

Circular

No.18523/I4/2020-2 Dated: 09.8.2021

Sub:	Registration Department –Ease of doing business – online filing of prescribed forms under Tamil Nadu Societies Registration Act, 1975 and Tamil Nadu Societies Registration Rules 1978 - 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 Tamil Nadu Societies Registration Act, 1975 are made online through Project STAR 2.0. A Society can create their own login ID and upload Memorandum and bye-laws and other required documents and submit the application through online.

2. It is informed that the following facilities are created in the online system regarding registration of societies.

- 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.

- Provision has been created for an applicant to download the final digitally signed certificate by the District Registrar(Form II)

3. The documents so uploaded by the Society shall be scrutinized by the Registrar of Societies concerned in STAR 2.0 application itself. If the uploaded forms are in order, the District Registrar shall register the society and affix his / her digital signature in the registration certificate. The generated certificate can be downloaded in the login itself. The concerned person from society need not come to District Registrar office for registration.

4. If the uploaded documents are not in order, then the concerned District Registrar with his remarks shall send the application to the society through online. If the mistakes are rectified and sent through online, then the District Registrar shall register the society and follow the instructions stated in the previous para. At any cost, the concerned District Registrar should not ask the person from society to come in person.

5. Further, the registered society has to submit the periodical returns to the District Registrar. STAR 2.0 application has the facility to upload periodical returns with required application. Again on satisfaction, the concerned District Registrar shall file the returns submitted by online. If any of the forms uploaded in online found to be deficient, the District Registrar shall send it to the society with his remarks. Once, the pointed out mistakes are rectified the District Registrar shall file the periodical returns.

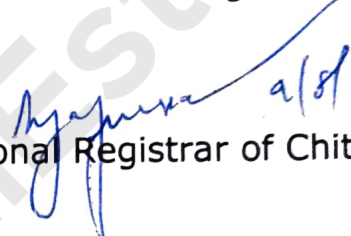
6. Either Physical/manual application or physical copies of documents are not required to be filed to the District Registrar in addition to online application. So, it is instructed to all District Registrars as follows

- 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/

 9/8/2021
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, RukmaniLakshmipathy Road, Egmore, Chennai -8.