

CA Vipin Batavia

Records to be maintained by the Society and Check list for transfer of a Flat

Every Co-operative Housing Society is required to maintain statutory records prescribed under the Co-operative Societies Act and there are certain other records, like books of accounts, various registers, files, vouchers, other documents etc., are to be maintained for smooth running and proper management of the society for various purposes.

Records to be maintained by the society

1) Nomination Register

(i) Serial Number
(ii) Name of the Member making nomination
(iii) Date of nomination
(iv) Name/s of nominee/s & Address/es of the nominee/s
(v) Date of the Managing Committee Meeting in which the nomination was recorded
(vi) Date of any subsequent revocation of nomination
(vii) Remarks

Note: - On revocation, entry of fresh nomination should be taken after the last entry in the register.

2) Share Register

(i) Serial Number
(ii) Date of allotment of share
(iii) Cash Book Folio No.
(iv) No. of Shares (Now for Individual-10 Shares & Statutory Body – 20 Shares)
(v) Value of Shares
(vi) Name of the Members to whom Shares Allotted
(vii) Date of transfer / refund
(viii) Cash Book Journal Folio No.
(ix) No. of Shares transferred or refunded
(x) Share Certificate Nos. transferred or refunded
(xi) Value of Shares transferred or refunded ₹
(xii) Value of Shares transferred or refunded ₹
(xiii) Name of transferee or the person receiving refund
(xiv) Authority of transfer or refund
(xv) Remarks

3) "I" Form Register - (As per Rules – 32 and 65 (I)) (Section 38 (I) of the Maharashtra Co-Operative Societies Act, 1960)

(i) Serial Number
(ii) Date of Admission
(iii) Date of payment of Entrance Fee
(iv) Full Name
(v) Address
(vi) Occupation

(vii) Age on the Date of Admission
(viii) Full Name and address of the person nominated by the Member under Section 30 (I)
(ix) Date of Nomination
(x) Date of Cessation of Membership
(xi) Reasons for Cessation
(xii) Remarks

4) "J" Form Register - (As per Rule 33)

(i) Serial Number
(ii) Full Name of the Member
(iii) Address
(iv) Class of Member

5) Sinking Fund Register

(i) Serial Number
(ii) Name of the Member
(iii) No. of the Flat allotted
(iv) Value of the flat excluding value of land
(v) The amount of Monthly / Quarterly Contribution @ 0.25% of the Construction cost of the flat per year (as shown in col. 4) per annum
(vi) Date of Receipt of contribution to the Sinking Fund
(vii) Amount contributed
(viii) Remarks

6) Monthly Collection Register

(i) Flat Number
(ii) Area (carpet) Sq. ft.
(iii) Rateable Value ₹
(iv) Member
(v) Transfer Details (Date and Transfer Premia received (₹))
(vi) Vehicles (Car and Scooter / M. Bike)
(vii) Month
(viii) Bill No.
(ix) Date of Bill
(x) Loan Installment
(xi) Interest on Loan
(xii) Sinking Fund
(xiii) Repairs Fund
(xiv) Municipal Taxes
(xv) Water Charges
(xvi) Electricity Charges
(xvii) Parking Charges
(xviii) Insurance Premium of Property
(xix) Service Charges
(xx) Interest on Arrears
(xxi) Total Dues
(xxii) Recoveries (Receipt No., Date and Amount Received)
(xxiii) Balance

7) "O" Form Register - (As per Rule 73) (Rectification Report Under Section 82/87)

(i) Date of Audit
(ii) Number & Date of order under Sections 83-84
(iii) Period covered
(iv) Name & Designation of person carrying out audit, inquiry or inspection
(v) Serial number of the objection in the Audit memo or Report of the officer carrying out inquiry or inspection
(vi) Observations made by the Auditor or officer carrying out inquiry or inspection
(vii) Explanation of the Society and remarks regarding action taken by it to rectify the irregularities and implement the suggestions made by the Auditor or officer, carrying out inquiry or inspection
(viii) Number and Date of the resolution of the committee approving the report
(iv) Remarks

8) Investment Register

(i) Name of the Fund

(ii) Serial Number

(iii) Date of Investment

(iv) Details of Investment (Securities, Shares F.D. Receipts Nos.)

(v) Name of the Institution / Bank

(vi) Total Amount Invested

(vii) Rate of Dividend Interest

(viii) Dividend / Interest Received / Accrued Per Annum (Period & Amount)

(ix) Date of Realisation

(x) T.D.S. Details

(xi) Amount Realised

(xii) Remarks

9) Property Register

(I) Information about Property

Name of the Society

Address

Registration No. and Date

Municipal house no.

Survey No. / Sub Div. No.

