



PROCEDURE TO ISSUE SHARE CERTIFICATES TO MEMBERS.

The following is the procedure to issue shares certificate to newly formed Housing Society.

- 1) Pass resolution in MC meeting about decision to issue share certificates to all members. Also select one MC member who will sign the share certificate along with secretary and chairman.
- 2) Pass resolution in general body meeting about decision to issue share certificates.
- 3) Except promoter members who have already paid their contribution to share capital and entrance fee all other individual members will pay Rs 500 +Rs 100. Commercial /company will pay Rs1000 + Rs 100 as their contribution to share capital and entrance fee.
- 4) Members should submit certified true copy of registered sale deed
- 5) Those members who have taken home loan should submit their loan details.
- 6) Those who have not taken loan should submit declaration that their flat is free of lien and should show original sale deed at the time of collection of share certificate.
- 7) Share certificate should be collected by the member and sign acknowledgement of receipt on the counter foil of share certificate.
- 8) For those members who have taken loan the society should inform the bank to collect the share certificate through authorized person.
- 9) Name/s on the share certificate should be exactly same as on the sale deed
- 10) Authorized share capital is decided by registering authority at the time of registration of society
- 11) Authorized share capital divided by 50 is number of shares
- 12) Member's registration number will be same as in form I
- 13) Share certificate number is serially 001 onwards. Put date of issue of shares certificate.
- 14) Each share certificate is of 10 or 20 shares depending on the member is individual or company.
- 15) No scratching, over writing, no white ink on share certificate.
- 16) Seal of society should be on the face of the share certificate.
- 17) Share certificate should be signed by secretary chairman and one MC member who is authorized to sign the share certificate.
- 18) Put Society's seal or stamp on share certificate.
- 19) Request members to clear their dues before collecting the share certificate.






VED HOUSING SOCIETY MANAGEMENT

M.COM, MBA, GDCA, CERTIFIED PANEL AUDITOR, TAX & LEGAL CONSULTANT

SHARE CERTIFICATES FORMAT

<p>Share Certificate No.: _____ Member's Regn. No. _____ No. of shares _____</p> <p style="text-align: center;">SHARE CERTIFICATE</p> <p>(AUTHORISED SHARE CAPITAL OF RS. _____ DIVIDED INTO _____ SHARES OF RS. 50/- EACH)</p> <p>_____ Co-op. Housing Society Ltd. _____ (Registered under the M. C. S. Act, 1960) Regn No. _____ Date _____</p> <p>This is to certify that Shri / Smt. / M/s. _____</p> <p>_____</p> <p>Is the Registered Holder of _____ fully paid up shares of Rs. FIFTY each numbered from _____ to _____ both inclusive, in _____ Co-Op. Hsg. Soc. Ltd., _____ Subject to the Bye-laws of the said society. Given under the Common Seal of the said Society at _____ this _____ day of _____ 20 _____</p> <p>Authorised Secretary Chairman M. C. Member Received the Share Certificate day of _____ 20 _____ Receiver's Signature</p>	<p>Share Certificate No.: _____ Member's Regn. No. _____ No. of shares _____</p> <p style="text-align: center;">SHARE CERTIFICATE</p> <p>(AUTHORISED SHARE CAPITAL OF RS. _____ DIVIDED INTO _____ SHARES OF RS. 50/- EACH)</p> <p>_____ CO-OPERATIVE HOUSING SOCIETY LTD.</p> <p>_____</p> <p>(Registered under the Maharashtra Co-operative Societies Act, 1960) Registration No. _____ Date _____</p> <p>_____</p> <p><i>This is to certify that</i> Shri / Smt. / M/s. _____ is the Registered Holder of _____ fully paid up shares of Rs. FIFTY each numbered from _____ to _____ both inclusive, in _____ CO-OPERATIVE HSG. SOCIETY LTD., _____ subject to the Bye-laws of the said society.</p> <p>Given under the Common Seal of the said society on _____ this _____ day of _____ 20 _____</p> <div style="display: flex; justify-content: space-around; align-items: center; margin-top: 20px;"> <div style="text-align: center;">  <p>Seal of the Society</p> </div> <div style="text-align: center;"> <p>Authorised M. C. Member</p> </div> <div style="text-align: center;"> <p>Secretary</p> </div> <div style="text-align: center;"> <p>Chairman</p> <p>P. T. O.</p> </div> </div>
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APPENDIX '1'

[Under the Bye-Law No. 9]
Specimen of Share Certificate

