பதிவுத்துறை
REGISTRATION DEPARTMENT

SOCIETY REGISTRATION

CITIZEN PORTAL USER MANUAL

Verified RegEstate ™

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Following is the legend of icons / signs / symbols used in this User Manual

Buttons/Icons	Functionality	Usage/Remarks
Previous	Previous	To go back to the previous tab / section
Next	Next	To move to next tab
Proceed	Proceed	To save data on screen and proceed to the next Tab
Update	Update	While editing a record, to save the modified data
Cancel	Cancel	To cancel all data entered in the current step
Add	Add	To add another record in the table
Reset	Reset	To clear screen of all values entered and populate the default values on screen
	Edit	To Modify/change data entered
	Delete	To delete data entered
	Mandatory	Values for these fields must be entered
	Check box	To select a given option
	Search	To search for File from database
Search	Search	To search to a file after providing file details
Tamil English	Radio Button	To select between two options given
Save as Draft	Save as Draft	To save the present data entered as a draft to continue later
Save and Continue	Save and Continue	To save the present data entered and continue further

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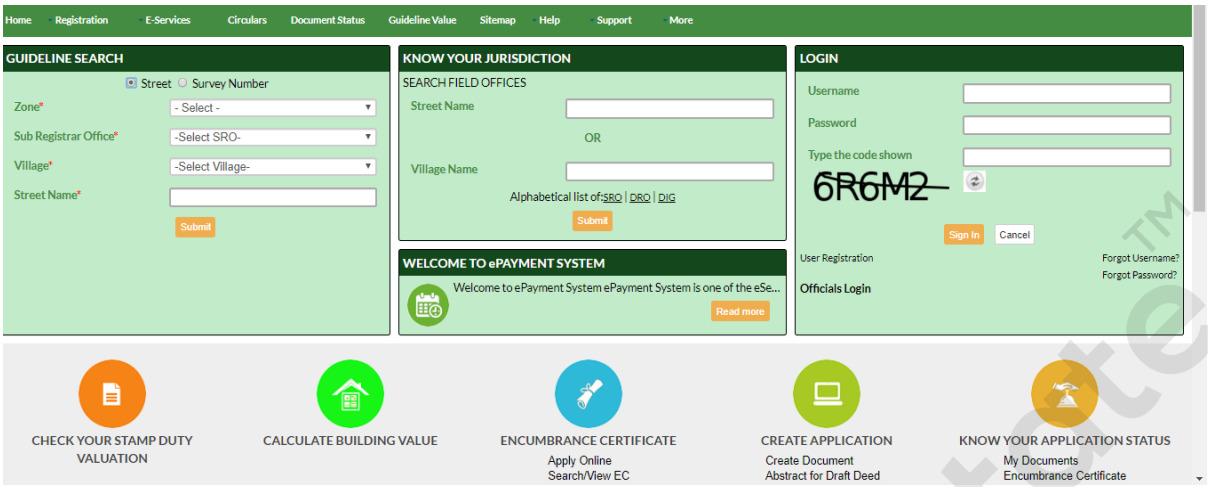


FIGURE 1: LOGIN PAGE

Step 1: Login to the website with your username and password

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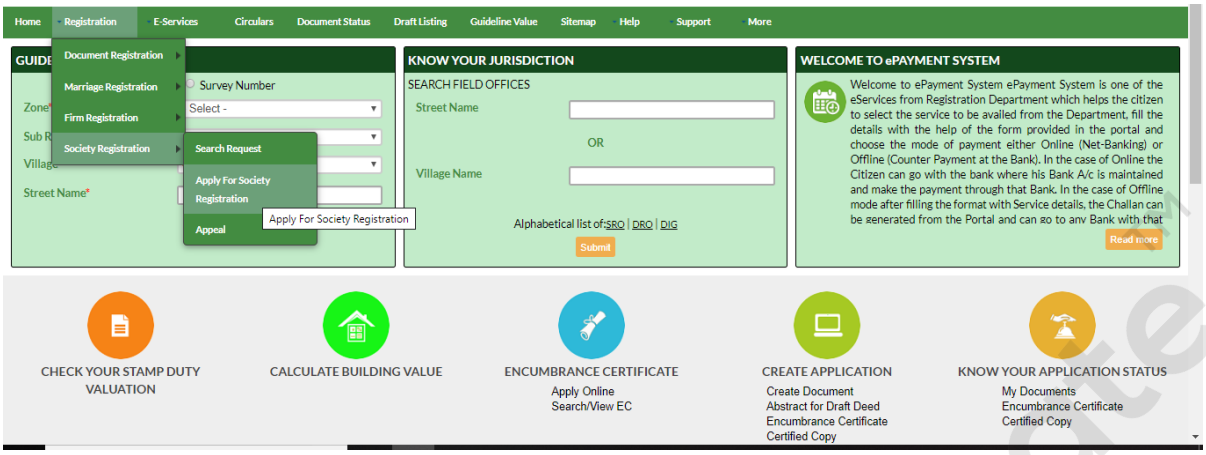


FIGURE 2: CITIZEN'S PORTAL HOME PAGE

Step 1: To register the society, click on Registration

Step 2: Then select society Registration

Step 3: Then click on Apply for society Registration

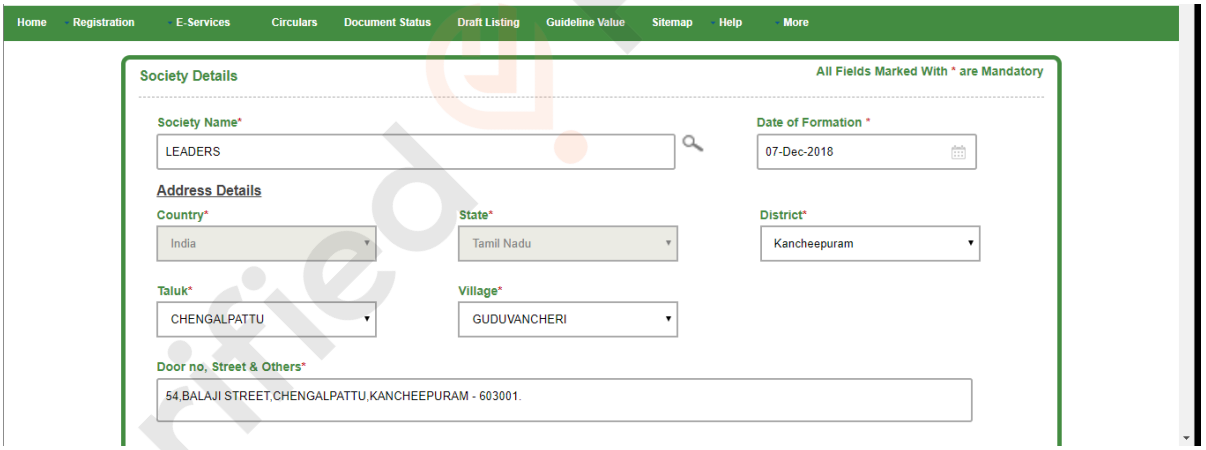


FIGURE 3: SOCIETY LOGIN SCREEN 1

Step 1: Enter details of the society to be created

Step 2: Enter Society Name and Date of formation of the society, using the calendar menu.

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Step 3: Enter address details including Country, State, District, Taluk and village, using the dropdown boxes.

Step 4: Enter the Door No. Street & Others

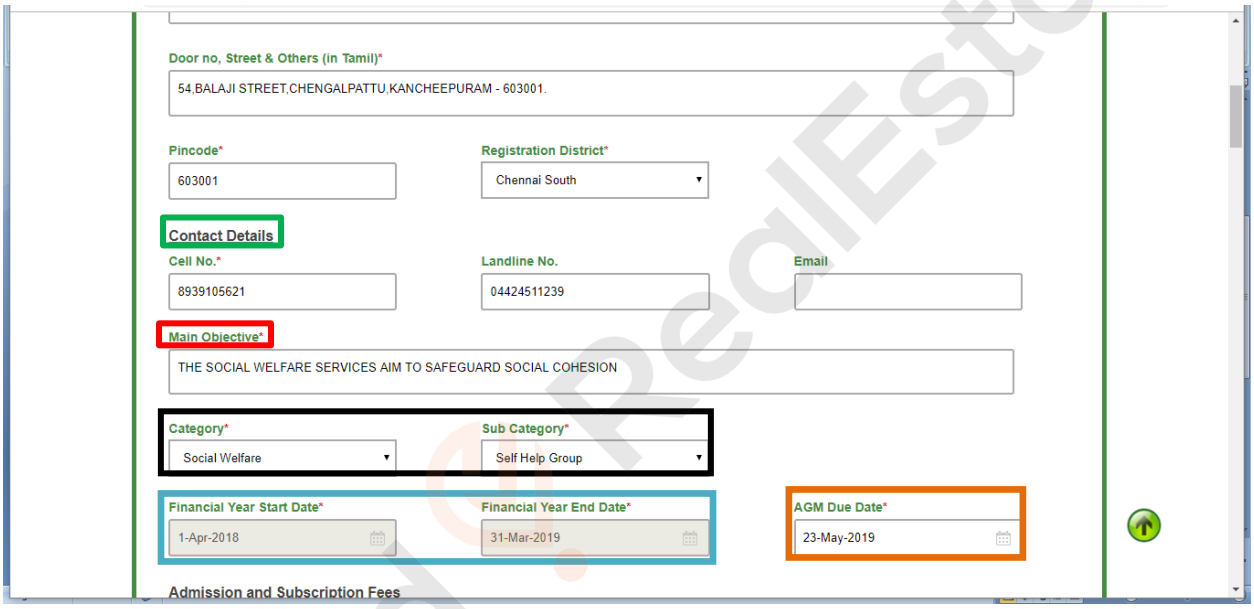


FIGURE 4: SOCIETY CONTACT DETAILS SCREEN 2

Step 1: Enter the pin code and registered district, using the dropdown list.

