

## **Bye Laws No.143**

### **Other records to be maintained**

The Society shall maintain separate files for the following items.

- (i) Applications for membership.
- (ii) Application for Nominal/Associate membership.
- (iii) Letters of resignations of membership including Associate and Nominal membership.
- (iv) Applications for transfer of shares and/or interest in the capital/ property of the society.
- (v) Cases of expulsion of members.
- (vi) Nominations made by members including revocations thereof.
- (vii) Separate file for correspondence entered into with each member.  
Correspondence with the Co-operative Registrar.
- (viii) Correspondence on property taxes including Non-agricultural taxes.  
Correspondence on common electric supply.
- (ix) Correspondence about conveyance of the property.
- (x) All Types of Agreements, with papers connected thereto.
- (xi) Approved plans of construction and correspondence thereon.
- (xii) Applications for allotment of parking spaces.

- (xiii) Vouchers, along with the bills relating thereto arranged in order of entries in the cash book and the journal.
- (xiv) Counterfoils of challans for credits of amounts into the bank, arranged in order of dates of credits.
- (xv) Counterfoils of cheques issued.
- (xvi) Counterfoils of share certificates.
- (xvii) Applications for duplicate share certificates.
- (xviii) Application for registration of the society, the copy of the bye-laws and amendments thereto.
- (xix) A certificate of registration fully framed.
- (xx) Counterfoils of receipts of carbon copies of receipts issued by the Society.
- (xxi) Counterfoils of bills of carbon copies of bills for the society's charges.
- (xxii) Correspondence about loan received and property of the society mortgaged.
- (xxiii) Notices and agenda of the meetings of the general body of the society.
- (xxiv) Periodical statements of accounts prepared by the society.
- (xxv) Committee's annual reports on the working of the society.
- (xxvi) Audit memos received from the Statutory Auditors, with rectification reports thereon.
- (xxvii) Audit reports received from Internal Auditors, with rectification reports thereon.

(xxviii) Papers pertaining to the election to the Committee.

(xxix) Complaint from members and correspondence thereof.

**Note: The society shall also maintain separate files relating to other subjects not expressly indicated above.**

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