

**APPLICATION FOR REGISTRATION OF ASSOCIATION UNDER THE J&K
COOPERATIVE SELF RELIANT ACT.**

1. Name of the Association.

2. Address. Village/Mohalla _____.

3. Type of Liability of member. Limited

4. Application of Registered Association under the above name is hereby named by the person who's names are submitted hereunder with their signature and particulars of age profession and residence* etc.

5. With this application have elected the following persons to the Committee which is to conduct the affairs of the Cooperative for a period of one year from the date of registration of the Cooperative or for such further period as the president may consider desirable.

S.No.	Name & Parentage of member.	Residence.	Age	Value of share	Adm Fee	Designation	Signature

Secretary

President.

RESOLUTION

A general Meeting of all the members of the proposed " _____ Industrial Cooperative Ltd." was held today the _____ under the Chairmanship of the President of Cooperative Society regarding apply for the registration of the Cooperative for the generation of employment and financial opportunities for its members in accordance with the Cooperative fundamentals.

The President high lighted the benefits of memo generating schemes for the members though the working systems of Cooperation.

The General Body unanimously accepted the following aspects:

(a) The Temporary management committee consisting of five members were constituted for the period of one year as mentioned below in details.

S.No	Designation	Name & Parentage.	Residence	Age	Sign

(b) It is decided that each member will contribute at least Rs.350/- each and Rs. 10/- as membership fee which will be deposited in the Jammu Central Cooperative Bank Ltd. Branch

(C) The article of the association was prepared and accepted by all the members and it was decided that the President and Secretary were authorized to sign the article of association of the Cooperative on behalf of the General Body.

It was Resolved that the Cooperative will function in accordance with the principles of the Cooperative moments.

The president was requested to kindly get the proposed Cooperative registered under J&K Cooperative Self Reliant Act.

Secretary

President

S.No	Name & Parentage of member.	Residence.	Age	Value of Share.	Adm.Fee	Designation	Signature

Secretary

President.

The BYE-LAWS OF AN INDUSTRIAL ASSOCIATION 1

Identify of the Association

- I. The name of association is the.....
..... and its registered address is Village/Moh
Teh..... Distt..... Jammu. Any change in the address shall be notified to the Registrar within 14 days.
- II. In the article of association unless there is anything repugnant of to the subject on context, the expression "the act" means Jammu and Kashmir Self Reliance Cooperative Act. 1999 and its words and expression defined in the Act and used in these article of association shall have some meaning as assigned to them in the said Act.

2. Aim and Services

The aim and services of the association are to promote the economic interest of the members and more particularly.

- (i) To produce manufacture handicraft items on its own accounts.
- (ii) To purchase for its raw material, equipment and tools etc.
- (iii) To won lands, building to take them on lease or rent for the business of the association.
- (iv) To sell goods manufactured by it.
- (v) To undertake welfare activities particularly for the members and unemployed women for the promotion of their moral, educational and physical improvement.
- (vi) To undertake welfare activities particulars for the members and unemployed women for the promotion of their moral, educational and physical improvement.
- (vii) To undertake any business to create sources for procuring raw material for associaton.
- (viii) To do such thing as are incidental for the cooperative to attainment of any or all the above said services.

General Body

A member of the Cooperative association may be expelled by a two third of votes of the members present at a General Body meeting.

- (i) If he/she makes default in the payment of installments of his/her, shares or
- (ii) If he/she has been sentenced for any offence other than an offence not involving moral turpitude and dishonesty. Or
- (iii) If he/she has been sentenced for any offence other than an offence of a political character or offence not involving moral turpitude and dishonesty, or
- (iv) If he/she takes any profession similar to the objects of the cooperative, or
- (v) If he/she intentionally does any act likely to injure the credit of the association fails to observe proper discipline in regard to work the cooperative.

DECLARATION UNDER SCHEDULE "A".

1. We the members of _____ Industrial

Cooperative Society Ltd. "Cooperative Society submit a declaration that we will abide by the principles of Co-operatives as prescribed in the Act under schedule "A" in later.

S.No.	Name and Parentage	Residence	Age	Signature

For any action which may be held the managing Committee of the General meeting to be dishonest or contrary to the dishonest or contrary to the stated objects of the society or to interest of association.

BOARD OF DIRECTORS To elect, suspect remove members of the Managing Committee including a President and one or more Vice President and if the members in the cooperative exceed twenty elect a Committee of control.

To receive from the Committee report on the proceedings year's working or their cooperative together with a statement showing receipts and expenditures assets and liabilities and profit and loss for the year.

Consider the audit note, inception note of the Register of any other person authorized to inspect by the Registrar of finance Institution and any other Communication from the Registrar.