Step 2: Provide the contact details of the society.

Step 3: Enter the main objective of the society.

Step 4: Click on the category and sub-category and enter the details using the drop list.

Step 5: Select the financial start and end year date

Step 6: Select the AGM due date

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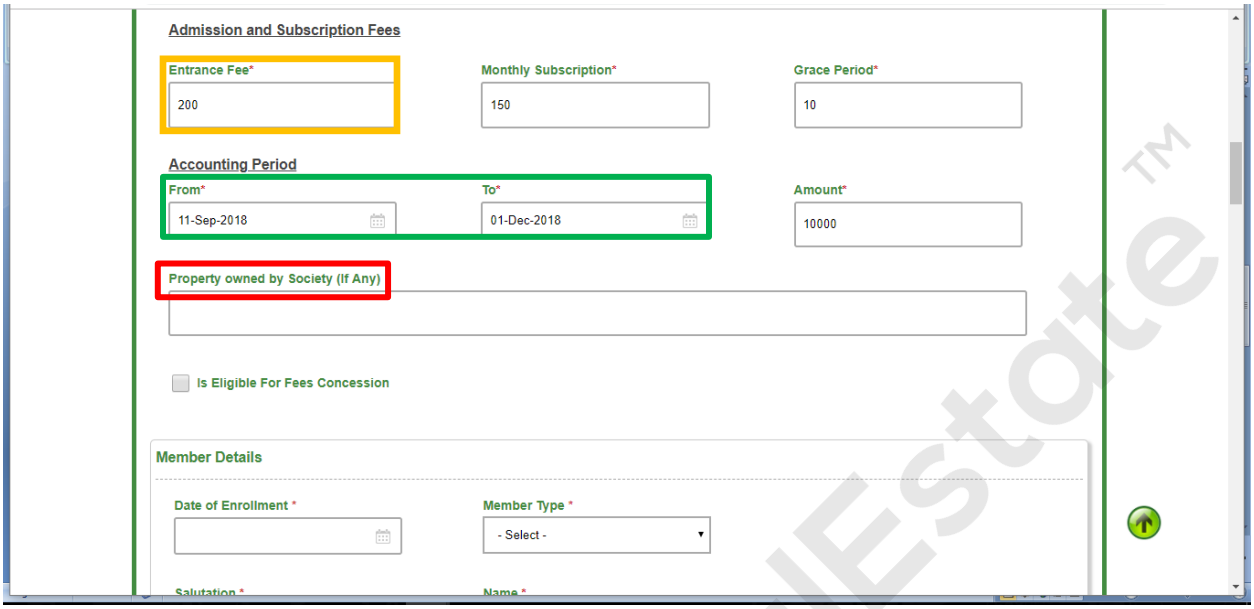


FIGURE 5: SOCIETY FEE DETAILS SCREEN 3

Step 1: Enter the entrance fee, monthly subscription and grace period

Step 2: Select the From and To dates and enter the amount to be paid

Step 3: Enter the address, if any property is owned by the society

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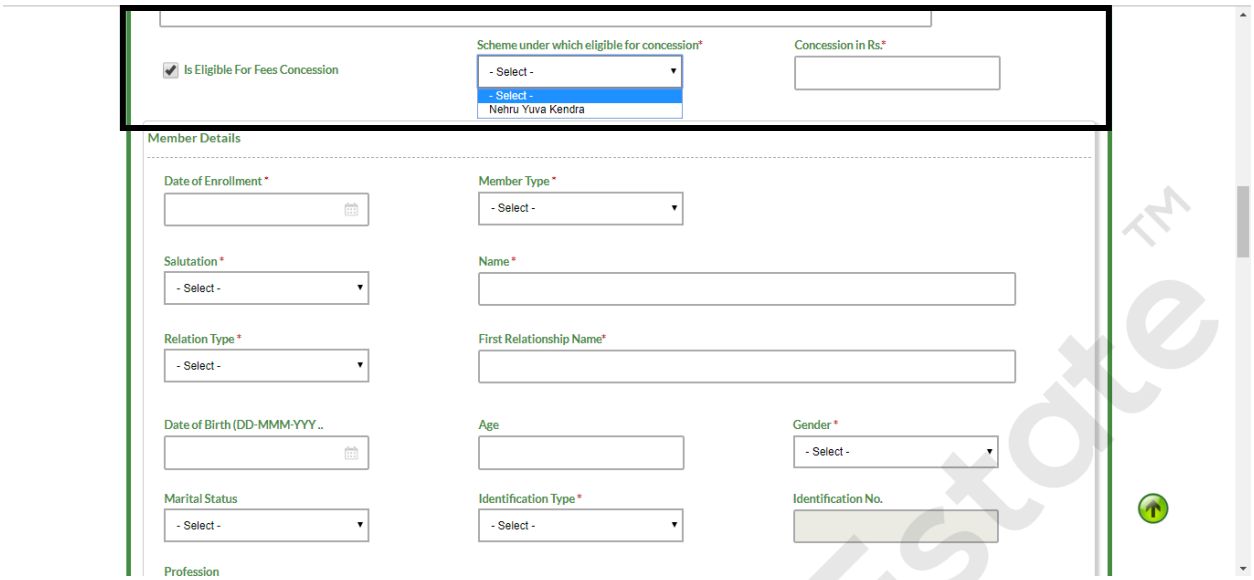


FIGURE 6: FEES CONCESSION

Step 1: Click on the check box if eligible for fee concession.

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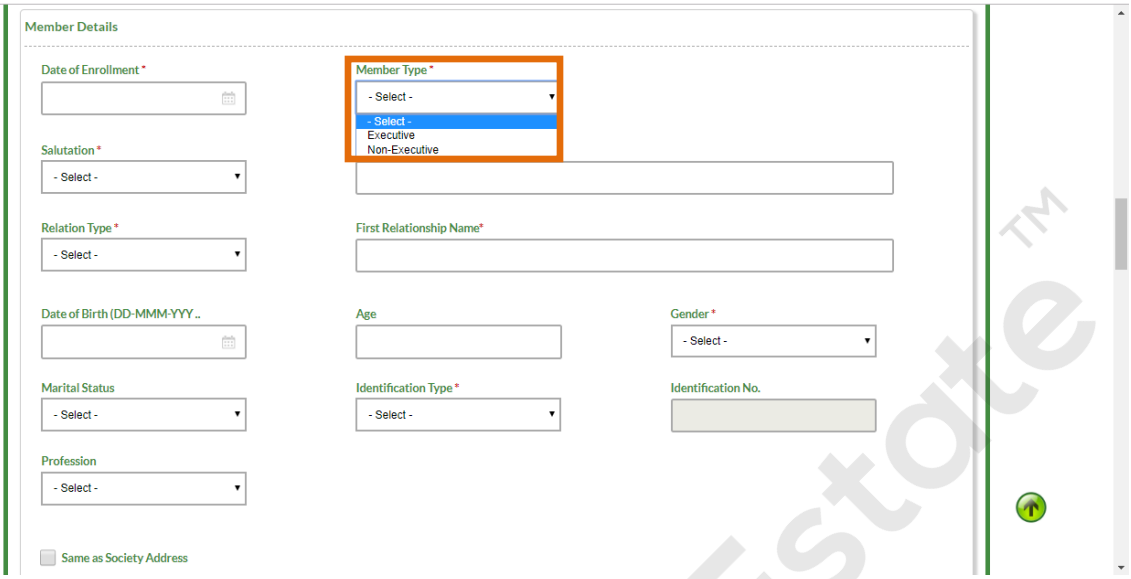


FIGURE 7: MEMBERS TYPE

Step 1: Select the member type as executive or nonexecutive.

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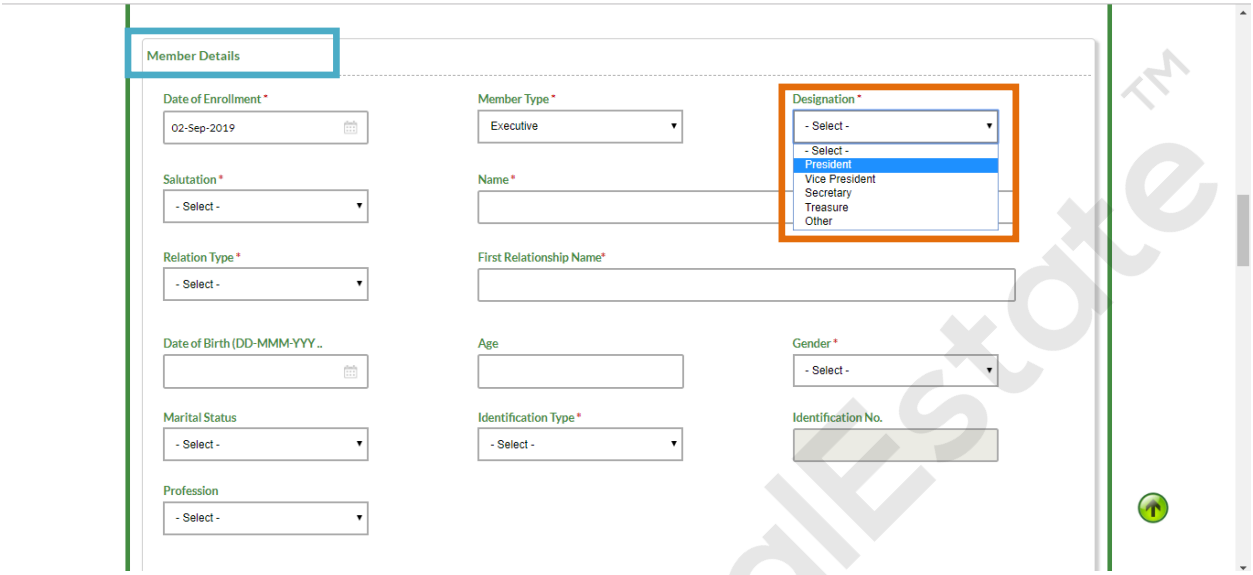


FIGURE 8: DESIGNATION

Step 1: Enter member details, the time of enrolment using the calendar.

