MEMORANDUM OF ASSOCIATION

Form No. 1

Fees Rs. 50.00

[Registration Under Societies Registration Act, XXI of 1860]

1. Name of the Society:

2. The Office of the Society is: -
situated in the Provinces/ State

3. The objects for which the Society is established are: - (The object must be Art & Culture, Environment, Science & Technology, Rural Development, Education, Health, Women & Child Welfare, Agriculture etc.)

1. সমিতির নাম:

2. সমিতির কার্যালয় ঠিকনা:

3. সমিতির উদ্দেশ্যার্থ: - (কলা ও সংস্কৃতি, পরিবেশ, বিজ্ঞান ও প্রযুক্তি, শিক্ষা উন্নয়ন, শিক্ষা, স্বাস্থ্য, মাতৃ আকাশ ও গৃহীত কল্যাণ, খাদ্য উন্নয়ন ইত্যাদি)
4. The Names, address and designation of the present members of the Executive Committee (or Governing body) are:

<table>
<thead>
<tr>
<th>Name in full</th>
<th>Address, Occupation</th>
<th>Designation</th>
</tr>
</thead>
<tbody>
<tr>
<td>সম্পূর্ণ নাম</td>
<td>ঠিকনা আক বর্ণনায়</td>
<td>পদবী</td>
</tr>
</tbody>
</table>
5. We the undersigned are desirous of forming a society in pursuance of this Memorandum of Association.

আমি নিয়মিত সদস্যাসকল উভয় সমিতিকে গঠন করিবার ইচ্ছা প্রকাশ করি আরো পার্থক্য রক্ষার প্রদান করিবো।

<table>
<thead>
<tr>
<th>Signature in full</th>
<th>Address, Occupation and Designation</th>
<th>Full Name with Seal and Signature of the Witness</th>
</tr>
</thead>
<tbody>
<tr>
<td>সম্পূর্ণ নাম</td>
<td>থিন্যাস, বন্ধুসংগঠন অফিসার</td>
<td>সাক্ষীর সম্পূর্ণ নামঃ, পদ্ধতি অক্ষীর চৌধুরী মোহন</td>
</tr>
<tr>
<td>(Atleast seven signatures are required)</td>
<td></td>
<td>The witness will be a person not member of this Society. He must be either a Local D.C., Addl. D.C., S.D.O. (Sadar) or Circle Officer, BDO, Executive Magistrate. (সাক্ষী গবারী সমিতির সদস্য হোন না রাখবেন, সাংবাদিক উপায়ে, অফিসার উপায়ে, মহকুমাধিকারী, বা কোথা বিষয়, অফিসার উপস্থিত, সাংবাদিক চৌধুরীর তালিকায় সাক্ষী হোন পাবেন।)</td>
</tr>
<tr>
<td>কর্মী (সাত) গবারীর চৌধুরী লালিত</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Date of Establishment :-

স্থাপিত হেরা তারিখ :-
1. Name of the Society:
   ১। সমিতির নাম:

2. Address of the main office of this Society:
   ২। সমিতির কার্যালয়ের ঠিকনা:

3. Area of operation:(Area of operation means the area of activity)
   ৩। সমিতির পরিসীমা:

4. Object: (The objects should be written elaborately and should be the same as written in the Memorandum of the Society)
   ৪। সমিতির উদ্দেশ্য়ালী: (উদ্দেশ্যালোচনা সম্পর্কে উল্লেখ করা হবে এবং সমিতির পদ্ধতির সাথে সমতুল্য হবে)
5. MEMBERSHIP -

5.1 সভাপতি -
(a) Qualification to become Members :-
(b) সভা হিসেবে যোগ্যতা :-
(b) Subscription, Donation etc. :-
(c) সভা ভর্তি বর্গি :-
(c) Collection of Fund :-
(d) পৃষ্ঠি সংগ্রহ :-
(d) Control of Fund :-
(e) পৃষ্ঠি নিয়ন্ত্রণ :-
6. Procedure of the General Meeting: (How many times in a year the General Meeting will be held)

