non applicability of Civil Maximum Land Retention Act or the said land of the society is free from the said law
13.	Guarantee letter from government or semi government if the said land of the society belongs to them

14.	NOC from Charity Commissioner if the land of the said society belongs to the trust
15.	Certificate proof regarding the land of the said society incorporated in residential area
16.	Title Clearance Certificate from advocate
17.	Sufficient plot availability outline

### **3) Tenant Co-partnership Housing Society (Open Plot)**

<b>Sr.No.</b>	<b>Necessary Documents Details</b>
1.	Form-A for society registration with Proforma-A (Maharashtra Cooperative Societies Act Rules 1961, R.4(1))
2.	Court Fee Stamp of Rs.5/-
3.	Proforma-B - Information of proposed society
4.	Proforma-C - Information of proposed members
	4A - Financial Statements Form-D
5.	Form-Y - Guarantee letter of chief promoter on Rs.100/- stamp paper before competent officer
6.	Model Byelaws - page No.1 - Name and address of the society, Page No.2 - Purpose of the society, Page No.3 - Membership, Page No.4 - Authorised Share Capital, Page No.5 - sign copy of promoters - total 5 pages
7.	Society's Bank Balance Certificate of DDC Bank
8.	Proposed Housing Cooperative Society Plan (1 page)
9.	Reserve Bank or Treasury Registration Fee Challan of Rs.2500/- and Rs.50/- for backward class cooperative housing society
10.	Land purchase agreement / agreement for sale
11.	7/12 extract or property card extract
12.	Certificate from Chief Promoter or competent officer regarding non applicability of Civil Maximum Land Retention Act or the said land of the society is free from the said law
13.	Guarantee letter from government or semi government if the said land of the society belongs to them
14.	NOC from Charity Commissioner if the land of the said society belongs to the trust
15.	Certificate proof regarding the land of the said society incorporated in residential area
16.	Title Clearance Certificate from advocate
17.	Sufficient plot availability outline
18.	Form-X - Guarantee letter of Chief Promoter on Rs.100/- stamp paper given before competent officer
19.	Authority letter to sign on behalf of firms or companies where firms or companies are promoters
20.	In case of proposed cooperative housing society where open plots are available and those who are willing to take construction loan from Maharashtra State Housing Finance Society or other financial institutions must include minimum 20% of backward class members, if 20% backward class members are not available, then they have to enclose certificate from District Welfare Officer to registration proposal
21.	Registration proposal must include signs of 60% promoter members in Statement-A
22.	Development Agreement if the land is under development
23.	Power of Attorney of land



**Registration fees of Cooperative Societies under Maharashtra Cooperative Societies Act 1960 and Rules 1961 at the following rates, namely:-**

		Rs.
(i) Agricultural Societies	(a) Marketing Societies	1250
	(b) Other Agricultural Societies	150
(ii) Crop Protection Societies		250
(iii) Lift Irrigation Societies		250
(iv) Consumers' Societies	(a) Canteens	500
	(b) (i) Rural Area	150
	(ii) Urban Area	250
	(c) Wholesale Consumer Stores	2500
	(d) Departmental Consumer Stores	1600
(v) Co-operative Banks	(a) Central Bank	5000
	(b) Other Banks (excluding Salary Earners' Co-operative Societies)	2500
	(c) Salary Earners' Co-operative Societies	500
(vi) Farming Societies	(a) Collective Farming Societies	150
	(b) Joint Farming Societies	150
	(c) Dairy Farming Societies	150
(vii) Housing Societies (excluding societies of Backward Class persons)	(a) Tenant Ownership Housing Societies	2500
	(b) Tenant Co-partnership Housing Societies	2500
	(c) Other Housing Societies	2500

(viii) Housing Societies of Backward		
Class Persons		50
[(viii-a) Housing Societies of Lok		
Awaz Yojana		50]
(ix) Processing Societies	(a) Agricultural Processing	
	Societies (excluding Sugar	
	Factories and Spinning Mills)	1250
	(b) Industrial Processing Societies	500
(x) Co-operative Sugar Factories		25000
(xi) Co-operative Spinning Mills		15000
(xii) Producers' Societies	(a) Industrial Producers Societies	150
(xiii) Resources Societies	(a) Credit Resource Societies	
	(excluding Salary Earners'	
	Societies)	
	(i) Agriculture	150
	(ii) Urban Credit Societies	250
	(b) Non-credit Resource Societies	150
	(c) Services Resource Societies	150
(xiv) General Societies	(a) Social	250
	(b) Commercial	1250
(xv) Societies nit falling under		
any of the above entries		500

**Money Lending License Fees and License Renewal Fees under the Maharashtra Money Lending (Regulation) Act 2014**

	Rs.
(I) Money Lending License Fees	500
(II) Money Lending License Renewal Fees	500
(III) Money Lending License Renewal Late Fees	1000