Step 2: Once you select the member type if view on designation manual and using drop down to select the executive and non-executive members

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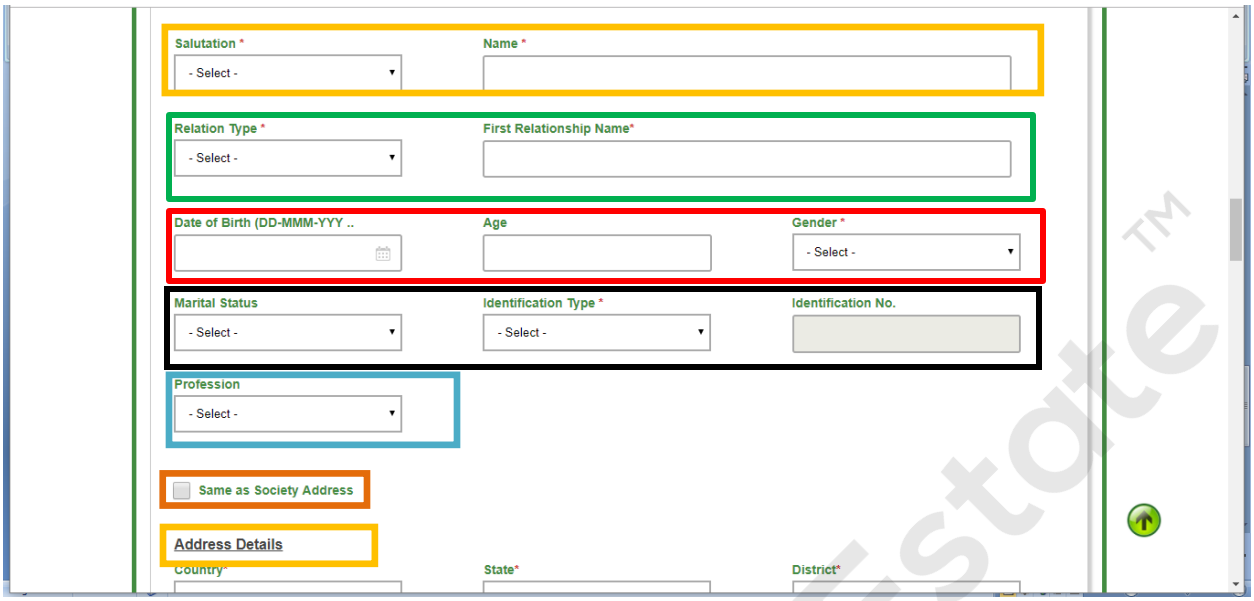


FIGURE 9:SOCIETY MEMBER DETAILS SCREEN 1

Step 1 : Select the salutation and enter name.

Step 2: Select relation type and first relationship type.

Step 3: Enter the date, age and gender.

Step 4: Enter the marital status, identification type and identification number.

Step 5: Select the profession of the individual.

Step 6: Click the check list box if the society address if it is same as the person's address.

Step 7: Enter address details

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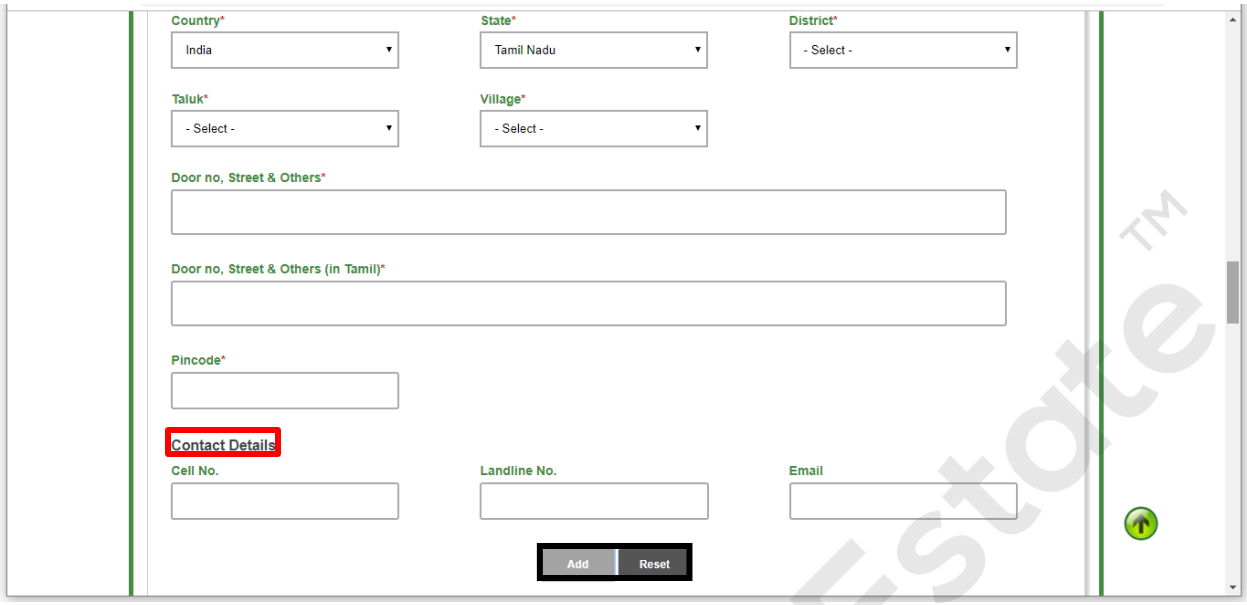


FIGURE 10:SOCIETY MEMBER DETAILS SCREEN 2

Step 1: Using the drop list on country, state, district, taluk and village.

Step 2: Manually enter the door no, street & others.

Step 3: Enter pin code and contact details.

Step 4: Click Add to add the details or click reset to edit any details.

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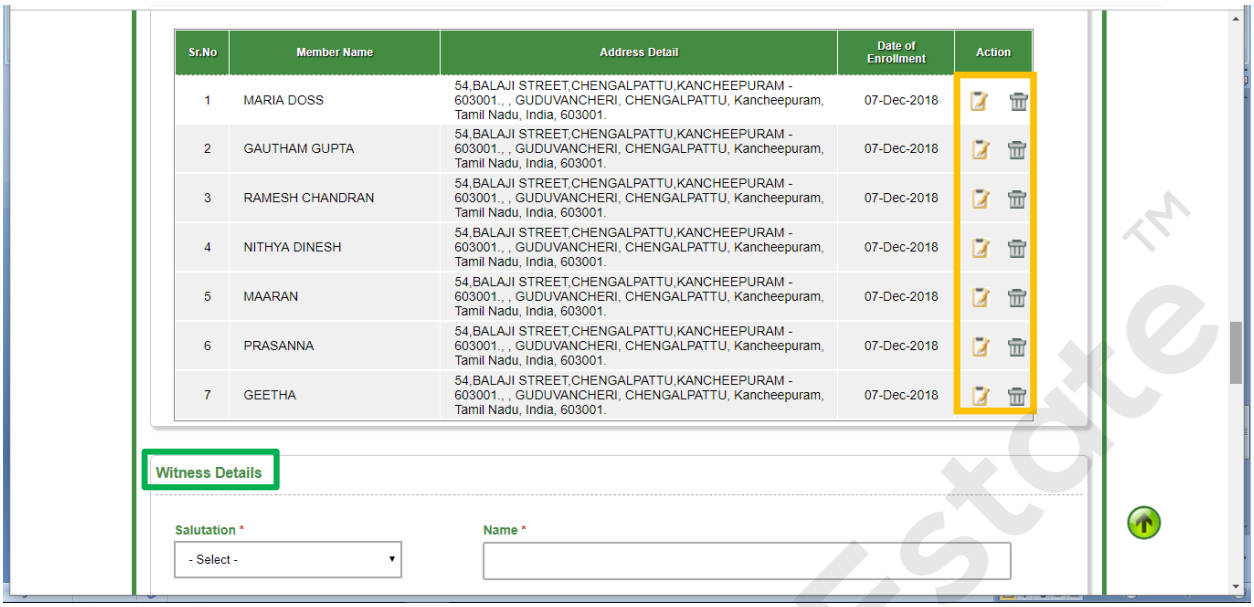


FIGURE 11: SOCIETY MEMBER DETAILS SCREEN 3

Step 1: Check all the member details as entered and click on the Edit/delete tabs to edit or delete the member details.

Step 2: Enter witness details.

