

USER MANUAL : SOCIETY REGISTRATION MODULE

Welcome to Department of Co-Operation, Marketing & Textiles Maharashtra

The Department of Cooperation, Marketing and Textiles plays an important role in an agro-industrial economy and particularly so in the sphere of rural credit. The activities of the Department are associated with rural finance, agricultural marketing, industrial co-operatives, regulated markets and money-lending business.

The department is responsible for administration and monitoring of Cooperative Sector, Agriculture Produce Marketing Sector and Textiles Sector in the state. Our focus is to improve the quality of life of our stakeholder especially cooperative society members who have are strengthening this sector.

USER MANUAL:

SOCIETY REGISTRATION MODULE

User Manual: Society Registration Module

User -Checklist

- A) Email Address: Valid Email Address is required for registration of user in the system.
- B) Document Checklist: Please ensure that following documents are with you for uploading:

| Sr. No. | Name of the Document | Format | File Format | Checklist (Y/N) |
|---------|----------------------------------|---------|-------------|-----------------|
| 1. | Society Registration Certificate | Scanned | PDF, Image | |

- C) Details Checklist: Please ensure that following details are in front of you before filling the form:

| Registration Details | | | |
|----------------------|-----------------------------|-----------|--|
| | | | |
| 1. | Society Registration Number | Mandatory | Society Registration Number Assigned by Registrar during registration of society |
| 2. | Society Registration Date | Mandatory | Society Registration Date during registration of society |
| | | | |
| Basic Details | | | |
| | | | |
| 3. | Society Type | Mandatory | Society Type |
| 4. | Society Code | Mandatory | Code Assigned by Registrar |
| 5. | Society Name | Mandatory | Name of Registered Society |
| 6. | Society Class | Mandatory | Society falls under which class as per Society |

| | | | |
|-----|--|-----------|--|
| | | | Type |
| | Address during Registration | | |
| 7. | Address | Mandatory | Registered Address of the Society |
| 8. | Road /Street | Mandatory | Registered Address of the Society |
| 9. | Near / Opposite | Mandatory | Registered Address of the Society |
| 10. | District | Mandatory | Registered Address of the Society |
| 11. | Taluka | Mandatory | Registered Address of the Society |
| 12. | Village / City | Mandatory | Registered Address of the Society |
| 13. | Pin Code | Mandatory | Registered Address of the Society |
| | | | |
| | Present Address (If Applicable) | | |
| | | | |
| 14. | Address | Mandatory | Registered Present Address of the Society |
| 15. | Road / Street | Mandatory | Registered Present Address of the Society |
| 16. | Near/Opposite | Mandatory | Registered Present Address of the Society |
| 17. | District | Mandatory | Registered Present Address of the Society |
| 18. | Taluka | Mandatory | Registered Present Address of the Society |
| 19. | Village/City | Mandatory | Registered Present Address of the Society |
| 20. | Pin Code | Mandatory | Registered Present Address of the Society |
| | | | |
| | Other Contact Details | | |
| | | | |
| 21. | Email Address | | |
| 22. | Mobile Number | | |
| 23. | Landline | | |
| | | | |
| | Society Member Profile | | |
| | | | |
| 24. | Jurisdiction | Optional | Area of jurisdiction of society |
| 25. | No of members | Optional | Total number of members of cooperative society |
| 26. | No of active members | Optional | Total number of members of cooperative society |
| 27. | No of dormant members | Optional | Total number of members of cooperative society |
| 28. | No of Units (Applicable in case of Housing Societies) | Optional | Total number of members of cooperative society |
| | | | |
| | <u>Society Management Profile</u> | | |
| | | | |
| 29. | Name of Chairman | Optional | Name of the present chairman of the Society |
| 30. | Mobile Number | Optional | Mobile number of the present chairman of the Society |
| 31. | Name of Secretary | Optional | Name of the present Secretary of Society |
| 32. | Mobile Number | Optional | Mobile number of the present Secretary of the |

