

**PROCEDURE FOR AMENDMENT OF BYE-LAWS OF COOPERATIVE SOCIETIES IN TERMS OF ARUNACHAL PRADESH COOPERATIVE SOCIETIES ACT/RULES AND BYE-LAWS**

1. To issue Notice of the General Body Meeting in terms of Bye-laws Clause No.....
2. In the Notice it is to be clearly mentioned the Clause Nos to be amended.
3. A statement as below is to be prepared and annexed with the Notice of the General Body Meeting duly signed by the Chairman/ Secretary.

**Statement showing provisions to be amended in bye-laws.**

1	2	3
Bye-laws Clause No.	The Exact wording of existing Bye-laws	Bye-laws as it would read after amendments

**Signature of Chairman/Secretary**

4. In the minutes of the meeting, a resolution is to be written that Bye-laws Clause No. ....as notified and detailed in the statement has been amended.

**Checklist for documents to be forwarded to RCS**

1. Copy of Notice of GB meeting along with the statement of amendment made duly signed by Chairman/Secretary.
2. Minutes of the meeting containing resolution of amendment duly signed by Chairman/Secretary.
3. List of shareholders who attended the meeting along with their signature duly authenticated by DRCS/ARCS.
4. Certificate from DRCS/ARCS in the format enclosed.

**NOTE:** Please note that Clause Nos indicated in modal statement circulated by this office may not tally with the bye-laws of the respective societies. Care therefore should be taken to see the actual provisions to be amended as per this office instructions and the Clause Nos in bye-laws thereof.

**CERTIFICATE**

The shareholders list of \_\_\_\_\_ Multipurpose Cooperative Society Limited, \_\_\_\_\_ has been verified and the members who attended the General body meeting held on \_\_\_\_\_ are bonafide members.

Signature of District DRCS/ARCS  
with Office seal.