Land Free / Lease Hold

Annual Lease Rent

Total Plot Area

Constructed Area

Total No. of Flats

Garages

Shops

Land Cost

Construction Cost

Annual Non-Agriculture Assessment

Particulars of Building

Completion / Occupation Certificates (BCC / OC)

Occupation Date

Municipal Assessment Year

Total Rateable Value

Date of Conveyance

Date and Signature of the Hon. Secretary & Chairman

(II) Other Details

(i) Name of Co-partner Member

(ii) Date of Possession

(iii) Distinguishing No. of tenement (Flat No. & Floor)

(iv) Description of tenement

(v) Area of tenement

(vi) Cost of the tenement (Land & Construction)

(vii) Annual Ground Rent

(viii) Date of Cessation of Membership

(ix) Signature Chairman / Hon. Secretary

(x) Remarks (Reason of Cessation / Transfer to Sr. No. and Date)

10) Members List Register

(i) Serial Number

(ii) Flat Number

(iii) Name of the Members

(iv) Joint Member

(v) Associate Member

11) Stock / Dead Stock Register

(i) Serial Number

(ii) Date

(iii) Cash B.F.

(iv) Article with Particulars (Name, Qty., Rate, M. C. Resolution, Date)

(v) Voucher No.

(vi) Total Cost

(vii) Percentage of Depreciation

(viii) Particulars of Depreciation and Balance per Annum

Year

Amount of Depreciation

Balance

Signature of Chairman or Secretary

Remarks

(ix) Signature of Chairman or Secretary

(x) Remarks

12) Books of Account

(i) The Cash & Bank Book

(ii) The General Ledger

(iii) The Personal Ledger

(iv) Bill Register

(v) Vouchers for Payment

(vi) Monthly / Quarterly bills raised on the members for outgoings of the society.

(vii) Receipts of the collection of charges / transfer fees and other funds of the society.

(viii) Bank Statement / Pass Book

(ix) Statement of accounts as final Annual Accounts of the society are prepared at the end of every financial year

(x) Auditing records and Audit reports (Now the accounts are to be audited within six months of the close of the F.Y. and the auditor concern shall after obtaining written permission from registrar to file F.I.R. against fraud)

13) Other Records to be Maintained

(i) Notices & Minutes Books of meetings for:

a) Managing Committee

b) Annual General Meeting

c) Special General Body Meeting

d) Grievance settlement and Redressal committee.

(ii) Approved Copy of Bye Laws of the Society

(iii) Maharashtra Co-operative Societies Act and Rules

(iv) Inward & Outward Register

(v) Structural Audit Records

(vi) Parking Register (Now parking space will be transferable right with the flat or to other eligible member of the society)

(vii) Annual Returns (To be filed with the authority designated by state government)

(viii) Record of active and non active members.

(ix) Income Tax Records & Returns

(x) TDS Records & Returns

(xi) Contract Register

(xii) Various Files:

The Housing societies should maintain separate file for the correspondence and receipt for the payment made with different statutory authorities like Local Authority (Municipality), Registrar, Federation, Electric Department, Collector, Police Station etc. Separate file has to be maintained for members' application, nomination forms, transfer forms, Building approval records, Registration records, Circulars, Complaints, Tender & Quotation File, Election and insurance records etc. and also separate file for each member of the society.

Check List for Transfer of a flat

A) Copy of Instrument

(i) Certified true copy of the instrument executed for transfer of right in the flat either Agreement to sell or Gift Deed or any other instrument duly stamped and registered with Registrar of Assurances along with other required forms and charges.

B) List of Forms to be submitted along with registered instrument for transfer of a Flat in a Co-operative (H) Society.

Sr. No.	Form No.	Name of the Form	To be signed by
1	20 (1)	A form of Notice of Intention of a member (Transferor) to transfer his shares and interest in the Capital / Property of the society (Bye-law No. 38 (a) along with the consent of transferee.	Transferor
2	20 (2)	A form of letter of consent of the Proposed Transferee to transfer shares and interest of the member (Transferor) to him (Transferee) [Bye-law No. 38 (a)]	Transferee
3	—	The Form resignation of Membership of the society by a member (Transferor) [Bye-law No. 38(e)(iii)]	Transferor
4	21	Form of application for transfer of shares and interest in the capital / property of the Society by the transferor (being an individual) [Bye-law No. 38 (e) (i)] Form of Application for the membership of the society By the proposed Transferee (being an individual) [Bye-law No. 38 (e) (ii)]	Transferor
5	23	Form of Application for the membership of the society By the proposed Transferee (being an individual) [Bye-law No. 38 (e) (ii)]	Transferee
6	4	The Form of Undertaking to be furnished by the prospective member to use the flat for the Purpose for which it is allotted. [Bye-law Nos. 17 (b) and 19 (A) (iv)]	Transferee
7	—	Indemnity Bond on ₹ 200/- Stamp Paper	Transferee
8	—	Possession Letter	By Transferor & Transferee (Both)

C) Optional Forms

(i) Form No. 14 Form of Nomination to be filed by the transferee. The amended Nomination fees is now ₹ 100/- (It was ₹ 50/- prior to amendment)

(ii) Form No. 7 – The form of Associate Membership by an individual (New entrance fees ₹ 100/-)

The transferee & transferor should submit the certified copy of the instrument duly stamped & registered along with the above set of documents to the society along with the required remittances and the transfer fees as payable.