Dispose off profits in accordance with the provisions of the Act.

To discharge any members on the recommendation of the Managing Committee.

To determine the nature and extent of the welfare activities to be undertaken by the Cooperative.

To fix, subject to the approval of the Registrar maximum liability to be incurred during the following year, loans and deposits from non-members.

To amend the article of association subject to the sanction of the Registrar.

To expel members.

To consider any business brought forward for which the Managing Committee is not authorized.

The committee shall exercise all the powers of the cooperative except those reserved for the General meeting subject to any regulations of restriction laid down by the cooperative in a General meeting or in the Act and in particular shall have the following powers and duties:

To observe in all their transactions, the Act the notified powers in the Act.

To maintain true and accurate accounts of all the money received expended and all stock brought or sold.

To keep a register or members correct and upto date.

To keep true accounts of assets and liabilities of cooperative.

To prepare and lay before the General Meeting the annual profit and loss "accounts and audited balance sheet.

- 27) To opt member against the vacancy created by the registration or disqualification of any member of the Managing Committee.
- 28) Generally carry on business of Cooperative.
- 29) No member of committee receives any remuneration for his work as a member of Committee.
- 30) All business issue discussed or decided at the meeting of the Committee shall be recorded in a proceeding book, which shall be signed by the Chairman of the meeting and all the members of the Committee present.
- 31) The Committee may appoint from amongst its members a sub committee and may delegate to or any office of the Cooperative such of its own powers as it may consider desirable for the better conduct of the societies affairs. The subcommittee or officer shall in the discharge of the functions interested by them confirm in all respects to repayments of loans, the president or the secretary and treasurer may sign all these article of association and to the instructions given by the Managing Committee.

Notwithstanding contained in the article of association.

- a) No person shall be appointed as paid officer or servant in any category of serving in the society unless he/she posses the basic technical and educational qualification laid down by the Registrar and furnishes such security to the form and standard as may be prescribed by him.
- b) No paid officer or servant shall be retained in any category of services in Cooperative, if he/she doesn't posses the basic educational and technical such society as prescribed by the Registrar. No payment on account of salary commission honorarium or otherwise shall be made to any paid officer or servant unless he/she furnishes the required security.
- c) Except the previous sanction of the Registrar", no relative (as defined in the cooperative) Act 1999 of any member of the Committee or honorary secretary of the society shall be appointed to such office.

- (1) The Committee of the Cooperative shall specify which of the officer at the cooperative shall: a) keep the

books of accounts

- b) keep other books and Register and
- c) Prepare returns or statements provided that a person charged with the keeping of accounts shall not be in charge of cash.

(2) If Committee of the Cooperative as not specified the officers required to be specified in sub rule not withstanding any thing contained in the article of cooperative the following officers shall be responsible for keeping accounts, records as indicated against each namely:

a) **Treasurer:** He/she shall keep or cause to be kept all the books of accounts and vouchers and shall prepare or cause to be prepare annual profit and loss account. Receipt and disbursement, accounts and the balance sheet who so every may be writing these books own accounts. They shall always be demand to be in his custody possession, power and control. He shall be responsible for this safe delivery to his success or after making a list of documents handed and taken over.

b) **Secretary:** He shall keep or cause to be kept all other records of the Cooperative and shall be responsible for preparation and submission of various return to the Register who-so-ever may be keeping these records. These shall always be deemed to be in his custody possession, power and control. He shall be responsible for making over the charge of this record to his successor under proper charge report to be signed by the relieving and the relieved officers.

c) **Cash:** Cash balance in hand shall always remain in the hand of the president. Every Cooperative shall from time to time repayments of loans. The president or the secretary, and treasure may sign all determine at a meeting of the Committee the minimum members of the paid staff required for its business. The Committee shall prescribe their qualifications, experience and the emoluments. The Committee shall be competent to appoint, dismiss or remove any paid staff. The minimum paid staff for Cooperative Bank any Cooperative Society a working capital on annual transaction or Rs. Five lakh shall be:

- d) A Committee shall appoint a Manager and may require him to give such security as it may deemed sufficient.
- (1) To maintain quarterly and upto date the prescribed
- (2) To prepare all receipts, vouchers and documents required by the notified rules; or bye-laws of the committee.
- (3) To sign on behalf of association and conduct its correspondence.
- (4) To control the staff.
- (5) To prepare annual statements an submit them to the Registrar
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- (5) To prepare annual statements an submit them to the Registrar
Within the Period prescribed by him.
- (6) To certify copies of entries in the books.
- (7) To incur contingent expenditure subject to the sanction of the Committee.
- 8) Generally to conduct the correct business of the Cooperative and perform all the duties entrusted to him by Committee.