7. Quorum of the General Meeting:

8. Election procedure of the Executive Committee / Governing body / Managing Committee:

9. Short description of the Executive body: (This description must tally with the list given in the item 4 of Memorandum copy)

10. The term of the Executive body:

11. Procedure of Re-election of the members of the Executive body:

12. Procedure of the meeting of the Executive body: (How many times in a year or month the meeting of the Executive body will be held)

13. Quorum of the meeting of the Executive body: (How many of the members of the executive body required to be present to form quorum of the meeting of the executive body)
14. Expulsion of undesirable member: - Any member who goes against the Rules and Regulation of the organisation may be expelled from the organisation.

15. Auditor: - A qualified Auditor will be appointed by the Executive body who shall audit the accounts of the society at least once in a year and Annual Audit Report will be submitted to the Registrar of Societies Regularly.

16. Legal Procedure: - According to the provision laid down in the section 6 of the Societies Registration Act-XXI of 1980, the Society may sue or may be sued in the name of the President and Secretary of the Society.

17. Dissolution: - If necessary, the Society may be dissolved and the properties remained after dissolution may be handed over according to the provision laid down in the Section 13 and 14 of the Societies Registration Act-XXI of 1980.

18. Certified to be the true copy of the Rules & Regulation of (NAME OF THE SAMITY)

Signature of the three Executive Members: -

1. 2. 3.
INSTRUCTION FOR THE REGISTRATION OF A SOCIETY

1. Two sets of cleanly typed Memorandum of Association together with Rules and Regulations (preferably hand or aerographed sheets should be used) duly signed by the President and the Secretary with the Seal of the Society to be submitted.

2. Every page of the documents furnished is to be initialed with date in the original set of the documents either by the President or the Secretary with the office seals of the Society. The signature should always be dated.

3. Registration Fee of Rs. 50.00 (Rupees fifty) only is payable for the purpose through Treasury Challan under the Head of Account - "1475-other General Economic Services-Fees under the Societies Registration Act XXI of 1960."

4. Copies of Resolution regarding the registration of the Society and election of the Members of the executive body with the list of members present in the General Meeting are to be furnished with the documents.

5. All the Executive Members (the president, Secretary and other Executive Members of the Society (whose number shall not be less than three) in the concerned list to sign with full name and date in the original copies of the Memorandum of Association and Rules & Regulation of the society in the presence of the Deputy Commissioner / Additional Deputy Commissioner / Sub-divisional Officer / Revenue circle Officer,BDO, Executive Magistrate of the concerned district / Sub-division / Revenue circle who will sign in each of the above mentioned documents with full name in block letter, date and designation in token of his/her having witnessed the same.

6. If the society claims that its office is situated on a land, owned by it, the Dug Number, Patta Number and proof of its ownership of the land should be furnished. If the office is situated in a rented building an affidavit from the house owner with proof of his ownership should be furnished.

7. Passport size photos of the President and the Secretary to be furnished (two copies each).

8. If the Organization (proposed to be registered as a society) has been undertaking any activities during the preceding twelve month from the date of its application for registration, it should attach a certificate in original from the Deputy Commissioner / Sub-divisional Officer of the concerned district / Sub-division of these activities.

9. Declaration from the President of the Secretary regarding the receipt of fund, if any from the Government or other agencies. There should be a categorical declaration in this respect.

10. Signature of the President and the Secretary of the organization should be affixed in the forms prescribed (D.P.-3) duly sealed and signed.

11. The forms prescribed (D.P.-1) should be sent to the relevant office of the Department.

12. The forms prescribed (D.P.-2) should be retained by the registered organization.

13. The forms prescribed (D.P.-4) should be sent to the relevant office of the Department.

14. The forms prescribed (D.P.-5) should be retained by the registered organization.