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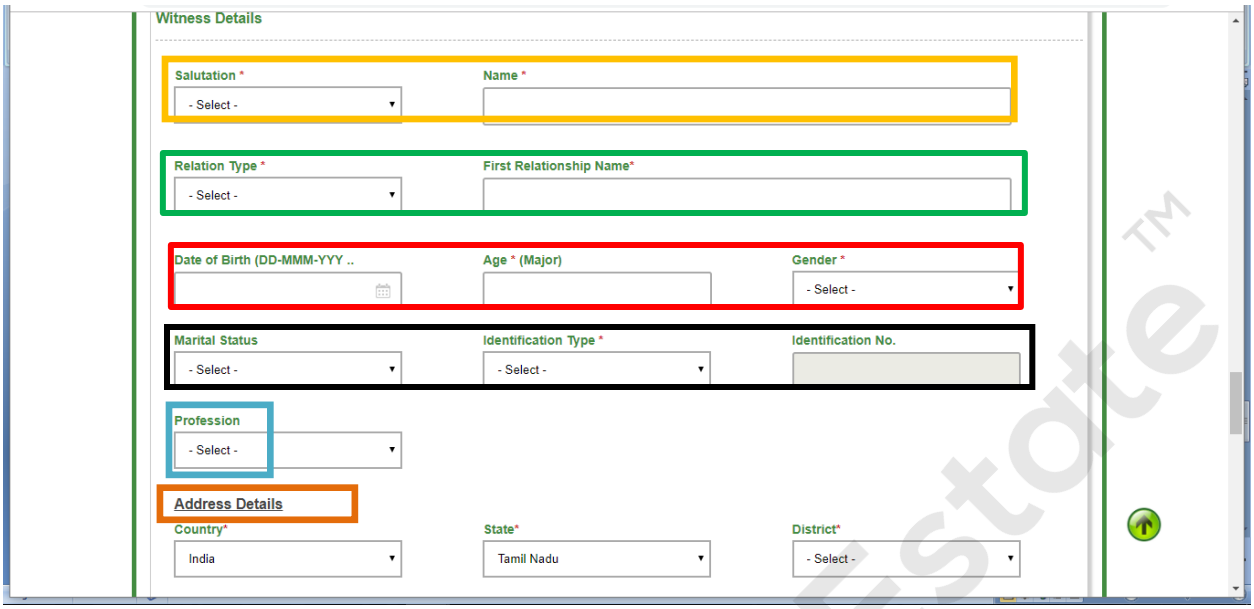


FIGURE 12:WITNESS MEMBER DETAILS SCREEN 1

Step 1: Select the salutation and enter name

Step 2: Select relation type and first relationship type.

Step 3: Enter the date from the calendar menu, age and gender.

Step 4: Enter the marital status, identification type from the dropdown menu and identification number manually.

Step 5: Select the profession of the individual.

Step 6: Enter address details

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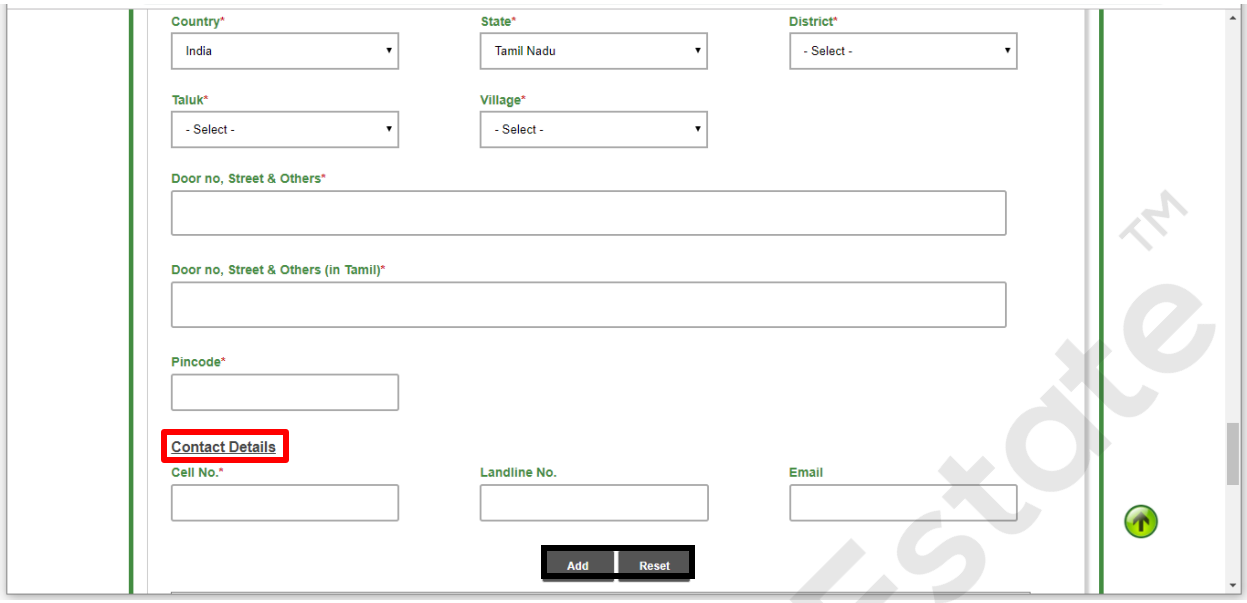


FIGURE 13: WITNESS MEMBER DETAILS SCREEN 2

Step 1: Using the drop down menu for country, state, district, taluk and village.

Step 2: Enter the door number and address.

Step 3: Enter pin code and contact details of the person.

Step 4: Click Add to add the person details or reset to edit details.

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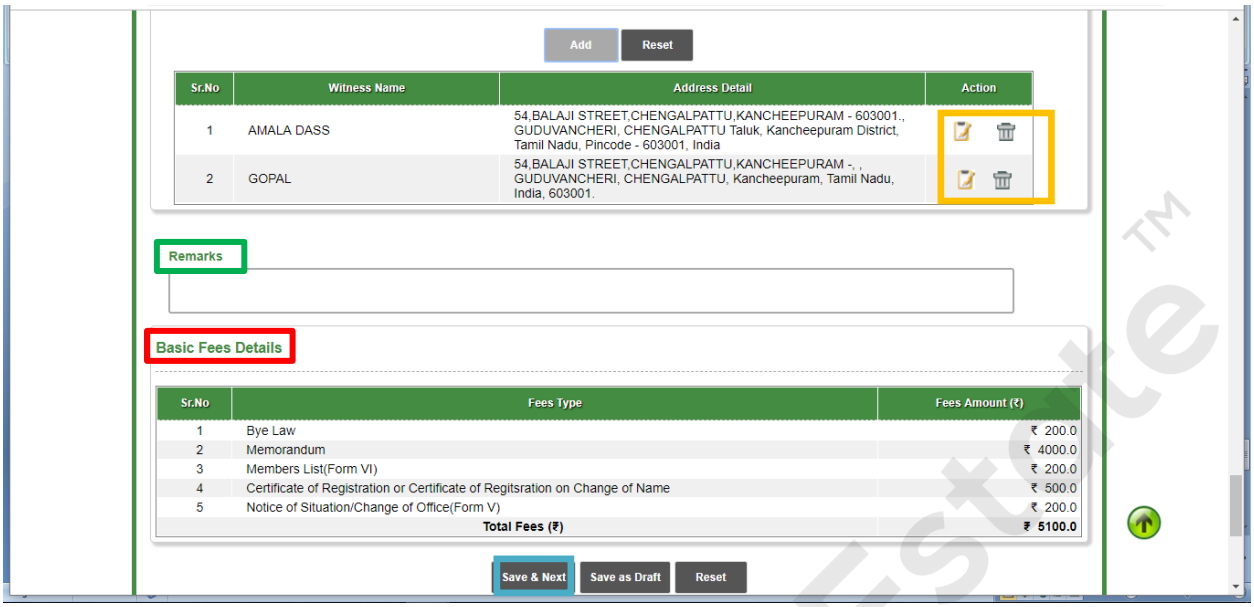


FIGURE 14: WITNESS MEMBER AND FEE DETAILS SCREEN 3

Step 1: Check all the member details as entered , and click on the Edit/delete tabs to edit or delete the member details.

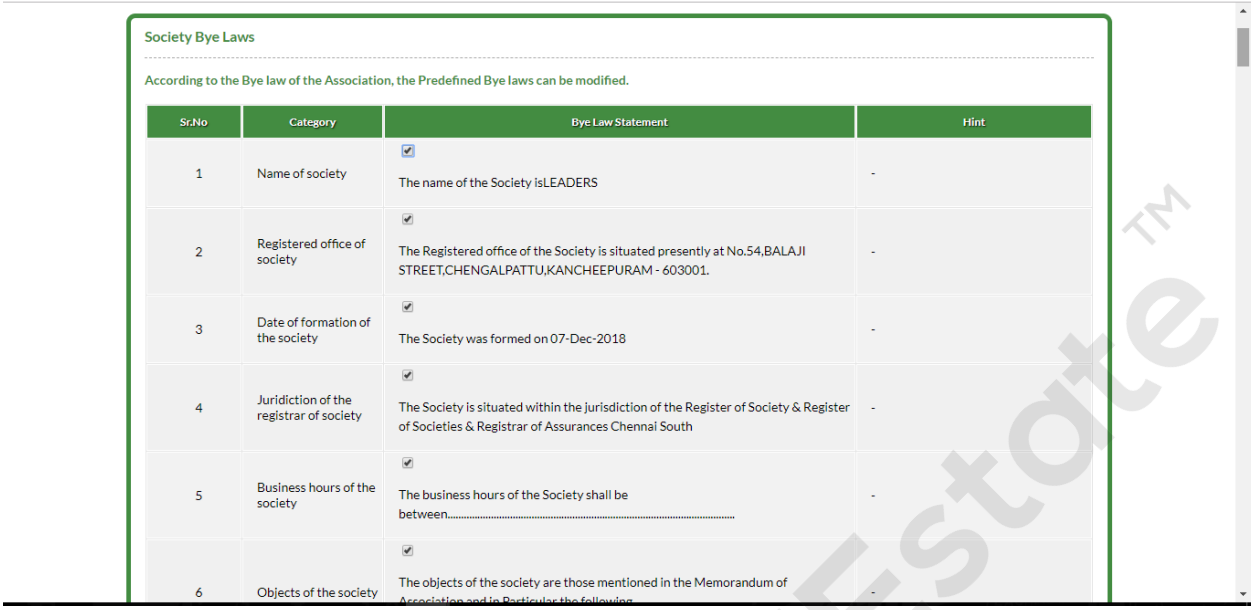
Step 2: Enter remarks, if any

Step 3; Check the basic fee and Click on Save & Next to proceed

Step 4: Click Save as draft, in case of further details to be entered later or Save and Next if you want to Save and move to the next page.

