



singlewindow.jk.gov.in

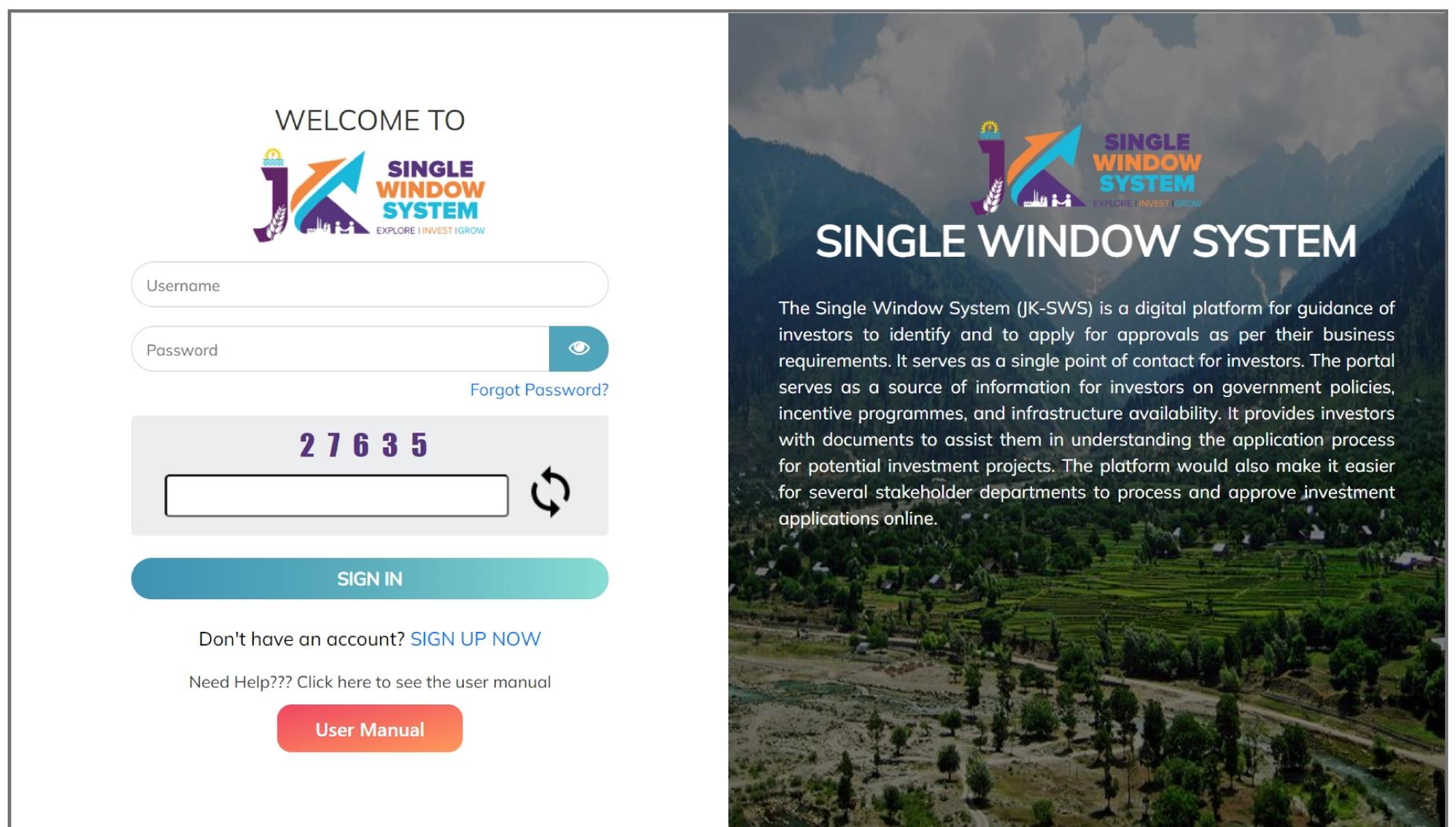
Society Registration

Single Window System - J & K

Society Registration

Access the Website: Open your web browser and visit the official website:
<https://singlewindow.jk.gov.in/>

Log in using your provided credentials. If you do not have an account yet, you will need to register to avail of our services. For registration assistance, please refer to our registration guide or contact our support team.



The screenshot shows the login interface of the Single Window System. On the left, there is a white login form with the following elements: a header "WELCOME TO" above the logo; a "Username" input field; a "Password" input field with a toggle eye icon and a "Forgot Password?" link; a CAPTCHA area with the numbers "2 7 6 3 5" and a refresh icon; a teal "SIGN IN" button; and links for "Don't have an account? SIGN UP NOW" and "Need Help??? Click here to see the user manual" with a "User Manual" button. On the right, there is a banner image of a valley with the text "SINGLE WINDOW SYSTEM" and a paragraph describing the system as a digital platform for investor guidance.