## User Manual For Cooperative Society Registration

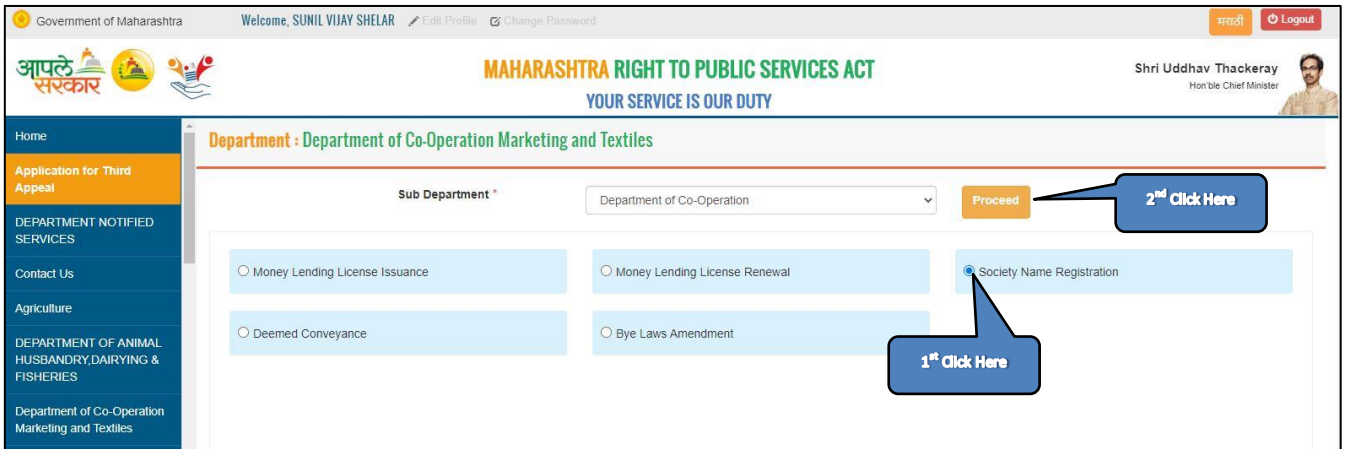
- To complete the registration of the co-operative society in an easy manner, please follow the instructions mentioned in the user manual.
- For co-operative society registration, visit [www.aaplesarkar.mahaonline.gov.in](http://www.aaplesarkar.mahaonline.gov.in).
- Login to this website as per the instructions on the screen.

The screenshot shows the homepage of the Maharashtra Right to Public Services Act portal. The header includes the Government of Maharashtra logo, the motto 'YOUR SERVICE IS OUR DUTY', and the name of the Hon'ble Chief Minister, Shri Uddhav Thackeray. A navigation menu contains links for Home, About RTS Commission, Department Notified Services, Ease of Doing Business, Contact Us, Sewa Kendra, and Dashboard. The main content area is titled 'SERVICES AVAILABLE ONLINE' and lists various services such as 'Permission to digging saku (minor mineral Extraction) for industrial purpose' and 'Rural Development and Panchayat Raj Department' services like Birth Certificate, Death Certificate, etc. On the right, there is a 'CITIZEN LOGIN' section with a 'New User? Register Here..' button and a 'VLE Login' button. Below these are input fields for 'Enter Your User ID' and 'Enter Your Password', and a 'LOGIN' button. A callout box points to the 'LOGIN' button with the text 'Click Here for Login'. Other callouts point to the input fields with the text 'Enter Your User ID', 'Enter Your Password', and 'Enter Text'. There are also buttons for 'Forgot Password?' and 'Forgot UserName'.

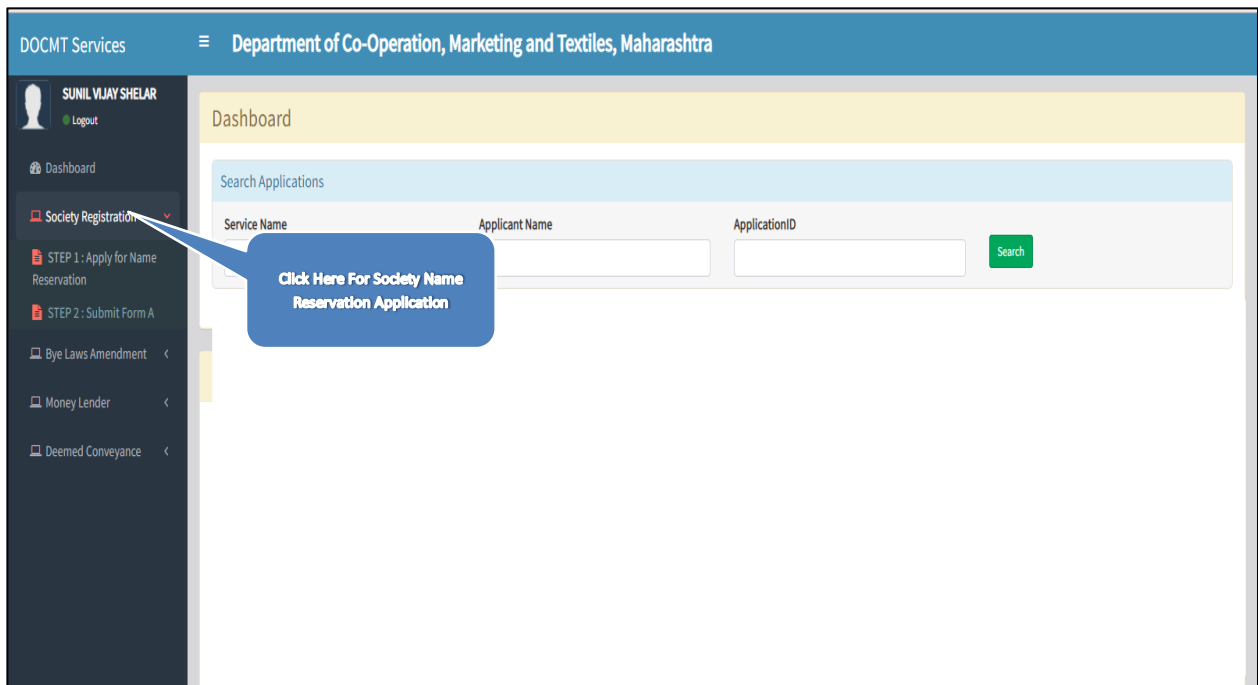
- After logging in to the website, the following screen will appear
- Select the “Department of Cooperation Marketing and Textiles” section as directed on the screen.

