

FORM I
(See rule 4)
REGISTER OF SOCIETIES
The West Bengal Societies Registration Act, 1961

Number of the society on the register :
Name of the society :
Date of dissolution :
How dissolved :

Serial No. of document	Date of Registration	Registered Office of the Society	Description of document filed	By whom filed	Signature of the Registrar

FORM II
(See rule 5)
INDEX TO THE REGISTER OF SOCIETIES
The West Bengal Societies Registration Act, 1961

Name of the society	Date of registration	Number of society in the register	Volume of register and folio

FORM III
(See rule 8)
**APPLICATION FOR INSPECTION, COPY OR EXTRACT
OF DOCUMENTS**
The West Bengal Societies Registration Act, 1961

To
The Registrar of Firms, Societies and Non-trading Corporations,
West Bengal.

I hereby apply for inspection/ copy / extract of document/ documents, the
particulars of which are given below:

No.

Dated:

Name of Society :

Address of the Society :

Registered number of the Society :

Nature of particulars of documents :

Inspection/ copy/ extract fee- Rs.

Copy wanted of

Particulars furnished.....

Stamp :

Cartridge paper

Copying fee

Date on which copy was prepared :

Delivered on.....

*Signature of the person inspecting the
document/ documents or receiving delivery of
the extract/ copy of the document/ documents*

*Signature of the applicant
with address*

FORM IV
(See rule 9)
**FILING OF ALTERATION OF THE MEMORANDUM OR THE
REGULATIONS BY A SOCIETY**
The West Bengal Societies Registration Act, 1961

To
The Registrar of Firms, Societies and Non- trading Corporations,
West Bengal.

I submit herewith, pursuant to rule 9, the altered Memorandum/ Regulations
along with a brief statement of alteration as given below:

Name of the society :
Registered No. of the Society :

Description of alterations in Memorandum / Regulations

Date of alterations	Previous position	Altered position

FORM V
(See rule 12)
**NOTICE OF ALTERATION OF THE MEMORANDUM OF
ASSOCIATION OF A SOCIETY**
The West Bengal Societies Registration Act, 1961

To
The Registrar of Firms, Societies and Non-trading Corporation,
West Bengal.

I hereby apply, pursuant to section 8(1) of the West Bengal Society
Registration Act, 1961 for permission to the following alteration/ alterations of the
Memorandum of Association of the Society whose particulars are given below:

Name of the Society :
Registered No. of the Society :
Existing provisions :
Proposed provisions :
Date :

Signature of the President/ Secretary
(Seal of the Society)

FORM VI
(See rule 13)
FILING OF ANNUAL AND OTHER RETURNS BY A SOCIETY
The West Bengal Societies Registration Act, 1961

To
The Registrar of Firms, Societies and Non-Trading Corporations,
West Bengal.

I submit herewith the annual and other returns as required under section 17 of
the West Bengal Societies Registration Act, 1961.

Name of Society :

Registered No. of the Society :

Date of the Annual General Meeting :

Date of the previous Annual General
Meeting :

Number of members on the date of the
Annual General Meeting :

Name and address of the Auditor :

Enclosures :

Date:

Signature of the President/ Secretary
(Seal of the Society)

THE SCHEDULE
(See rule 14)
Fees
Society Registration fees—150

1.	Upon a Memorandum of appeal under section 7(3) of the Act.	Rs.70.00 (Rupees Seventy)
2.	Upon alteration of Memorandum or Regulations under section 9(1) of the Act.	Rs.50.00 (Rupees Fifty)
3.	Upon Annual return under section 17(1) of the Act.	Rs.25.00 (Rupees Twenty-five)
4.	Upon change in the composition of the Governing Body or in the holder of the office of the President or the Secretary under section 17(3) of the Act.	Rs.5.00 (Rupees Five)
5.	For certified copy of Memorandum of Association or extract of any document or part of document under section 29 of the Act.	Rs.10.00 (Rupees Ten)
6.	For duplicate copy of the certificate of Registration	Rs.10.00 (Rupees Ten)