| | | | |
|-----|----------------------------------|-----------|--|
| | | | Society |
| 33. | Name of Liquidator | Optional | Name of the present Liquidator/Administrator of the Society (If applicable) |
| 34. | Mobile Number | Optional | Mobile number of the present Liquidator/ Administrator of the Society |
| 35. | No of Committee Members | Optional | Total number of Committee members |
| 36. | Last Election Date | Mandatory | Enter Last Election Date |
| 37. | Last Audit Date | Mandatory | Enter Last Audit Date |
| 38. | Tenure of Managing Committee | Optional | Enter total number months spent by Managing Committee (In Months) |
| 39. | Audit Year | Mandatory | Year of Last Audit |
| 40. | Audit Class | Mandatory | Audit Class assigned by Auditor during last audit. Refer to Audit Report. |
| 41. | Paid up Share Capital | Mandatory | Total Paid up Share Capital as per last Audited Balance Sheet. |
| 42. | Society Registration Certificate | Mandatory | Upload Scanned Society Registration Document here. This would be used by DDR for Validation. |

Process :

Key Steps Involved in Registering Society Online is as follows:

- A) Step 1: Opening Website
- B) Step 2: Creating User Account
- C) Step 3: Society Registration: Filling Profile Details
- D) Step 4: Updating Society Registration Details
- E) Step 5: Log In and Log Out from Website

Step 1: Opening Website

- a) Open Internet Browser
- b) Go to Address bar and type the URL:
<https://mahasahakar.maharashtra.gov.in/Site/Home/Index.aspx>
- c) Following site would be opened:



Step 2: Creating User Account

a) Open Website: Follow Step 1. Following Site would opened



b) Go to Log in : Find Login Link on Bar and click on Login.



c) Create New User : Click on New Registration Link



d) Enter Details: Fill the required details for user creation.

Department of Co-Operation Marketing and Textiles, Maharashtra

Create a New Account

Use the form below to create a new account.
Login Password should be a combination of alphabets, numbers & at least one special character. Min length must be 8 characters.
New Auditor Registration is Closed. Please Contact DDR for more information.

Account Information

Account Type: Society

User Name:

E-mail:

Password:

Confirm Password:

Create User

e) Select User Type: Please select Society as User Type.

Create a New Account

Use the form below to create a new account.
Login Password should be a combination of alphabets, numbers & at least one special character. Min length must be 8 characters.
New Auditor Registration is Closed. Please Contact DDR for more information.

Account Information

Account Type: Society

User Name:

E-mail:

Password:

Confirm Password:

Create User

Click on Create User:

https://docmtapps.maharashtra.gov.in/App/Forms/Profile.aspx

Google Yahoo! India New Tab http://www.facebook... Settings BL Business Line: India... www.mca.gov.in/D... SSL Error My Account | Smile... OFFICE OF THE REG...

Welcome vishalkumar | लॉग आउट | Change Password | English

सहकार, पणन आणि वस्त्रोद्योग विभाग, महाराष्ट्र

Society Registration Details

संस्थेचा नोंदणी तपशील

संस्थेचा नोंदणी क्र. ABCD123456

नोंदणी दिनांक

संस्थेचा तपशील

संस्था प्रकार नागरी सहकारी बँका (₹. 25/- फीट पेसा जास्त ठेवी असणाऱ्या)

संस्थेचे नाव

संस्था कोड

संस्थेचा वर्ग

Today: November 22, 2014

संस्थेचा नोंदणी वेळेचा पत्र

How to Select Date:

- 1) Say you want to enter 4th Jan 1980. Click on Registration Date. A calendar control would open. It would show current year and current month.
- 2) Click on 2013 to change the year

Society Registration Details

संस्थेचा नोंदणी तपशील

संस्थेचा नोंदणी क्र. ABCD123456

नोंदणी दिनांक

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संस्था कोड

संस्थेचा वर्ग

Today: November 22, 2014

संस्थेचा नोंदणी वेळेचा पत्र

- 3) If you want to change year click on year i.e.2013. It would show list of years with in decade.