Step 5: Click reset, to reset any other details entered.

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Society Bye Laws

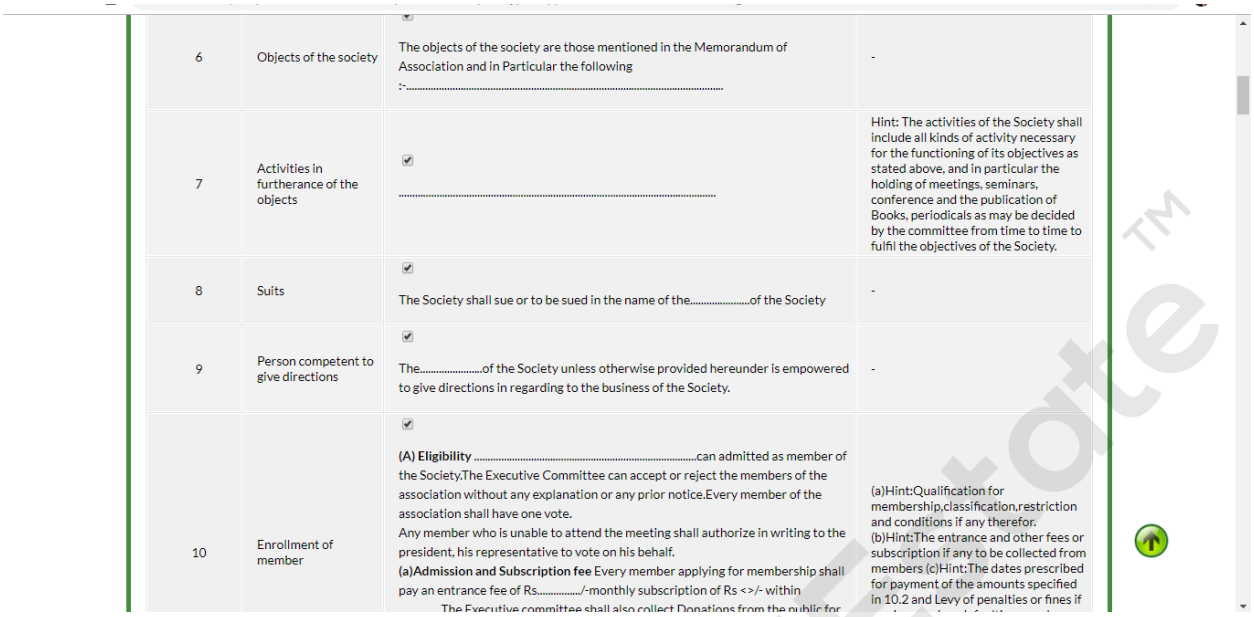
According to the Bye law of the Association, the Predefined Bye laws can be modified.

Sr.No	Category	Bye Law Statement	Hint
1	Name of society	The name of the Society isLEADERS	-
2	Registered office of society	The Registered office of the Society is situated presently at No.54,BALAJI STREET,CHENGALPATTU,KANCHEEPURAM - 603001.	-
3	Date of formation of the society	The Society was formed on 07-Dec-2018	-
4	Juridiction of the registrar of society	The Society is situated within the jurisdiction of the Register of Society & Register of Societies & Registrar of Assurances Chennai South	-
5	Business hours of the society	The business hours of the Society shall be between.....	-
6	Objects of the society	The objects of the society are those mentioned in the Memorandum of Association and in Particular the following	-

FIGURE 15: SOCIETY BY LAWS SCREEN 1

Step 1: According to the Bye law of the Association, the Predefined Bye laws can be modified.

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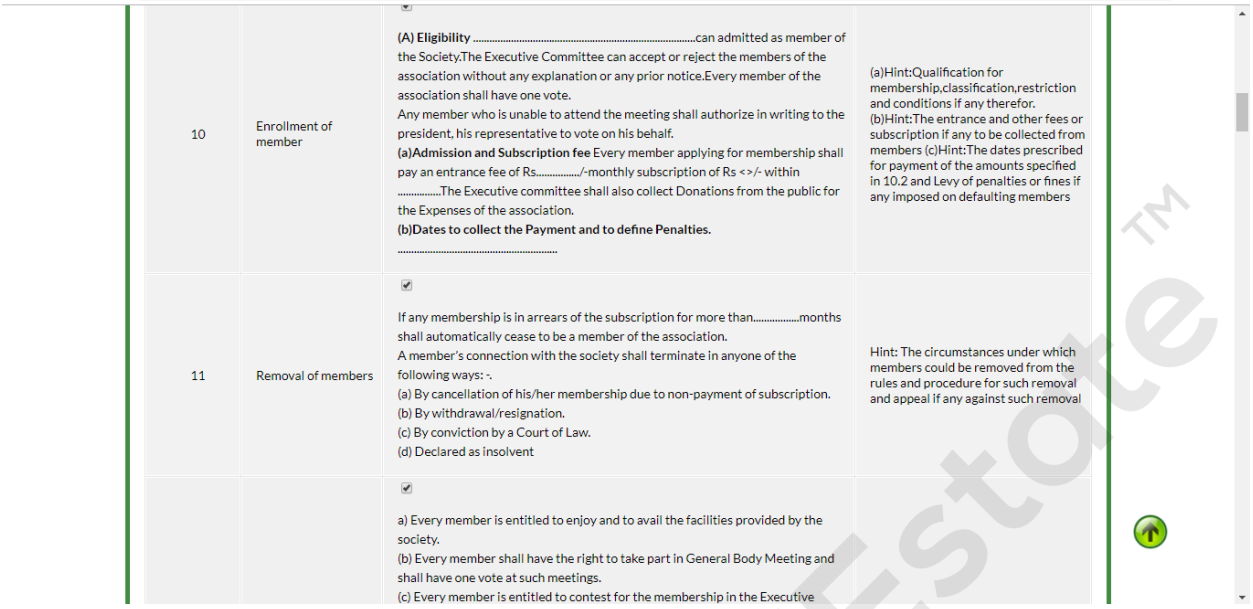


6	Objects of the society	The objects of the society are those mentioned in the Memorandum of Association and in Particular the following :-.....	-
7	Activities in furtherance of the objects	.....	Hint: The activities of the Society shall include all kinds of activity necessary for the functioning of its objectives as stated above, and in particular the holding of meetings, seminars, conference and the publication of Books, periodicals as may be decided by the committee from time to time to fulfil the objectives of the Society.
8	Suits	The Society shall sue or to be sued in the name of the.....of the Society	-
9	Person competent to give directions	The.....of the Society unless otherwise provided hereunder is empowered to give directions in regarding to the business of the Society.	-
10	Enrollment of member	**(A) Eligibility** .....can admitted as member of the Society.The Executive Committee can accept or reject the members of the association without any explanation or any prior notice.Every member of the association shall have one vote. Any member who is unable to attend the meeting shall authorize in writing to the president, his representative to vote on his behalf. **(a)Admission and Subscription fee** Every member applying for membership shall pay an entrance fee of Rs...../-monthly subscription of Rs <>/- within The Executive committee shall also collect Donations from the public for	(a)Hint:Qualification for membership,classification,restriction and conditions if any therefor. (b)Hint:The entrance and other fees or subscription if any to be collected from members (c)Hint:The dates prescribed for payment of the amounts specified in 10.2 and Levy of penalties or fines if

FIGURE 16: SOCIETY BY LAWS SCREEN 2

Step 1: Read through the Society by Laws.

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10	Enrollment of member	**(A) Eligibility** .....can admitted as member of the Society.The Executive Committee can accept or reject the members of the association without any explanation or any prior notice.Every member of the association shall have one vote. Any member who is unable to attend the meeting shall authorize in writing to the president, his representative to vote on his behalf. **(a)Admission and Subscription fee** Every member applying for membership shall pay an entrance fee of Rs...../-monthly subscription of Rs <>/- within .....The Executive committee shall also collect Donations from the public for the Expenses of the association. **(b)Dates to collect the Payment and to define Penalties.**	(a)Hint:Qualification for membership,classification,restriction and conditions if any therefor. (b)Hint:The entrance and other fees or subscription if any to be collected from members (c)Hint:The dates prescribed for payment of the amounts specified in 10.2 and Levy of penalties or fines if any imposed on defaulting members
11	Removal of members	If any membership is in arrears of the subscription for more than.....months shall automatically cease to be a member of the association. A member's connection with the society shall terminate in anyone of the following ways: -. (a) By cancellation of his/her membership due to non-payment of subscription. (b) By withdrawal/resignation. (c) By conviction by a Court of Law. (d) Declared as insolvent	Hint: The circumstances under which members could be removed from the rules and procedure for such removal and appeal if any against such removal
		a) Every member is entitled to enjoy and to avail the facilities provided by the society. (b) Every member shall have the right to take part in General Body Meeting and shall have one vote at such meetings. (c) Every member is entitled to contest for the membership in the Executive	

FIGURE 17: SOCIETY BY LAWS SCREEN 3

Step 1: Read through the entire Society By laws.

