

10. CO-OPERATIVE SOCIETIES

Sl. No	Service rendered	Document required	Time Limit	Penalties	To whom to contact
10.1	Registration of Co-op Society	1. Application form 2. Bye Laws 3. Cash balance certificate 4. Project Report 5. Minutes of meeting	Within six months	Applicable as per Maharashtra Co-op. Societies Act, 1960	Assistant Registrar, Co-op Societies, Daman.
10.2	Audits of Coop. Societies	1. All relevant Books of Accounts 2. Minutes Register 3. Share Register	Fifteen working days per society	Applicable as per Maharashtra Co-op. Societies Act, 1960	Assistant Registrar, Co-op Societies, Daman.
10.3	Inspection of Coop. Societies	1. All relevant Books of Accounts 2. Minutes Register 3. Share Register	One Day	Applicable as per Maharashtra Co-op. Societies Act, 1960	Assistant Registrar, Co-op Societies, Daman.
10.4	Grant of Govt. Share Capital to Coop. Societies	1. Balance Sheet for last three years 2. Minutes of meeting of Managing Committee	One month	Applicable as per terms and conditions	Assistant Registrar, Co-op Societies, Daman.
10.5	Grant of Godown loans to Coop. Societies	1. Balance sheet for last three years 2. Minutes of meeting of Managing Committee	One month	Applicable as per terms and conditions	Assistant Registrar, Co-op Societies, Daman.