The screenshot shows the user's dashboard after logging in. The header displays 'Welcome, SUNIL VIJAY SHELAR' and options to 'Edit Profile' and 'Change Password'. The main content area is divided into sections: 'SEARCH SERVICE' with a search bar, and 'YOUR TRANSACTION HISTORY'. A left sidebar menu lists various departments, including 'Department of Co-Operation Marketing and Textiles'. A callout box points to this menu item with the text 'Click Here For Society Registration'.

- After selecting the **Department of Cooperation Marketing and Textiles**, the following screen will appear.
- As directed on the screen, first select the **Society Name Registration** option and click on **Proceed**.



- After clicking on **Proceed**, the following screen will appear.
- As directed on the screen, click on **STEP 1: Apply for Name Reservation** under the **Society Registration** tab.



- After clicking on **STEP 1: Apply for Name Reservation**, the following screen will appear.
- The name of the Proposed society should be mentioned in English and Marathi as directed on the screen.
- Next, select the classification of the co-operative society to be registered
- After selecting the classification of the co-operative society, the area of operation (**Taluka/Ward**) of the society should be selected and then select the Division. the department should be selected.



- In addition to the proposed name, four other preferred names should be mentioned.
- Then the details of the first meeting of the promoters for the formation should be mentioned

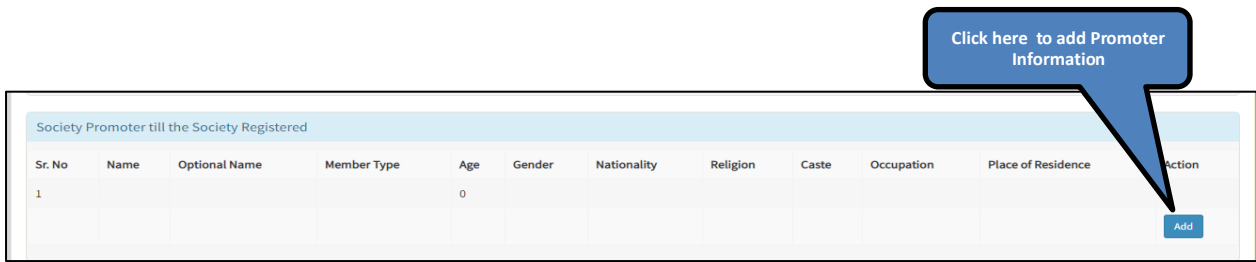
- Mention the number of members of the society, admission fee, price of shares, total number of shares and share capital.
- Mention the details of the Chief Promoter. It includes the full name, address, mobile no., And e-mail id Of the Chief promoter.

The image shows two forms from a web application. The first form, titled "Society Share Details", has fields for "No. of Member(s)", "Share Value (in Rupees)", "Share Capital (in Rupees)", "Entry Fees (in Rupees)", and "No. of Shares". A callout "Enter Member Count" points to the "No. of Member(s)" field. Another callout "Select Membership Fee as Applicable" points to the "Entry Fees" dropdown. A third callout "Share Value x Nos. of Shares" points to the "Share Value" field. The second form, titled "Chief Promoter Detail", is highlighted with a red border and contains fields for "Name of Chief Promoter", "Address", "Road / Street", "Near / Opposite", "Division", "District", "Taluka", "Village", "Pincode", "Email ID", "Mobile No.", and "Land Line No.". A callout "Enter Chief Promoter Details" points to the "Name of Chief Promoter" field.

- The address of the planned society should be mentioned on the following screen.
- Then click on the **Add** button, stating the purpose of the society.