Committee of Control

- 1) The Committee of control consisting of three persons may be elected by the General body, if necessary. Its duty will be to get all the accounts examined and to report at the end of the year on the financial position and working of Cooperative. The committee of the control shall meet at least once a month.

- 2) The Committee of the Control has a right to examine any power at any time and to be present at all inventories and stock taken. It has also the right of making suggestion to the Managing Committee. It has also the right to call an extraordinary General Meeting and recommended the removal of Committee or any of the employees.

Finance

The capital shall be composed of:

- a) The undetermined number of shares of the value of Rs.
- b) Loans and deposits from members and non-members.
- c) Donation and grants.
- d) Other funds
- e) Realized profits

Receipts the cheques upto Rs. 200/- and such receipt for the deposits and repayments of loans, the president or the secretary, and the treasurer may sign all.

The funds of the Cooperative may be utilized in its business but when not employed in its business shall be invested or deposit as required by section self reliance of the Act.

Every member shall at least one share and no member shall hold shares of which the nominal value exceed Rs. 100/- or exceed 1/5 of the total share capital actually subscribed whichever is less. If any member by inheritance or other becomes posed of more than the maximum holding permitted this Act, the managing Committee shall be power to sell the excess member on behalf of Cooperative to hold the proceeds at disposal. A member will not be entitled to pay towards his second and subsequent are until the first of provisions once have been paid in full.

In any dispute touching the constitution or business of the cooperative arises between members of past members of the Cooperative or persons claiming any officer servant of the Cooperative servants (Past or present). It shall be referred to the Registrar as provided in the Cooperative Act there under.

- 4) All members specially provided are to be decided in accordance with the Cooperative act notified there under.
- 5) The Managing Committee with the approval of General meeting may frame of business for carrying on the working of Cooperative and may make addition or alternations on them from time to time.
- 6) In case of any dispute about the meaning, interpretation of any provision of the Cooperative Act the decision of the Registrar shall be final

Other matters

Amendments to the bye-laws shall only be carried out by a majority of not less than 2/3rd of the members present in a general meeting in which due to notice of the intention to discuss such amendments has been previously given, such amendments shall be forwarded to the Registrar for registration within a period of three months from the meeting.

LIOUIDATE-LIOUIDATION

The Cooperative shall be wound up dissolved only by order of the Registrar according to the provisions of J&k Self Reliance Cooperative Act, 1999.

We the undersigned certify that the above bye-laws have been fully explained to us and after necessary consideration in the General Meeting these Act have been adopted and we shall abide by them.

Arbitral Tribunal

Shares may be paid up in single payment or in monthly installments or not less than Rs. 100- the first installment shall be paid within the 7 days from the admission of a member by the Committee, the subsequent installments or before the 20th of each calendar month.

If the payment on account of shares remain unpaid for more than three months the Committee may declare such shares forfeited together with all payment there upon be extinguished. The committee may allow such shares to be restored provided.

- a) That all arrears together with such penalty interest as the Committee may demanded or paid up and.
- b) That ordinary such payments be made within 3 months from the date of forfeiture. Share shall not be withdrawn repaid or transfer otherwise than provided in the Act.

Every member may nominate a person or persons to whom on death of his shares shall be transferred but no member may nominate more than one person. Unless he holds more than one share and in any case unless or by fixed proportion of the amount available for transfer as the case may be, is duly specified when the nominee is appointed and he shall at least the nomination by putting his signature or thumb impression in the register of the members. If the share of interest subject of the deceased and there is more than one nominee, the amount to be deducted shall be set off against the amount due to each nominee in proportion to interest.

The Cooperative shall have the right to set off any money due on any account from the Cooperative to a member or past member of a persons claiming through him on payment of any sum which he/she owes to the Cooperative or for which he stands surety.

Loan

Notwithstanding anything contained in the Act. Loans to members may advance by the cooperative for the purchase of its shares in accordance with the scheme. Such loans shall be recovered in installment as may be decided by the Managing Committee the provision of scheme.

All documents creating a charge of obligation on the Cooperative shall be signed by the president, the Secretary and the treasurer provided in that such receipts and check upto

Rs. _____ and such receipt for the deposits and repayments of loans, the president of the secretary, and many sign all important documents of the Cooperative scaled with the cooperative scales. These shall be kept in the custody of Secretary. 3) The accounts of the Cooperative shall be audited at least once a year by an auditor.

The cooperative shall pay such audit fees as may be fixed from time by the Registrar/board of directors of Cooperative.

Arbitral Tribunal