

O/o. Inspector General of Registration,
Chennai 600 028.

Circular

No.18523/I4/2020-3 Dated: 09.8.2021

Sub:	Registration Department - Ease of doing business - online filing of prescribed forms under Chit Fund Act 1982 and Tamil Nadu Chit Fund Rules 1984 - Instructions issued - regarding.
Ref:	Inspector General of Registration circular No. 20274/CS1/2019 dated 31-10-2020

The services rendered by this department under the Chit Fund Act 1982 are made online through Project STAR 2.0. A chit company or branch of that chit company can create one login for uploading of forms. Since, lot of forms have to be uploaded for big companies multiple login facility also provided to the chit company or branch. The person who is responsible for the conduct of the chit (Foreman) has to upload required documents and submit the application through online.

2. A true copy of the minutes of the proceedings of every draw in a Chit shall be filed by the Foreman with the concerned Sub Registrar within the prescribed time. Since, online facility for filing the minutes of the proceedings of the every draw in a chit has been created, the Foreman files the minutes of the proceedings of every draw of chit online by paying the required fee online.

3. Once, Foreman files the minutes of the proceedings of draw online within the time prescribed for it, the minutes will be sent to the login of Sub Registrar (Chits and Societies) for scrutiny. He has to verify the minutes filed online. If it is in order, the minutes has to be approved by Sub Registrar (Chits and Societies). If any mistake is

notices like scanning and sending white paper etc, Sub Registrar (Chits and Societies) has to make a remark about the deficiency and send the application back to the Foreman by online. Foreman can rectify the deficiency pointed out by Sub Registrar (Chits and Societies) and resend the minutes by online.

4. The filing of minutes has been transferred from the jurisdictional Sub Registrar to Sub Registrar (Chits and Societies) whose office is in the concerned District Registrar office. Sub Registrar (Chits and Societies) has to approve or forward it to the Foreman with remarks, if any error is found, within three working days. If the filed minutes is neither approved nor sent back for rectification, by Sub Registrar (Chits and Societies) within three working days, it would be considered as deemed approved. Sub Registrar (Chits and Societies) is liable for any lapses in future.

5. If the Foreman files the minutes of the proceedings of draw online belatedly, the minutes will be sent to the login of District Registrar (Chits and Societies) for levying penalty for delay. District Registrar has to levy penalty for the delay and send the application to the Foreman online. If the Foreman pays the levied penalty online then the application will be sent to Sub Registrar (Chits and Societies) online. Then the process mentioned in the paragraph (3) will be followed.

6. Further, every Foreman shall file a Balance Sheet as on the last date of each calendar year/financial year to the District Registrar within the prescribed time. To this also online facility has been created and Foreman can file it online. Once it is filed, it will be sent to District Registrar's login. District Registrar can either approve or return it for rectification. If returned for rectification, the Foreman has to resubmit the returned balance sheet online after rectification.

It is informed that the following facilities are created in the online system regarding conduct of Chits.

- Displaying information regarding procedure, Checklist of documents, fees etc.,
- Provision has been made
 - (i) for an applicant to submit application online
 - (ii) for an applicant to upload supporting documents
 - (iii) for an applicant to make payment of requisite fees
 - (iv) for an applicant to track the status of application

- Provision has been created for department officials to raise queries to applicants and applicant to respond to queries online.

Either Physical/manual application or physical copies of documents are not required to be filed to the District Registrar in addition to online application. So, it is instructed to all District Registrars as follows

- Department officials shall not ask the applicant to submit the application form and / or supporting documents and / or respond to queries in hard copy or any other form.
- There will be no physical touch points between the Department officials and the applicant during the entire application cycle.
- Applications and queries shall be processed only through the online system.

Sd/-09.8.2021

Inspector General of Registration

/By Order/

Additional Registrar of Chits

To

All District Registrars,
All Deputy Inspector General of Registration.

Copy submitted to

1.The Secretary,
Commercial Taxes and Registration Department, Secretariat,
Chennai 600 009.

2.Tamil Nadu Industrial Guidance & Export Promotion Bureau,
19-A, Rukmani Lakshmipathy Road, Egmore, Chennai -8.

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