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NOTIFICATION

No. J.23011/1/2003-RFS (Sectt), the 23rd June, 2006. In exercise of the powers conferred by Section 39 of the Mizoram Societies Registration Act, 2005 the Governor of Mizoram is pleased to make the following Rules, namely:

1. **Short Title and Commencement :-**

- (1) These Rules may be called the Mizoram Societies Registration Rules, 2006.
- (2) They shall come into force on such date as the State Government may, by notification in the Official Gazette, appoint.

2. **Definitions :-** In these Rules, unless the context otherwise requires :-

- (1) **“Act”** means the Mizoram Societies Registration Act, 2005.
- (2) **“Form”** means a form specified in these Rules.
- (3) **“Section”** means a section of the Act.
- (4) **“Schedule”** means a Schedule appended to these Rules.
- (5) Words and expressions used in these Rules and not defined but defined in the Act have the meaning respectively assigned to them in the Act.

3. **Registration of Societies :-**

- (1) **Application for Registration of a Society :-** Every application for the registration of a society shall be made to the Registrar in Form I appended to these Rules.

- (2) **Time limit for Registration of new Societies :-** The period within which every society formed under Section 4 and its registration shall be within a period of three months from the date of formation of such society or the date on which such society fulfilled the conditions laid down in the said section.
- (3) **Time limit for Registration of existing Society :-** The period within which every society of the description specified in section 7 shall be registered, shall be two months from the date of commencement of the Act or the date on which such society fulfilled the conditions laid down in the said section. A society registered under the Societies Registration Act, 1860 in the State of Mizoram shall be deemed to have been registered under the Mizoram Societies Registration Act, 2005.
- (4) **Examination of the documents received by the Registrar :-** On receipt of every document required by the Act to be filed in the office, the Registrar shall examine the same and if it is found defective or incomplete in relation to the particulars required to be given therein, he shall return the document to the person who filed the same. Unless proper rectification is made and the document re-submitted within one month from the date of its return by the Registrar, the document shall not be deemed to have been filed.
- (5) **Certificate of Registration :-** The Certificate of registration issued under sub-section (1) of Section 8 shall be in Form No. II appended to these rules.
4. **Register of Societies :-** There shall be maintained in the office of the Registrar a register of societies in Form III in which societies shall be given serial numbers in the order of their registration. All entries in the Register shall be attested by the Registrar.
5. **Index to the Register of Societies :-** There shall be maintained in the office of the Registrar an index to the register of the societies in Form IV in which the name of society serial number of the registration of the society and any other information relevant to the registration shall be entered.
6. **Filing of Documents :-** A separate file shall be maintained in respect of each society in which all documents relating thereto received from time to time by the Registrar shall be kept. No document shall be received by the Registrar unless the fee as may be prescribed by the Registrar from time to time therefore has been paid.
7. **Acknowledgement of Registration and Documents :-**
- (1) Upon Registration of a Society, the Registrar shall grant a Certificate of Registration in Form No. II referred to in sub-rule (5) of rule 3.
- (2) On every document filed under the Act, the Registrar shall endorse by means of skeleton rubber stamp the following particulars :
- (a) Registration No.;
- (b) Serial No. of the documents;
- (c) Date of Filing.
- The Registrar shall affix his signature and the seal of his office to such document and shall grant to the person at whose instance a document is filed and acknowledge therefor.
8. **Inspection of documents, etc. :-** Any person who wishes to inspect a document or obtain a certified copy of the same or an extract therefrom shall apply to the Registrar in Form – V. The

application shall be accompanied by the fee mention in section 30 or in the Schedule to these Rules, as the case may be. The applicant shall be allowed to inspect a document only during office hours and in the presence of the Registrar or of a person authorized by him in this behalf. The applicant shall not be allowed to make a copy of the document inspected. He may, however, take short notes in respect of the contents of the documents inspected.

9. **Alteration of Memorandum and Regulation** :- Whenever a society alters the Memorandum or the Regulations, a separate statement showing the previous provisions and the alteration shall be filed with the Registrar in Form – VI along with a copy of every alteration of the memorandum or the Regulations as required under sub-section (1) of Section 9 of the Act.
10. **Gift for Specific Purpose** :- Whenever a societies applies to the Registrar for which written consent, as required under sub-section (1) of Section 31 for any purpose other than the specific purpose for which the gift was made, the Registrar, in order to satisfy himself that the purpose for which the gift was made is capable of execution by the society, may call on the society to furnish any information, explanation or particulars in connection with the gift.
11. **Appeal to be in Writing** :-
 - (1) Any appeal to the State Government under the Act shall be in writing and a memorandum of appeal shall –
 - (i) be filed in duplicate;
 - (ii) contain the ground of appeal;
 - (iii) be accompanied by a certified copy of the order appealed against; and
 - (iv) be accompanied by the challan showing payment of the required fee prescribed in the Schedule.
 - (2) An appeal may be summarily rejected if the same is not in accordance with the above provisions.
 - (3) Any Society objecting to an order passed in accordance with the provision of the Act shall appeal to the State Government within sixty days from the date of issue of order appealed against and the case shall be disposed of within ninety days from the date of receipt of such appeal.
12. **Permission for Alteration of Memorandum** :- An application for permission for alteration of the memorandum of a society as contemplated in section 9 shall be filed in Form – VI.
13. **Filing of Annual and other Returns** :- The annual and other returns mentioned in section 18 shall be forwarded in Form VII & Form VIII.
14. **Fee**:- The fees payable under the Act or the Rules made there under shall be as provided in the Schedule to these Rules. All fees shall be paid to the Treasury by Challan under head of accounts “0040-Taxes on Sales, Trade, etc, 800-Other Receipts and 800(iii)-Licence & Registration fee.