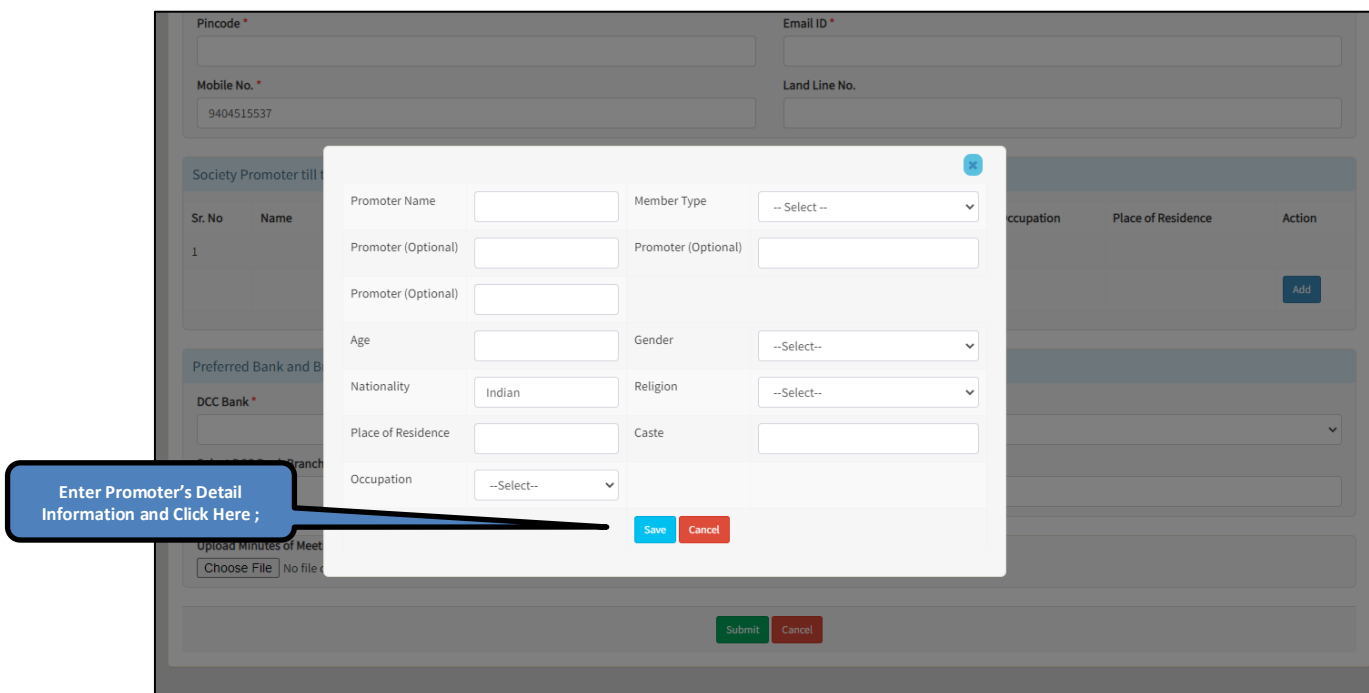
The image shows two forms from a web application. The first form, titled "Society Address to be Registered", is highlighted with a red border and contains fields for "Address", "Road / Street", "Near / Opposite", "Division", "District", "Taluka", "Village", and "Pincode". A callout "Enter Location Details" points to the "Address" field. The second form, titled "Objectives of Proposed Society", contains a table with columns "Sr. No", "Objectives", and "Action". The first row has "1" in the "Sr. No" column. Below the "Objectives" column is a text input field, and below the "Action" column is an "Add" button. A callout "Enter Proposed Society Objectives and Click here" points to the "Add" button.

- After mentioning the objectives of the society, click on the Add button to update the information of the promoters participating in the society



Sr.No	Name	Optional Name	Member Type	Age	Gender	Nationality	Religion	Caste	Occupation	Place of Residence	Action
1				0							<a href="#">Add</a>

- **Add** After clicking on the button, the following screen will appear.
- In this form, name of promoter, age, gender, nationality, religion, address of residence, occupation etc. should be mentioned and click on **Save** button.
- After that, click on the **Add** button again to fill in the information of the next promoter and proceed as above.
- As above, the information of all the promoters updated one by one by processing.



Pincode \*  
Email ID \*

Mobile No. \*  
9404515537  
Land Line No.

Society Promoter till the Society Registered

Sr.No	Name	Member Type	Age	Gender	Nationality	Religion	Caste	Occupation	Place of Residence	Action
1										<a href="#">Add</a>

Preferred Bank and Branch

DCC Bank \*

Upload Minutes of Meeting  
Choose File No file chosen

[Submit](#) [Cancel](#)

Enter Promoter's Detail Information and Click Here ;



- After filling in the promoter information, you will be given the option of bank selection through computer system to activate the bank account of the proposed society .
- Select bank accordingly shown on the screen below.

The screenshot shows a web form titled "Preferred Bank and Branch". It contains the following fields:

- DCC Bank \***: A dropdown menu with a callout bubble pointing to it that says "Select DDC Bank".
- Select Bank Branch Taluka/Ward \***: A dropdown menu.
- Select DCC Bank Branch \***: A dropdown menu with a callout bubble pointing to it that says "Select Branch Near By Society Location".
- IFSC Code**: A text input field with a callout bubble pointing to it that says "IFSC Code Generated Automatically by System".
- Upload Minutes of Meeting (.PDF file)**: A "Choose File" button with "No file chosen" text below it.
- Submit** and **Cancel** buttons at the bottom.

- After the bank selection, a copy of the minutes of the first meeting of the promoters is to be scanned and uploaded for the formation of society.
- This file should be in PDF format. Make sure that the file size does not exceed 3 MB.
- For this, follow the instructions shown on the screen below.
- After successfully uploading the file, click on **Submit** button.

This screenshot shows the same form as above, but with an "Open" file dialog box overlaid. The dialog shows the "This PC" view with folders like "3D Objects", "Desktop", "Documents", and "Downloads".

Callouts provide instructions:

- 1<sup>st</sup> Click here to upload Society Promoter's Meeting Proceeding**: Points to the "Choose File" button.
- 2<sup>nd</sup> - Select File Location click here**: Points to the "Open" button in the file dialog.
- 3<sup>rd</sup> - click here to Submit the Application**: Points to the "Submit" button on the form.

- After clicking on the **Submit** button, the following dashboard screen will appear.
- Click on **Upload Documents** in the above Dashboard to update the required documents for society registration.



After Successfully Submitted Name Reservation Application, Dashboard display as follow

The screenshot shows the dashboard for the Department of Co-Operation, Marketing and Textiles, Maharashtra. The user is SUNIL VIJAY SHELAR. The dashboard includes a search bar for applications and a table of applications. A callout bubble points to the 'Upload Documents' link in the table.