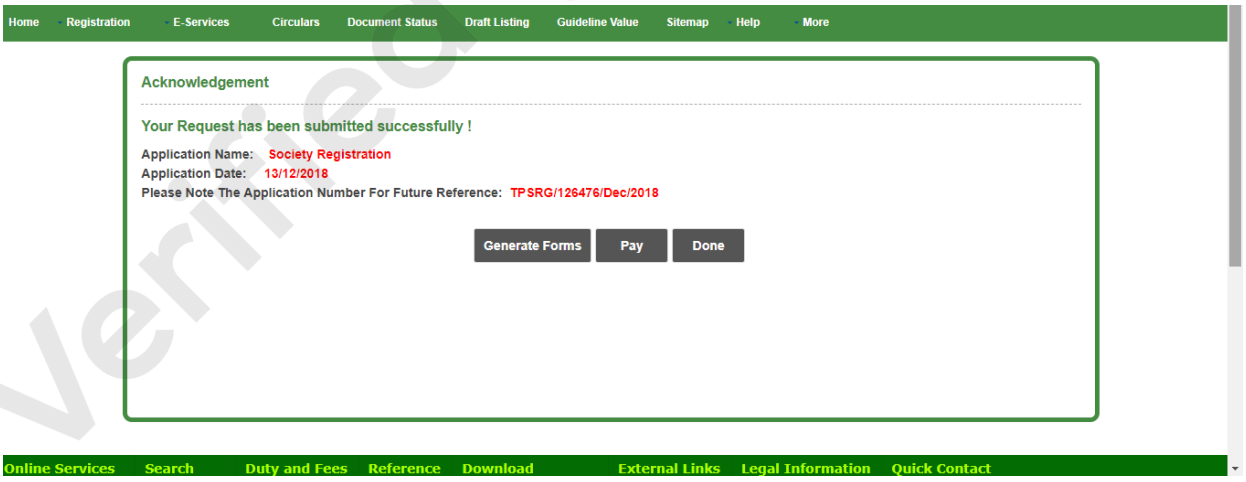


FIGURE 18: ACKNOWLEDGEMENT

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Step 1: Click, generate forms to print the forms.

Step 2: Click on Pay to pay the registration fees.

Step 3: Click, done to close the document.

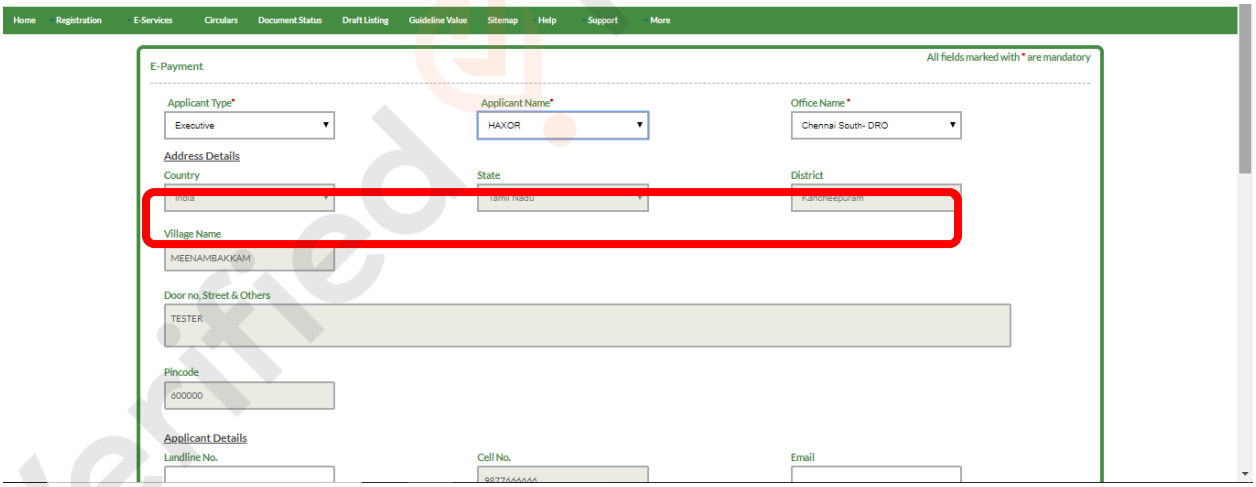


FIGURE 19: E- PAYMENT 1

Step 1: Select the Applicant Type, Applicant Name and Office Name

Step 2: Address details and Applicant details will be populated automatically.

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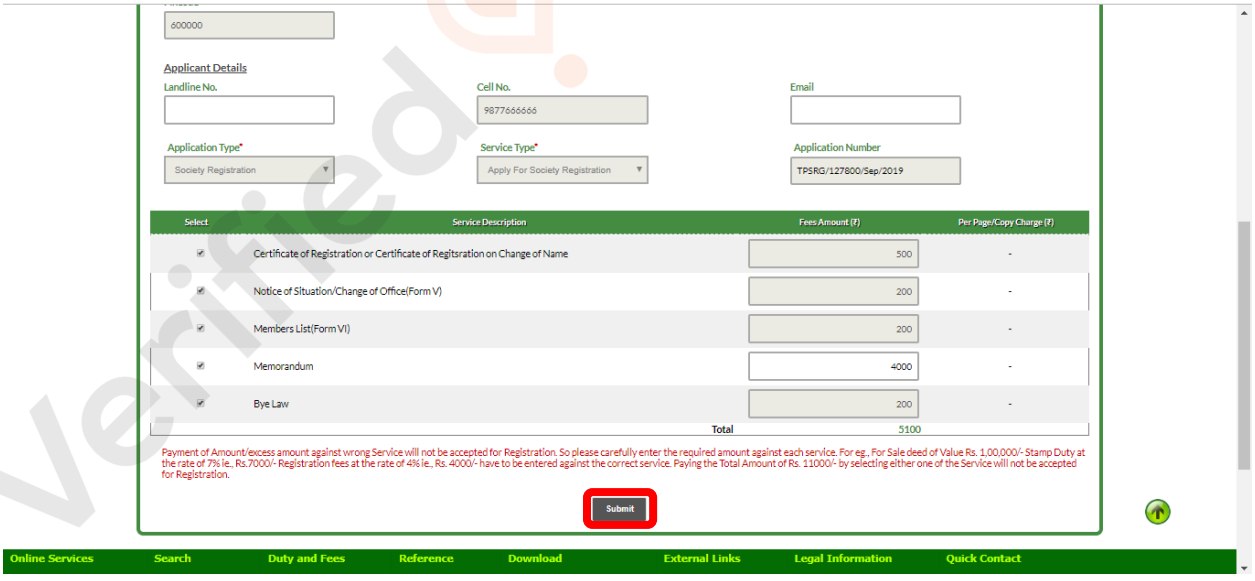


FIGURE 20: E-PAYMENT - 2

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Step 1: Click on Submit tab to submit the E-payment

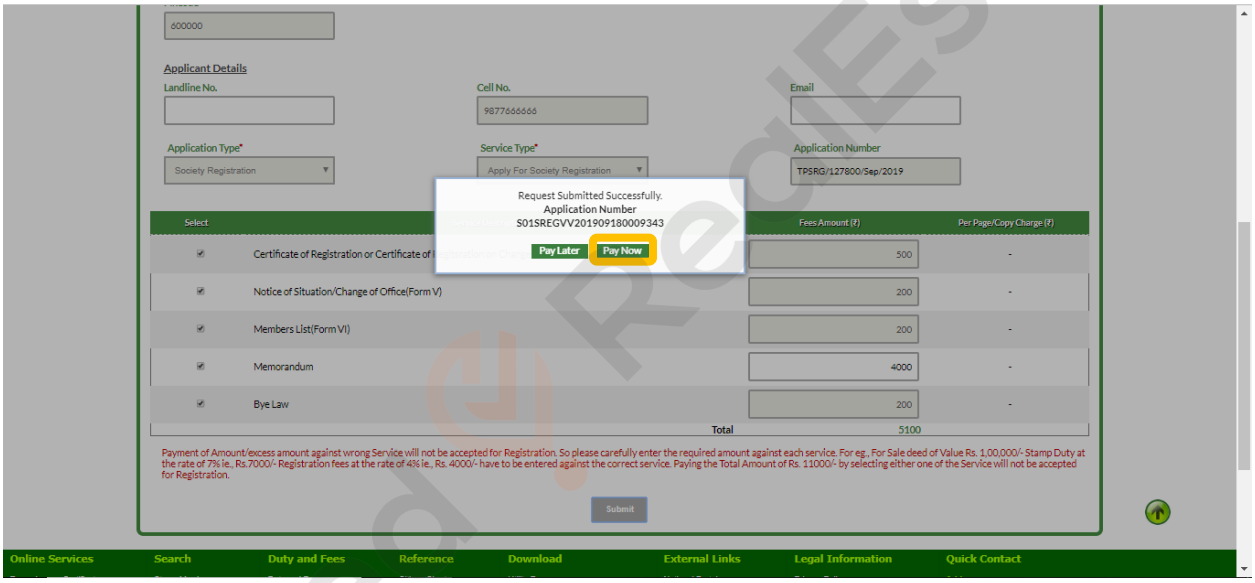


FIGURE 21: E-PAYMENT - 3

Step 1: Click on pay now to make payment for the registration

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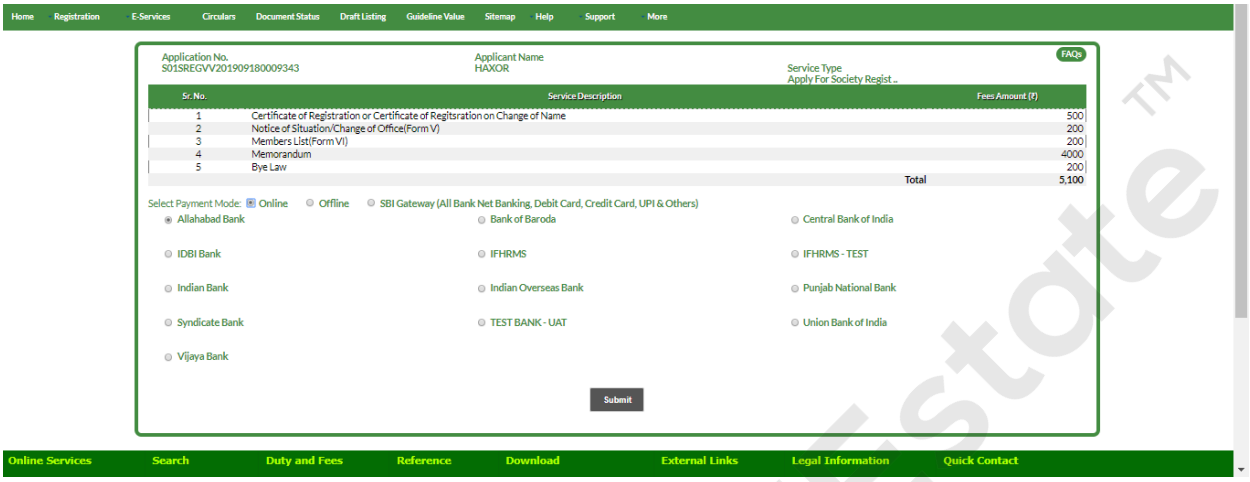