Society Registration Details

संस्थेचा नोंदणी तपशील

संस्थेचा नोंदणी क्र. ABCD123456

नोंदणी दिनांक

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संस्थेचे नाव

संस्था कोड

संस्थेचा वर्ग

Today: November 22, 2014

संस्थेचा नोंदणी वेळेचा घता

- 4) Change Decade by clicking left and right.

Society Registration Details

संस्थेचा नोंदणी तपशील

संस्थेचा नोंदणी क्र. ABCD123456

नोंदणी दिनांक

संस्थेचा तपशील

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संस्थेचे नाव

संस्था कोड

संस्थेचा वर्ग

Today: November 22, 2014

संस्थेचा नोंदणी वेळेचा घता

- 5) Select Month i.e. January from year 1980.

Society Registration Details

संस्थेचा नोंदणी तपशील

संस्थेचा नोंदणी क्र. ABCD123456

नोंदणी दिनांक

संस्थेचा तपशील

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संस्थेचे नाव

संस्था कोड

संस्थेचा वर्ग

Today: November 22, 2014

संस्थेचा नोंदणी वेळेचा घता

6) Select Date i. e. 10th Jan 1980.

Society Registration Details

संस्थेचा नोंदणी क्र. ABCD123456

नोंदणी दिनांक 10/01/1980

संस्थेचा ठेका

संस्था प्रकार नागरी सहकारी बँका (रु. 25/- कोटी पेक्षा जास्त ठेगी असणार्या)

संस्थेचे नाव

संस्था फोंड

संस्थेचा धर्म

January, 1980

Su Mo Tu We Th Fr Sa

30 31 1 2 3 4 5

6 7 8 9 10 11 12

13 14 15 16 17 18 19

20 21 22 23 24 25 26

27 28 29 30 31 1 2

3 4 5 6 7 8 9

Today: November 22, 2014

b) Upload the Society Registration Certificate:

1) Click on File Upload ink:



c) Click on Upload File and Browse File from the opened window:

d) Once file gets successfully submitted, confirmation message would appear on the screen.

Step 4: Click on Submit Details:

a) Click on Submit button

https://docmtapps.maharashtra.gov.in/App/Forms/Profile.aspx

संस्थेचा व्यवस्थापन प्रोफाइल

| | |
|---|---------------------------------------|
| अध्यक्षाचे नांव | अध्यक्षाचा असणार्या क्रमांक |
| सचिवाचे नांव | सचिवाचा असणार्या क्रमांक |
| लिक्विडिटर नांव | लिक्विडिटर असणार्या क्रमांक |
| एकूण समिती सदस्य | मागील निवडणूक दिनांक |
| कार्यकारी समितीचा कार्यकाळ(नविन्यांमध्ये) | मागील वार्षिक सर्वसाधारण सभेचे दिनांक |
| मागील लेखापरीक्षण झाल्याचे दिनांक | लेखापरीक्षण वर्ष 2014 |
| लेखापरीक्षण वर्ष एम-अ | वसूल लागवडाद्वारे |

संस्थेची नोंदणी प्रमाणपत्र अपलोड करा

Please select a PDF file having size less than 1 MB.