Application ID	Applicant Name	Service Name	Application Date	Status	View Application	Upload Documents	Make Payment	Print Receipt	Inspection Fees Payment	Downloads	Appeal
1990541934205100001404	SUNIL VIJAY SHELAR	Society Name Reservation	23-06-2019 14:07:54	Pending	View Application	Upload Documents					

- After clicking on the **Upload Documents** button, the following Dashboard screen will appear.
- The file should be in PDF format, making sure that the file size does not exceed 3 MB.



The screenshot shows the 'Society Name Reservation and Bank Account Opening Form' page. The page includes a 'Download Application' section and an 'Upload Signed Copy' section. A dropdown menu is open, showing a list of documents to be uploaded.

**Download Application**

Note: [Click here](#) to download the " Name Reservation Form" you have filled, self sign and upload the scan copy of the same in the area provided below.

**Upload Signed Copy**

Select Document: -- Select --

- Select --
- Name Reservation Scanned Copy
- Details of promoter members share holding and membership fee
- Business Projection Plan for 3 years
- Certificate regarding population in the area of operation
- Certificate of promoter members not belonging to same family
- 7/12 extract of the land or property card
- Certificate from competent authority regarding non-agricultural land
- The order regarding applicable / non applicable of land ceiling Act
- Construction layout approved by competent authority
- Letter of sanction for starting construction
- Certificate regarding completion of construction work
- Development agreement if the land is taken for development
- Letter of power of attorney of the land
- Title search report of the land
- The registered agreement of purchases of the flat with necessary stamp duty paid.
- Architect certificate regarding construction
- Scheme of the society
- IF the land is given by the government or undertaking agency of the government then its guarantee letter
- No objection certificates from charitable commissioner if the land is of trust

Upload Document: Choose File | No file chosen

- After clicking on the **Upload Documents** button, the following Dashboard screen will appear.
- To ensure that all the specified documents have been successfully uploaded, click on the **Submit Application** button.

Upload Signed Copy

Select Document

-- Select --

Upload Document

Choose File No file chosen

Remark

Add
Cancel

List of Documents

5 docs out of 5 uploaded.

Sr.No	Document Name	File Name	Remark	View	Delete
1	Name Reservation Scanned Copy	sangh 1.pdf		View	Delete
2	Details of promoter members share holding and membership fee	rbi cir 1.pdf		View	Delete
3	Business Projection Plan for 3 years	rbi cir 1.pdf		View	Delete
4	Certificate regarding population in the area of operation	rbi cir 1.pdf		View	Delete
5	Certificate of promoter members not belonging to same family	rbi cir 1.pdf		View	Delete

Submit Application
Cancel

- After clicking on the **Submit Application** button, a screen will appear with the following Dashboard
- Click on **Make Payment** in the above dashboard and pay the required fee for society registration.

DOCMT Services
Department of Co-Operation, Marketing and Textiles, Maharashtra

SUNIL VIJAY SHELAR  
Logout

- Dashboard
- Society Registration
- Bye Laws Amendment
- Money Lender
- Deemed Conveyance

Dashboard

Search Applications

Service Name

-- Select --

Applicant Name

ApplicationID

Search

List of Applications

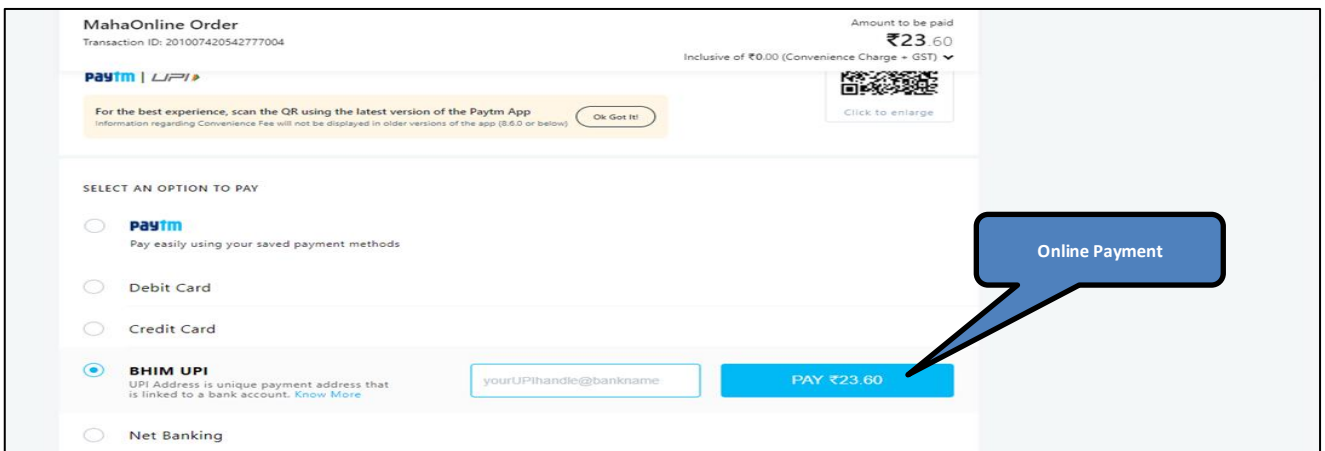
Application ID	Applicant Name	Service Name	Application Date	Status	View Application	Upload Documents	Make Payment	Print Receipt	Inspection Fees Payment	Downloads	Appeal
1990541934205100001404	SUNIL VIJAY SHELAR	Society Name Reservation	23-06-2019 14:07:54	Pending	View Application	Upload Documents	Make Payment	Print Receipt	Inspection Fees Payment		

