

Application to the Society and its time bound Resolution

In a Co-operative Housing Society Bye-Laws provide for the system for filling applications for specified purposes and the procedure to be followed for time bound disposal of such applications.

A. These specific applications are :-

1. Membership of the Society including Associate and Nominal Membership.
2. Transfer of Shares and interest in the capital / property of Society.
3. Permission for subletting or for giving flat on leave and license or under caretaker.
4. Permission for additions and alterations in flats.
5. Allotment of parking space in stilt and open area.
6. Permission for exchange of flats.
7. Permission for holding additional flats.
8. Permission for assignment, mortgage, creating charge or interest in flat.
9. Any other purpose as per the Bye-Laws but not included in above specific categories.

B. What is next step?

1. The Honorary Secretary will acknowledged every application received.
2. Honorary Secretary will scrutinize the application.
3. Shortcomings, if any, in the application shall be conveyed to applicant Member within 7 days.
4. The application shall be put up before the Managing Committee or General Body meeting to be held immediately after receipt of application.
5. The Managing Committee or General Body will consider the application and take decision thereon.

6. If the committee or General Body rejects the application, the reason for rejection shall be recorded in minutes.
7. The Secretary shall communicate the decision of committee or General Body to the applicant concerned within 15 days of such decision and in case of rejection communication will include the reason of rejection also.
8. The committee shall ensure that the application are disposed within maximum 3 months from the date of receipts.
9. In case of application for membership of the Society, if it is not decided within a period of 3 months, the applicant shall be deemed to have been admitted as Member.

(You may referred to Articles on transfers of share on sale, gift or exchange of flat or transmission of shares to the nominees or legal heirs on demise of a Member.)