FIGURE 22: BANK DETAILS

Step 1: Online payment bank details and select you bank

Step 2: Click on Submit tab to submit the payment

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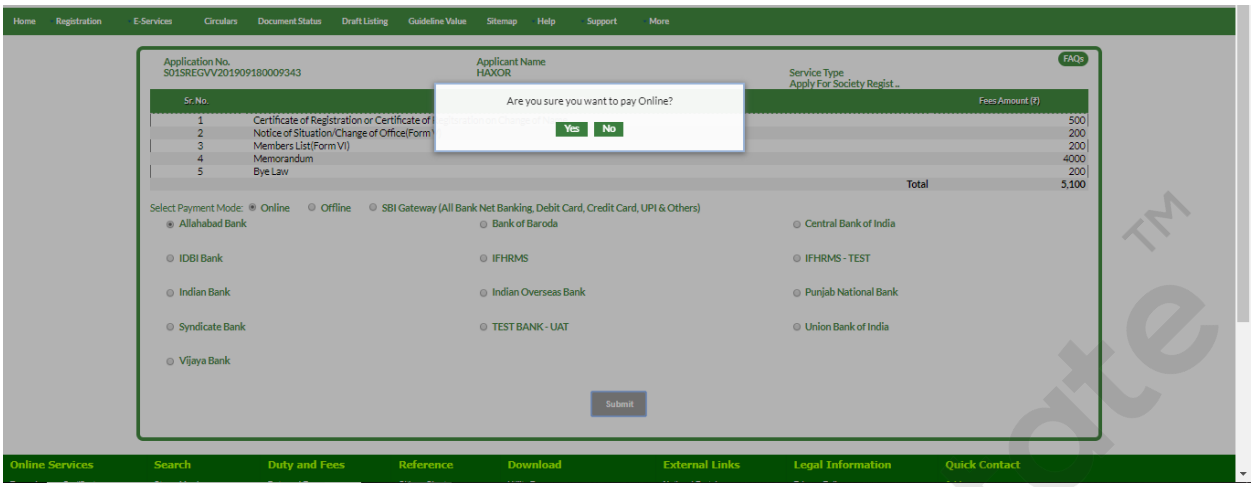
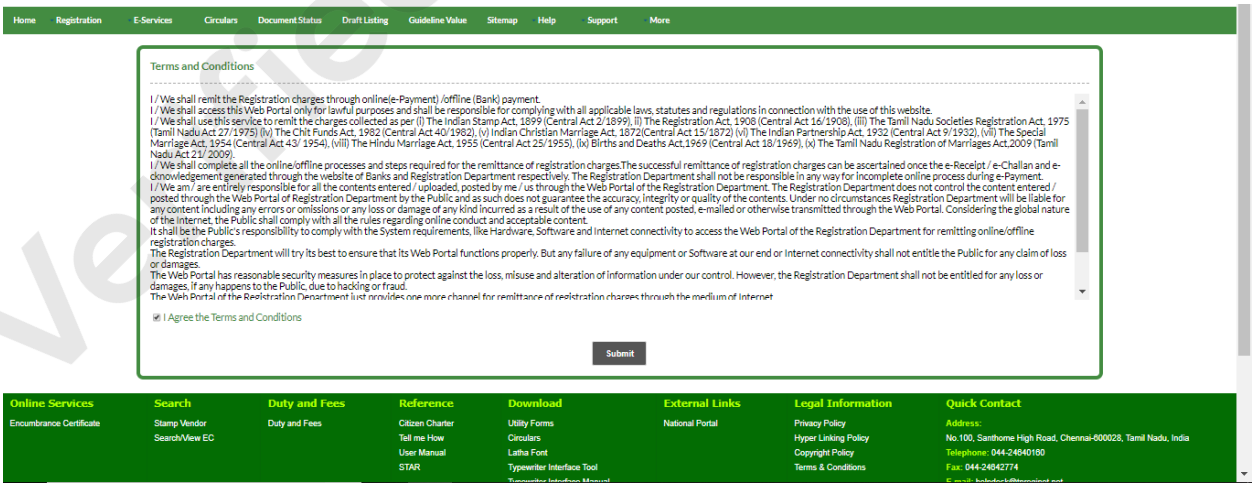


FIGURE 23: ONLINE PAYMENT 1

Step 1: Confirm if you want to pay online



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FIGURE 24: TERMS AND CONDITIONS

Step 1: Read the terms and conditions then check the box I Agree to the terms and conditions

Step 2: Click on the Submit button

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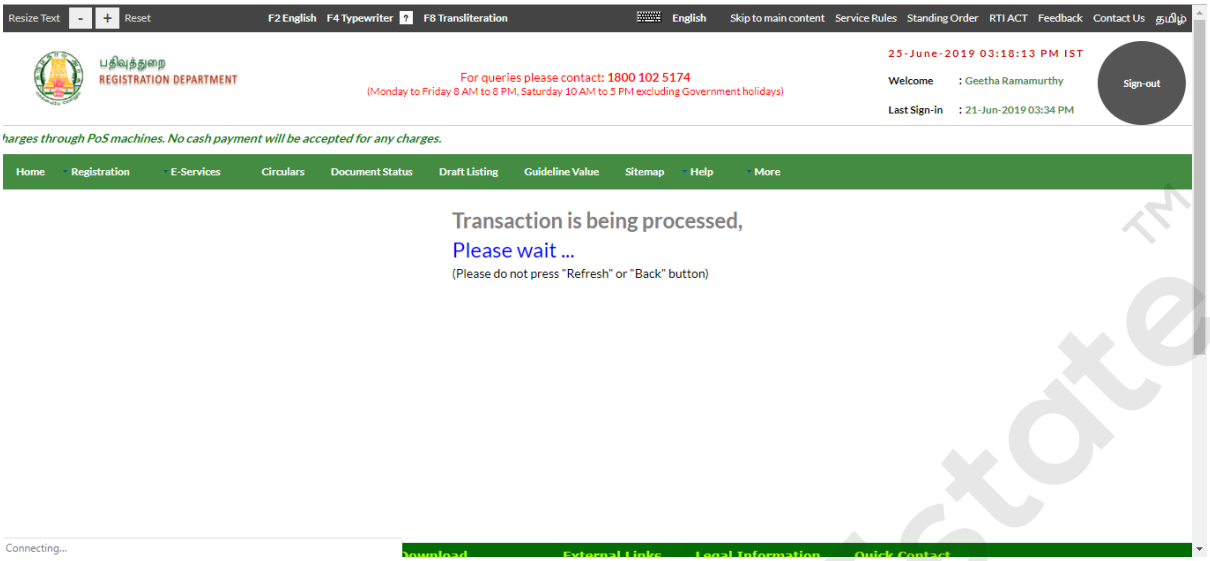


FIGURE 25: TRANSACTION PROCESSING

Step 1: Transaction is being processed

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FIGURE 26: ONLINE PAYMENT 2

Step 1: Click any one

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FIGURE 27: ONLINE PAYMENT 3

Step 1: Complete the payment

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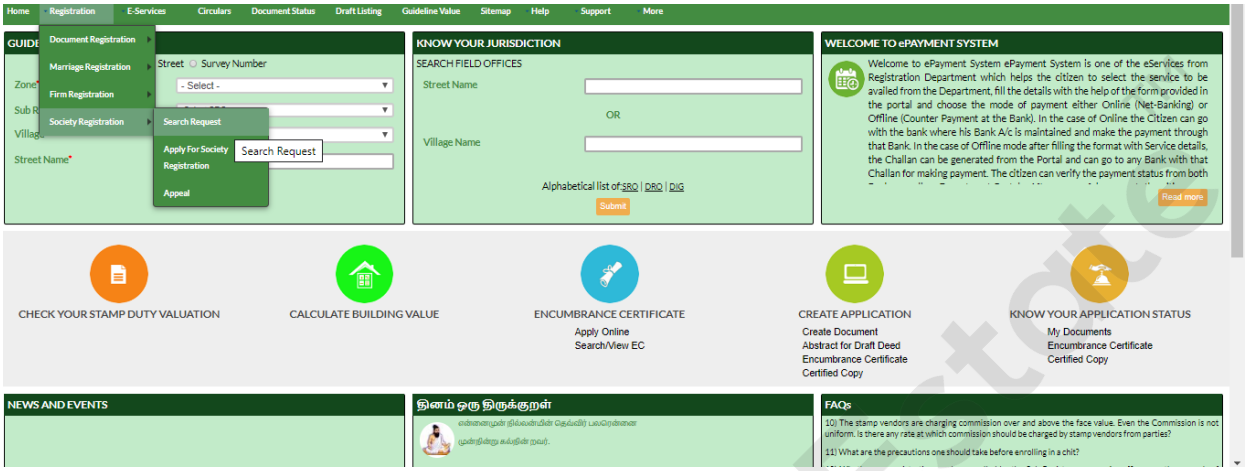


