

## **Bye Laws No. 91**

### **Handing over records by the Chief Promoter of the society**

The Chief Promoter of the Society shall, immediately after election of the office bearers of the society, at the first meeting of the Provisional Committee or its nomination by the Registering Authority under the byelaw No. 89(b), hand over to the Chairman of the Society or any member of the Provisional Committee authorized by it in that behalf :-

- (i) All records of the society, particularly the copy of the application for registration of the society, received back from the Registering Authority,
- (ii) The copy of the by-laws of the society registered by the Registering Authority,
- (iii) The certificate of registration of the society,
- (iv) The challans for credit of amounts into the bank
- (v) The counterfoils of the used cheques and the unused forms of the cheques,
- (vi) The bank pass books,
- (vii) The copies of all the agreements entered into by him with different parties,
- (viii) The statement of accounts as prepared by him,
- (ix) The applications for membership,
- (x) The statement of information of the promoters,
- (xi) The vouchers for amounts spent,
- (xii) The cash balance, if any,
- (xiii) The site plan/The scheme of construction (for plot purchase type)
- (xiv) The minutes of the first general meeting of the society,

- (xv) The files of the correspondence with the Registering
- (xvi) Authority, the Local Authority,
- (xvii) And all such other records and assets of the society as are in the possession, leaving nothing with him.

**Note on this Bye-laws :-**