Click here to paid Name Reservation Application Fee

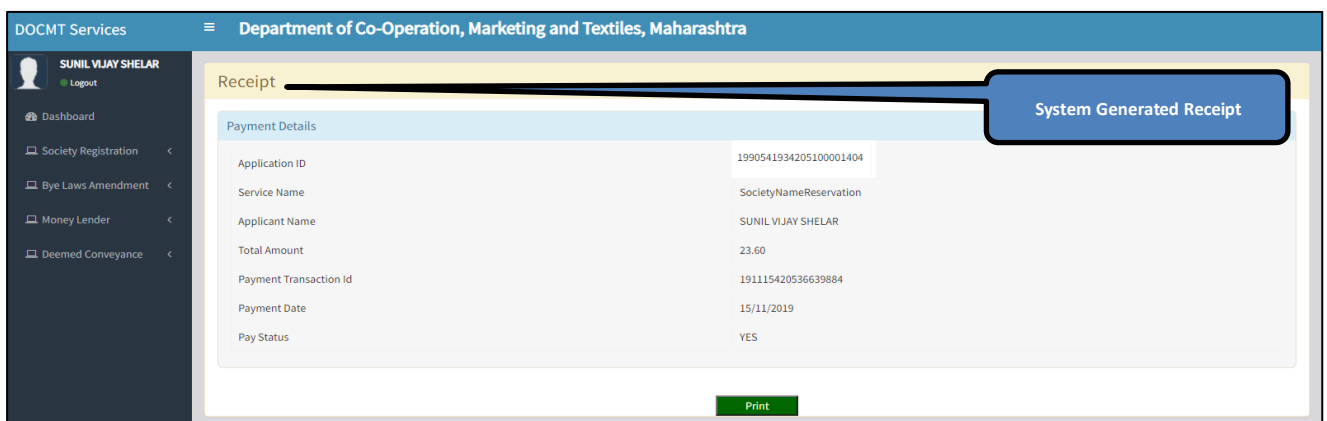
- After clicking on the Make Payment button, the Dashboard screen will appear as follows.
- You should choose the option that suits you.



- The fee should be paid as follows by selecting the option that suits you



- Upon successful payment of the prescribed fee, the following System Generated Receipt will be received.

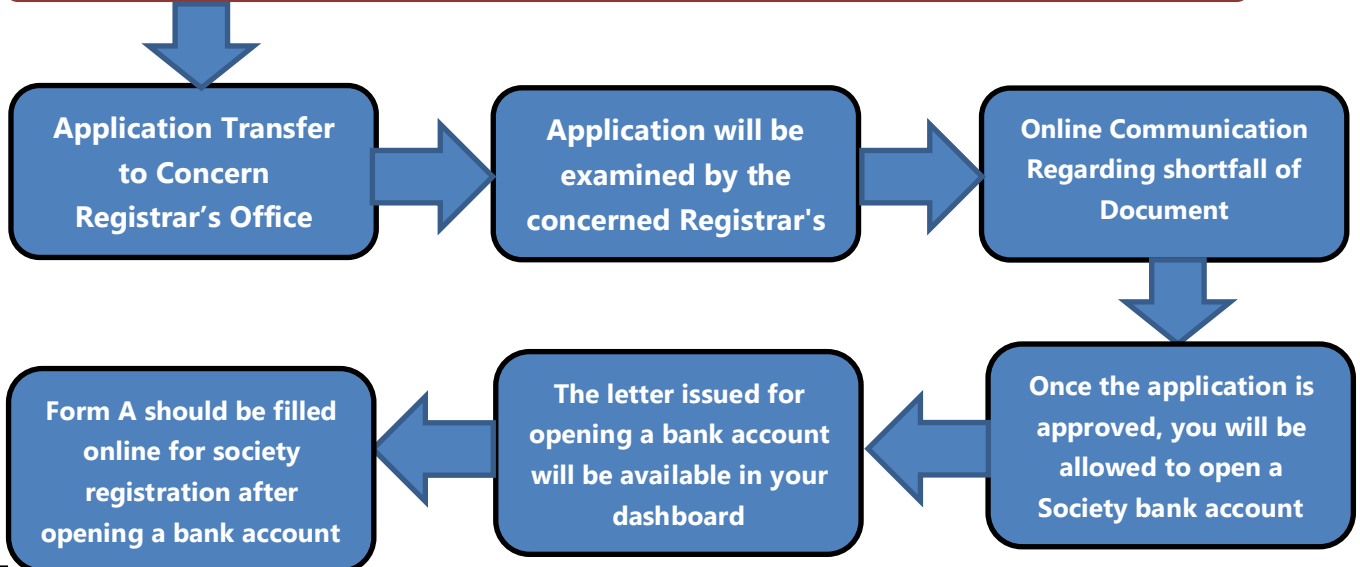


➤ Upon successful submission of your application, the following Dashboard will appear.

The screenshot shows the 'DOCMT Services' dashboard for the Department of Co-Operation, Marketing and Textiles, Maharashtra. The user is logged in as SUNIL VJAY SHELAR. The dashboard includes a search bar for applications and a table of applications.

