

## **Registration of an Industrial cooperative**

Registration of an Industrial cooperative society mainly the bye-laws framed by proposed cooperative society being formally accepted and sanctioned by the Director & Ex-officio Additional Register on behalf of the State Government.

An Industrial cooperative society will be registered only after proposal for registration is forwarded by the Industrial Development Officer with his recommendation through District Industries Centre to the Director & Ex-officio Additional Register, Micro & Small Scale Enterprises, West Bengal. While forwarding a proposal, the Inspector should see that the following conditions are fulfilled-

- the area of membership of the society should be contiguous, the unit being Ward (Municipality/Corporation Area) and Gram Panchayat;
- no member of the society should be involved in the same category of business which the society intends to do ;
- members of a society should belong to the same class and occupation;
- category of membership should be strictly adhered to (i.e. men cannot members of women` cooperative and so on);
- no apex or central society will be registered unless it has among its applicants at least six primary societies;
- every society should use the word 'Limited' at the end of the name of the society; and,
- 'area of membership' as per convention, of two similar types of societies should not overlap.

### **1.2 LIST OF ORGANIZATION PAPERS: GENERAL**

Some of the organization papers are common as far as registration of societies is concerned. A list of such papers are given below-

- 1) Application in Form – 1;
- 2) Bye-laws;
- 3) Resolution of list organization meeting
- 4) Consent letter from the financing bank, if any;
- 5) List of shareholders (See PROFORMA);
- 6) Qualification as well as Experience Certificates of each members,
- 7) Challan of suspense deposit of share money and admission fee to the nearest branch of District Central Cooperative Bank Ltd;
- 8) Consent letter for office accommodation and business premises;
- 9) Tentative cash account showing all income and expenditure updated till the date of submission of organization paper;
- 10) Tentative budget for three years (surplus should be generated at the end of each year);
- 11) Scheme (of work/business) vetted by the appropriate authority;
- 12) A certificate (if necessary) from the neighboring cooperative society stating that the promoter members have no dues;
- 13) Residential proof of all the members;
- 14) A forwarding letter from the Chief Organizer, submitted to Register through Industrial Development Officer concerned;
- 15) Finally the organization papers would be submitted with comments of IDO specifying-
  - a) viability aspect of the proposed society;
  - b) how many societies of similar type already exist there; and
  - c) performance of the existing societies.

### List of Share-Holders

Name	No of share purchased	Value of each share	Admission fees	Total Value

#### **1.2.1 Resolution of first organization meeting**

In the first organization meeting, the following points should be discussed and adopted unanimously-

- name;
- registered address;
- area of operation;
- area of membership;
- admission fee, value of each share (both of 'A' class and 'B' class), and total value of authorized share capital;
- first Board of Directors (number of directors to be elected in a Board shall not be less than six or more than fifteen; but where a society has less than twelve members, the number of directors shall not be less than three or more than six);
- authorizing three persons for operation of bank account and for putting signature in the registration proposal;
- selection of Chief Organizer/Chief Promoter;
- adoption and approval of draft bye-laws;
- miscellaneous;

The proceeding of this meeting should be attested by the Inspector of Cooperative Societies concerned.

#### **NOTE**

Application forms and bye-laws may be purchased from West Bengal State Cooperative Union, 23A, N.S.Road, Kolkata-700001 or from respective District Cooperative Union.

Acts, Rules & Byelaws Co-operation & Co-operative Society

Co-operation means working together jointly. A Co-operative Society is essentially an autonomous association of persons united voluntarily on the basis of equality to meet common economic, social and cultural needs and aspirations of the members through jointly owned and democratically controlled enterprises by honest means. Co-operative Societies are expected to function according to certain Co-operative Principles as well as per provisions of the Co-operative Societies Act and the Rules. Co-operatives are based on the values of self-help, self-responsibility, democracy,

equality, equity and solidarity. In the tradition of their founders, co-operative members believe in the ethical values of honesty, openness, social responsibility and caring for others.

As per latest revision made by the International Co-operative Alliance in 1995, the seven Co-operative Principles are:-

1. Voluntary and Open Membership
2. Democratic Member Control
3. Member Economic Participation
4. Autonomy and Independence
5. Education, Training and Information
6. Co-operation among Co-operatives
7. Concern for Community

Co-operatives all over the world have become an effective and potential instrument of economic development. There is not a single major sphere of economic activity which has not been touched by Co-operatives. Co-operatives are also envisaged as an instrument for implementing many important policies like agricultural credit, urban credit, market intervention, price support for agricultural commodities through Co-operative wholesale stores, public distribution system etc.