FIGURE 28: STATUS OF SOCIETY REGISTRATION 1

Step 1: To Know the Status of the Society Registration the applicant can go to Registration

Step 2: Click on Society registration and then click on Search Request

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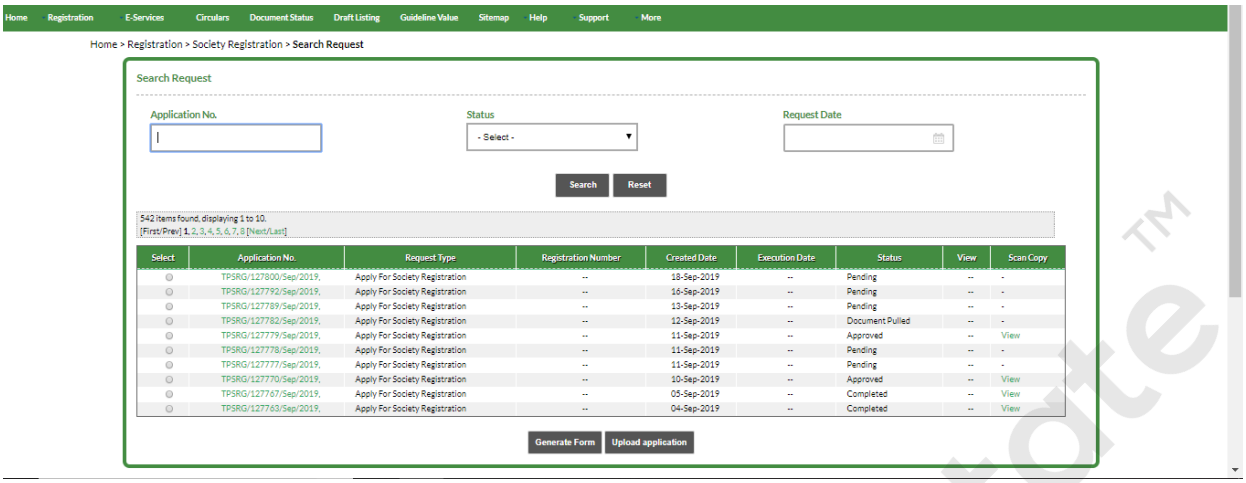


FIGURE 29: STATUS OF SOCIETY REGISTRATION 2

Step 1: The Citizen can view the Status of the Society Registration under Status

Step 2: The Citizen can generate form and upload application the society Registration by selecting the application.

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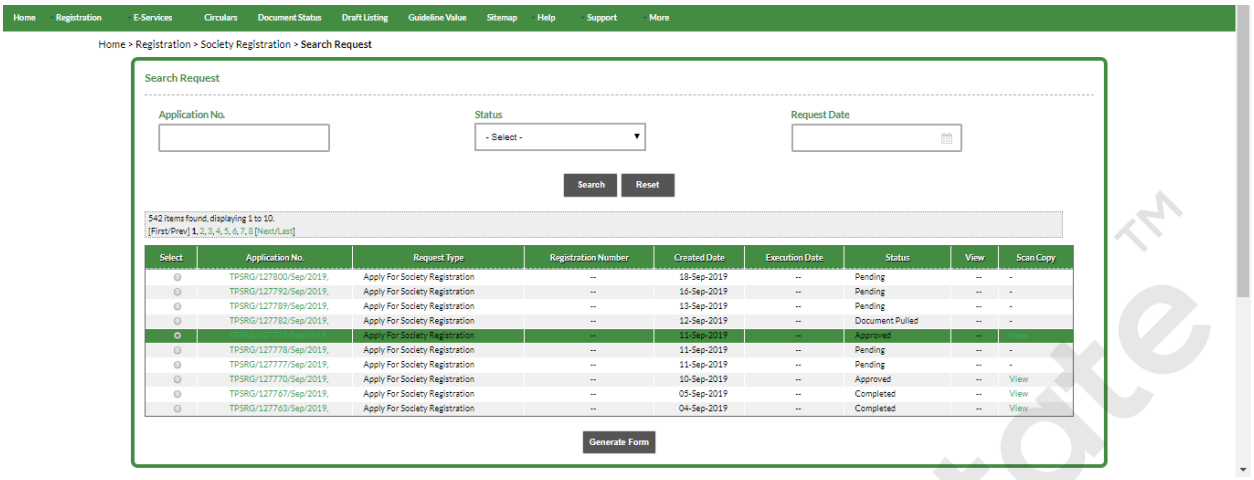


FIGURE 30: STATUS OF SOCIETY REGISTRATION 3

Step 1: Select your application and click generate form

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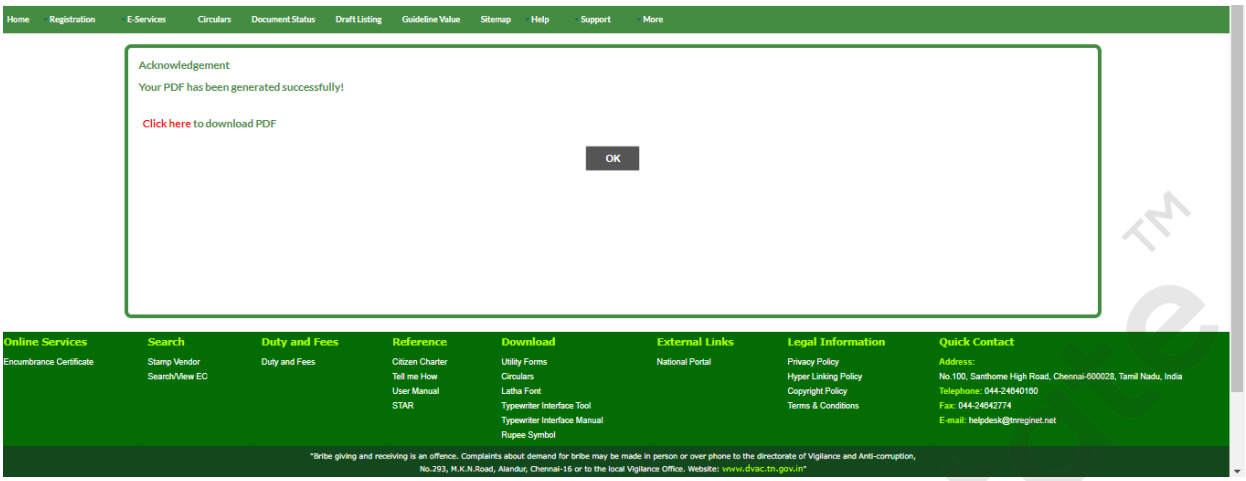
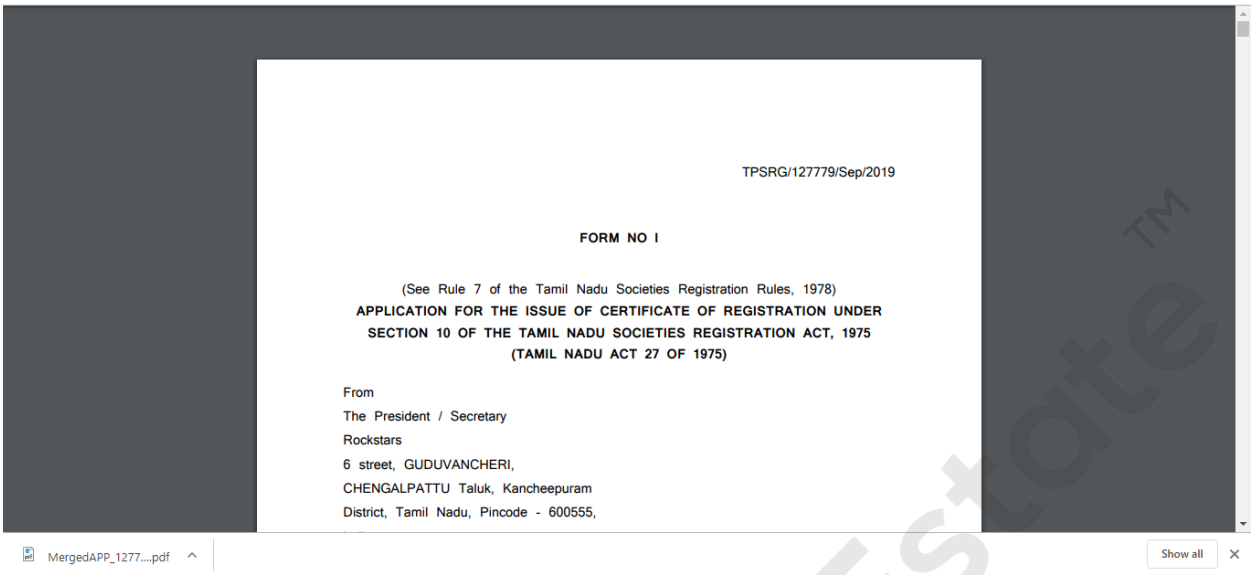


FIGURE 31: DOWNLOAD SOCIETY REGISTRATION

Step 1: The Application once created can be downloaded and printed

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TPSRG/127779/Sep/2019

FORM NO I

(See Rule 7 of the Tamil Nadu Societies Registration Rules, 1978)
APPLICATION FOR THE ISSUE OF CERTIFICATE OF REGISTRATION UNDER SECTION 10 OF THE TAMIL NADU SOCIETIES REGISTRATION ACT, 1975
(TAMIL NADU ACT 27 OF 1975)

From
The President / Secretary
Rockstars
6 street, GUDUVANCHERI,
CHENGALPATTU Taluk, Kancheepuram
District, Tamil Nadu, Pincode - 600555,

MergedAPP_1277....pdf

Show all

FIGURE 32: PRINT SOCIETY REGISTRATION

Step 1: Print the application for the registered firm

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