Application ID	Applicant Name	Service Name	Application Date	Status	View Application	Upload Documents	Make Payment	Print Receipt	Inspection Fees Payment	Downloads	Appeal
1990541934205100001404	SUNIL VJAY SHELAR	Society Name Reservation	23-06-2019 14:07:54	Pending	View Application	Upload Documents	Make Payment	Print Receipt	Inspection Fees Payment		

**Procedure after successful submission of Society Name Reservation Application**

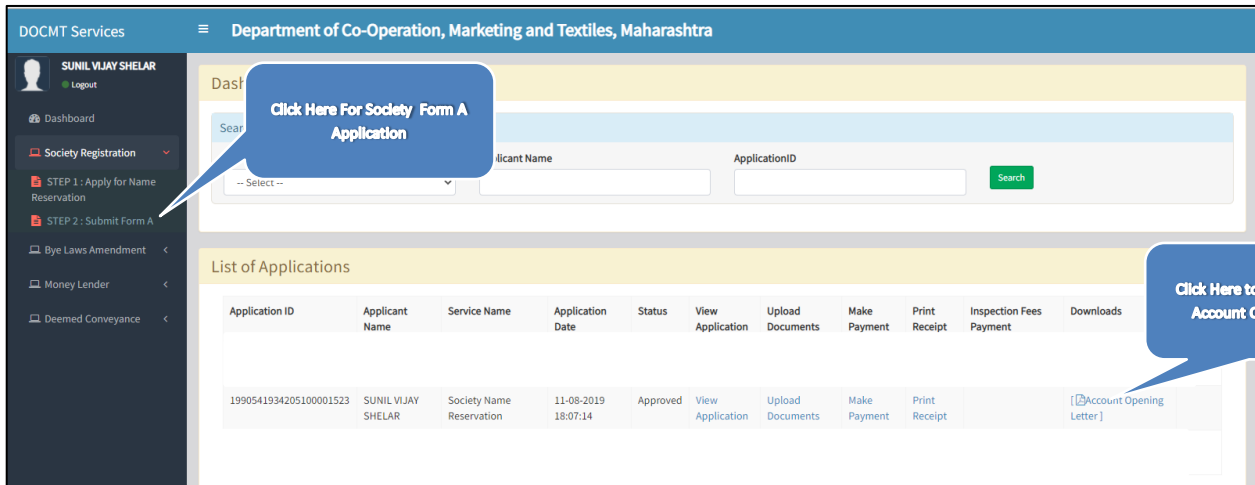


The screenshot shows the 'DOCMT Services' dashboard with the 'Downloads' section highlighted. A link labeled '[Account Opening Letter]' is visible in the 'Downloads' column of the application table.

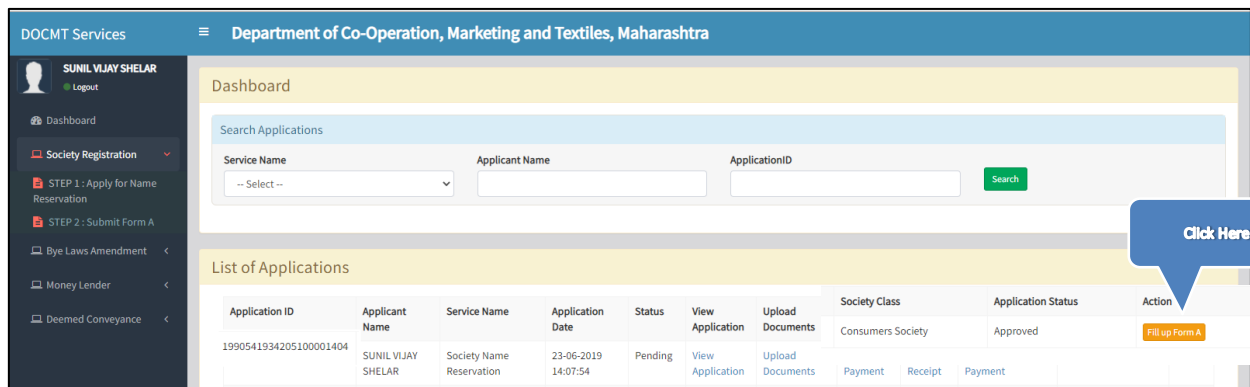
Application ID	Applicant Name	Service Name	Application Date	Status	View Application	Upload Documents	Make Payment	Print Receipt	Inspection Fees Payment	Downloads	Appeal
1990541934205100001404	SUNIL VJAY SHELAR	Society Name Reservation	23-06-2019 14:07:54	Pending	View Application	Upload Documents	Make Payment	Print Receipt	Inspection Fees Payment	[Account Opening Letter]	

**User Manual**  
**Commissioner for Cooperatives, Maharashtra State, Pune**  
**Cooperative Society Registration (Form A) "Step 2" on**  
[www.aaplesarkar.mahaonline.gov.in](http://www.aaplesarkar.mahaonline.gov.in)

- Upon successful submission of step 1, the Dashboard will appear as follows.
- Registrar of society issuing letter to open a bank account
- Accordingly open a bank account and account statement should be scanned.
- After that, click on "Step 2" to complete the rest of the society registration process.



- After clicking on the Submit Application button, the following Dashboard screen will appear.
- Click on Fill up Form A in this Dashboard to pay the required fee for society registration.



- In this Form A, the society's objectives, share capital, etc. Information should be updated.

Sr. No. 1, Division Pune, District Pune City, Taluka Pune City 2. Society Class: Consumers Society.

