

Directions for adoption of Model Byelaws

- a. Call SGM – Agenda for SGM - To adopt Model byelaws and authorize committee members to sign documents related to Adoption of the Model Byelaws. (14 clear days notice to all the members is necessary).
- b. A copy of the Model byelaws proposed to be adopted should be kept in the office of the society for inspection before Special General Body meeting.
- c. The Resolution for adoption must be passed by 2/3 members who are present in the Special General Body meeting. Name and signature of the members' who are present in the meeting is essential.
- d. In the meeting authorize the Office bearers to sign the documents related to Adoption of the Model Byelaws.
 - e. Documents required for submission –
 1. Copy of SGM notice with agenda.
 2. Copy of Resolution copy – Minutes of the meeting specifying that Model byelaws have been adopted and Office Bearers have been authorized to sign the documents related to adoption.
 3. List of members present at the SGM with their signature.
 4. Photo copy of audited B/s copy of 2013-14.
 5. Photo copy of receipt of fees paid to Mumbai District Cooperative Housing Federation Ltd.
 6. Existing byelaw copy.
 7. Name of the Chairman, Secretary, Treasurer and any other committee members.
 8. Adoption form. (The proposal for amendment of byelaws is required to be submitted with Appendix 'A' and five enclosures i.e. I, II, III, IV and V). This set of forms is available at Federation office.
 9. Affix Rs. 50/- court fee stamp on the adoption form.
 10. Two copies of the model byelaws bearing stamp, seal and office bearer's signature.

11. Fill following pages in the Model Byelaw book, Cover page 1 and 2, page no. 9, 11, 12, 13, 14, 112.

12. All these documents should have covering letter on society letter head.

File all the above documents in box file and submit at respective Registrar office.