T.B.C Rozara
Commissioner & Secretary to the Govt. of Mizoram
Taxation Department

THE SCHEDULE

(See Rule – 14)

Documents Fees :-

- | | | |
|----|---|------------------------|
| 1. | Registration Fee | - Rupees five hundred |
| 2. | Upon a Memorandum of appeal under the Act | – Rupees Fifty. |
| 3. | Upon alteration of Memorandum or Regulation under Section 10 (1) | – Rupees Fifty. |
| 4. | Inspection of Documents | – Rupees Five. |
| 5. | For Certified copy or extract of any document or any part of document | – Rupees Ten per page. |
| 6. | For Duplicate copy of Certificate of Registration | – Rupees Fifty. |

A P P E N D I X

F O R M S

FORM – 1

(See sub-rule (1) of Rule - 3)

To,

The Registrar of Firms & Societies,
Mizoram, Aizawl.

Sir,

A Society by name has
been formed on

2. I send herewith the Memorandum and certified true copy of bye-laws of the said Society.
3. I am a member of the Committee of the Society.
4. I have been duly authorized in this behalf by the Committee of the Society.
5. The Society may be registered and the Certificate of Registration be issued.

Place :

Yours faithfully,

Date :

Signature of the Applicant.

F O R M – II

(See sub-rule(5) of Rule – 3)

CERTIFICATE OF REGISTRATION

NO. of

I hereby certify that the
located at..... has this day been registered under the
Mizoram Societies Registration Act, 2005 (Act No. 13 of 2005).

Given under my hand at this
.....day of 20.....

SEAL

Registrar,
Firms & Societies
Government of Mizoram

F O R M – III
(See Rule – 4)

REGISTER OF SOCIETIES

Name of the Society :

Registration Number of the Societies :

Date of establishment :

Date of Dissolution :

How Dissolve :

Sl. No.	Date of Registration	Registered Office of the Society	Description of documents filed	By whom filed	Signature of the Registrar
1	2	3	4	5	6

FORM – IV

(See Rule – 5)

INDEX TO THE REGISTER OF SOCIETIES

Sl. No.	Name of the Society	Date of Registration	Registration No.	File No.	Remarks
1	2	3	4	5	6

F O R M – V
(See Rule – 8)

APPLICATION FOR INSPECTION, COPY OF EXTRACT OF DOCUMENTS.

NO.

Date

To,

The Registrar of Firms & Societies,
Government of Mizoram, Aizawl.

Sir,

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

Name of the Society :

Address of the Society :

Society Registration no. & Year :

Nature of particulars of documents :

Inspection/copy/extract fee Rs. :

Date on which inspection/copy/or :

extract of document was made

Yours faithfully,

Signature of the person inspecting the
Documents/documents or receiving
Delivering of the extract/copy of the documents.

Signature of the Applicant
With address

F O R M – VI

(See Rule – 12)

FILING OF ALTERATION OF THE MEMORANDUM OR THE REGULATIONS BY A SOCIETY

To,

The Registrar of Firms & Societies,
Government of Mizoram.

Sir,

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

Name of society :

Registration No. of the Society :

Description of alteration in :

Memorandum/Regulations

Date of alteration	Previous position	Altered position
1	2	3

Signature of the President/Secretary
Seal of the Society

F O R M – VII
(See Rule – 13)

FILING OF ANNUAL LIST OF GOVERNING BODY OF THE REGISTERED SOCIETY

To,

The Registrar of Firms & Societies,
Government of Mizoram, Aizawl.

Sir,

I submit herewith annual list of Governing Body of society named
..... for the year.....

Name of office in the Society	Name of incumbent	Address	Occupation
1	2	3	4

Certified to be true

President of the Society

Signature of the Secretary
of the Society with Seal

F O R M – VIII

(See Rule – 13)

FILING OF ANNUAL REPORT AND BALANCE SHEET

To,

The Registrar of Firms & Societies,
Government of Mizoram, Aizawl.

Sir,

I submit herewith pursuant to Rule – 13 read with section 18 of the Act, the annual report on the working of the Society for the previous year (.....) and a copy of the balance sheet and auditor's report for record.

Yours faithfully,

Signature