**Society Objectives**

Sr.No.	Society Objectives	Edit	Delete
1	abcd consuers		

Amount of preliminary expenditure incurred by the promoters till date, and estimate of expenditure likely to be incurred thereafter with a view to getting the society registered. \*

Language in which the books and accounts of the society will be kept. \*  
 Marathi  Hindi  English

**Society Promoter till the Society Registered**

Sr. No	Name	Member Type	Age	Gender	Nationality	Religion	Occupation	Place of Residence	Amt subscribed to share capital	Whether Signatory member of Society (Yes / No)	In Case of Society whether is member of Committee of that Society
1	manali	Individual	30	Female	Indian	Hindu	House Wife	wakad		<input type="radio"/> Yes <input checked="" type="radio"/> No	NO
2	ganesh	Local Authority	26	Male	Indian	Hindu		wakad		<input type="radio"/> Yes <input checked="" type="radio"/> No	YES
3	rajesh	Individual	32	Male	Indian	Hindu		wakad		<input type="radio"/> Yes <input checked="" type="radio"/> No	NO

- Scan and upload the bank account statement and bye-laws of the society in this Form A.

**Documents List**

Select Document: Copy of Bye-laws, Bank Balance Certificate, Copy of Bye-laws

Upload Document: Choose File | rbi cir 1.pdf

Buttons: Add, Cancel

Sr. No	Document Name	File Name	Remark	View	Delete
1	Bank Balance Certificate	rbi cir 1.pdf			

- After successfully scanning and uploading the bank account statements and bye-laws of the society in this Form A, the following dashboard will appear.
- Click on submit button on this Dashboard submit

**List of Documents**

Sr. No	Document Name	File Name	Remark	View	Delete
1	Bank Balance Certificate	rbi cir 1.pdf		View	Delete
2	Copy of Bye-laws	rbi cir 1.pdf		View	Delete

Declaration: I declare that the information furnished above is true to the best of our knowledge and belief

Buttons: Submit, Cancel

- After clicking on the Submit Application button, the following Dashboard screen will appear.
- Then make payment to pay the required fee for society registration

DOCMT Services | Department of Co-Operation, Marketing and Textiles, Maharashtra

SUNIL VIJAY SHELAR | Logout

Dashboard

Society Registration <

Bye Laws Amendment <

Money Lender <

Deemed Conveyance <

Dashboard

Search Applications

Service Name: -- Select -- | Applicant Name: | ApplicationID: | Search

List of Applications

Application ID	Applicant Name	Service Name	Application Date	Status	View Application	Upload Documents	Make Payment	Print Receipt	Inspection Fees Payment	Downloads	Appeal
1990541934205100001523	SUNIL VIJAY SHELAR	Society Name Reservation	11-08-2019 18:07:14	Approved	View Application	Upload Documents	Make Payment	Print Receipt		[Account Opening Letter]	
1990541934203100002001	SUNIL VIJAY SHELAR	Society Registration	18-01-2020 11:40:53	Approved	View Application	Upload Documents	Make Payment				

Click Here to Pay Fees

- After clicking on the Make Payment button, the following dashboard screen will appear.
- In the above dashboard, you should choose the option that suits you.

MahaOnline limited  
(A Joint Venture between Govt. of Maharashtra & TCS)

Government of Maharashtra Portal

Wallet | Net Banking | Credit/Debit Card | IMPS | UPI

1% per transaction for any amount.

paytm | Paytm

Click Here to Select Online Payment Mode

- The fee should be paid as follows by selecting the option that suits you.

MahaOnline Order  
Transaction ID: 201007420542777004

Amount to be paid ₹23  
Inclusive of ₹0.00 (Convenience Charge + GST)

paytm | UPI

For the best experience, scan the QR using the latest version of the Paytm App. Information regarding Convenience Fee will not be displayed in older versions of the app (3.6.0 or below). Ok Got It!

Click to enlarge

SELECT AN OPTION TO PAY

paytm  
Pay easily using your saved payment methods

Debit Card

Credit Card

BHIM UPI  
UPI Address is unique payment address that is linked to a bank account. Know More

yourUPIhandle@bankname

PAY ₹23.60

Online Payment



- After successful payment of the prescribed fee, the following System Generated Receipt will be received.

DOCMT Services | Department of Co-Operation, Marketing and Textiles, Maharashtra

SUNIL VJAY SHELAR | Logout

Receipt

System Generated Receipt

Payment Details

Application ID	1990541934205100001404
Service Name	SocietyNameReservation
Applicant Name	
Total Amount	2500.00
Payment Transaction Id	191115420536639884
Payment Date	15/11/2019
Pay Status	YES

Print

- Upon successful submission of your application, the following Dashboard will appear
- The scrutiny of your application was completed through the Registrar of society.
- Registration certificate issued by Registrar of society

DOCMT Services | Department of Co-Operation, Marketing and Textiles, Maharashtra

SUNIL VJAY SHELAR | Logout

Search Applications

Service Name: -- Select -- | Applicant Name: | ApplicationID: | Search

List of Applications

Application ID	Applicant Name	Service Name	Application Date	Status	View Application	Upload Documents	Make Payment	Print Receipt	Inspection Fees Payment	Downloads	Appeal
1990541934205100001523	SUNIL VJAY SHELAR	Society Name Reservation	11-08-2019 18:07:14	Approved	View Application	Upload Documents	Make Payment	Print Receipt		[Account Opening Letter]	
1990541934203100002001	SUNIL VJAY SHELAR	Society Registration	18-01-2020 11:40:53	Approved	View Application	Upload Documents	Make Payment	Print Receipt		Registration Certificate	

!!Thanks !!

System Generated Receipt