समावेश करा परत Cancel

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b) Confirmation Message would appear as shown below:

https://docmtapps.maharashtra.gov.in/App/Forms/Profile.aspx?&Unq=10001&ServiceID=2126

The page at https://docmtapps.maharashtra.gov.in says:

संस्थेच्या सगळी संस्थेची माहिती संश्लेषित झाली. नोंदणी क्रमांक 0043640

OK

| | | | |
|---|---------------|---------------------------------------|------------|
| अध्यक्षाचे नांव | MR J.C PANCH | क्रमांक | 7208300449 |
| सचिवाचे नांव | MR K. S S KRD | क्रमांक | 9324023039 |
| लिक्विडिटर नांव | | लिक्विडिटर असणार्या क्रमांक | 0 |
| एकूण समिती सदस्य | 5 | मागील निवडणूक दिनांक | 18/09/2011 |
| कार्यकारी समितीचा कार्यकाळ(नविन्यांमध्ये) | 60 | मागील वार्षिक सर्वसाधारण सभेचे दिनांक | 07/07/2013 |
| मागील लेखापरीक्षण झाल्याचे दिनांक | 27/05/2013 | लेखापरीक्षण वर्ष | 2012 |
| लेखापरीक्षण वर्ष एम-अ | | वसूल लागवडाद्वारे | 6500.00 |

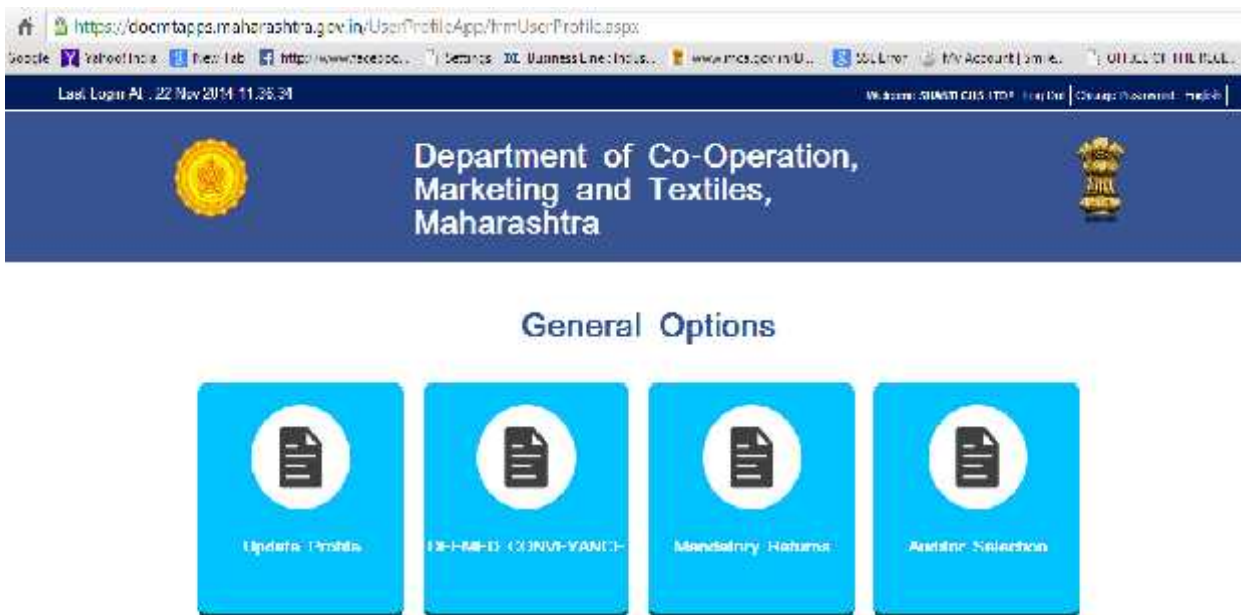
संस्थेची नोंदणी प्रमाणपत्र अपलोड करा

Please select a PDF file having size less than 1 MB.

समावेश करा परत Cancel

Step 4: Updating Society Registration Details

a) Go to Profile link



b) Click on Update Profile Link

c) Submit the updated Profile.

Step 5: Log Out from Website

a) Click on Logout button: User would be redirected to Home Page if gets successfully logged out.

Miscellaneous:

a) Create Email Address

Note: In case if you do not have email account please create at following sites for future communication

- Gmail
- Yahoo
- Hotmail
- Rediff