WELCOME TO



Username

Password 

[Forgot Password?](#)

2 7 6 3 5



SIGN IN

Don't have an account? [SIGN UP NOW](#)

Need Help??? Click here to see the user manual

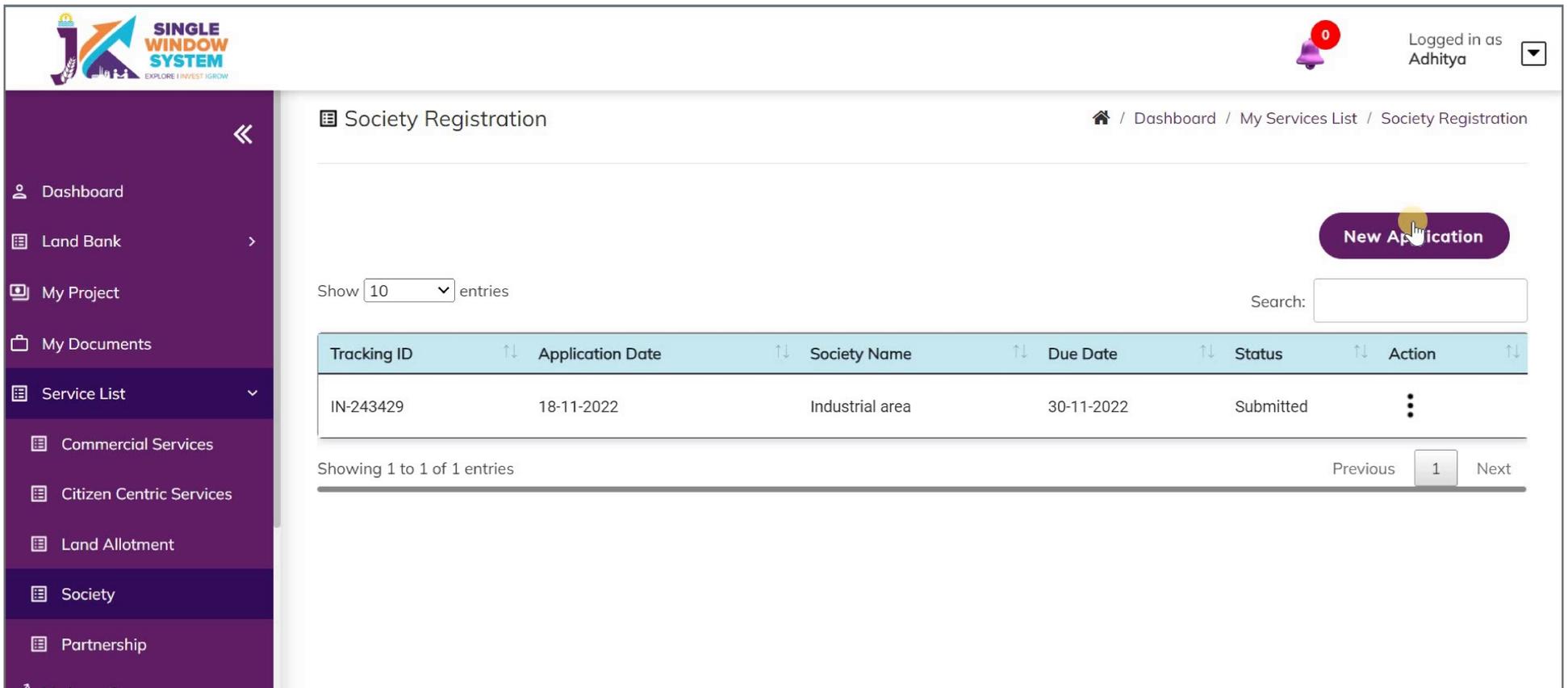
[User Manual](#)

SINGLE WINDOW SYSTEM

The Single Window System (JK-SWS) is a digital platform for guidance of investors to identify and to apply for approvals as per their business requirements. It serves as a single point of contact for investors. The portal serves as a source of information for investors on government policies, incentive programmes, and infrastructure availability. It provides investors with documents to assist them in understanding the application process for potential investment projects. The platform would also make it easier for several stakeholder departments to process and approve investment applications online.

After login, following screen will appear:

From the left side drop-down menu, select Society under service list. Now click on the **New Application** button as shown in the screenshot on next page.






0
Logged in as Adhitya

Home / Dashboard / My Services List / Society Registration

[New Application](#)

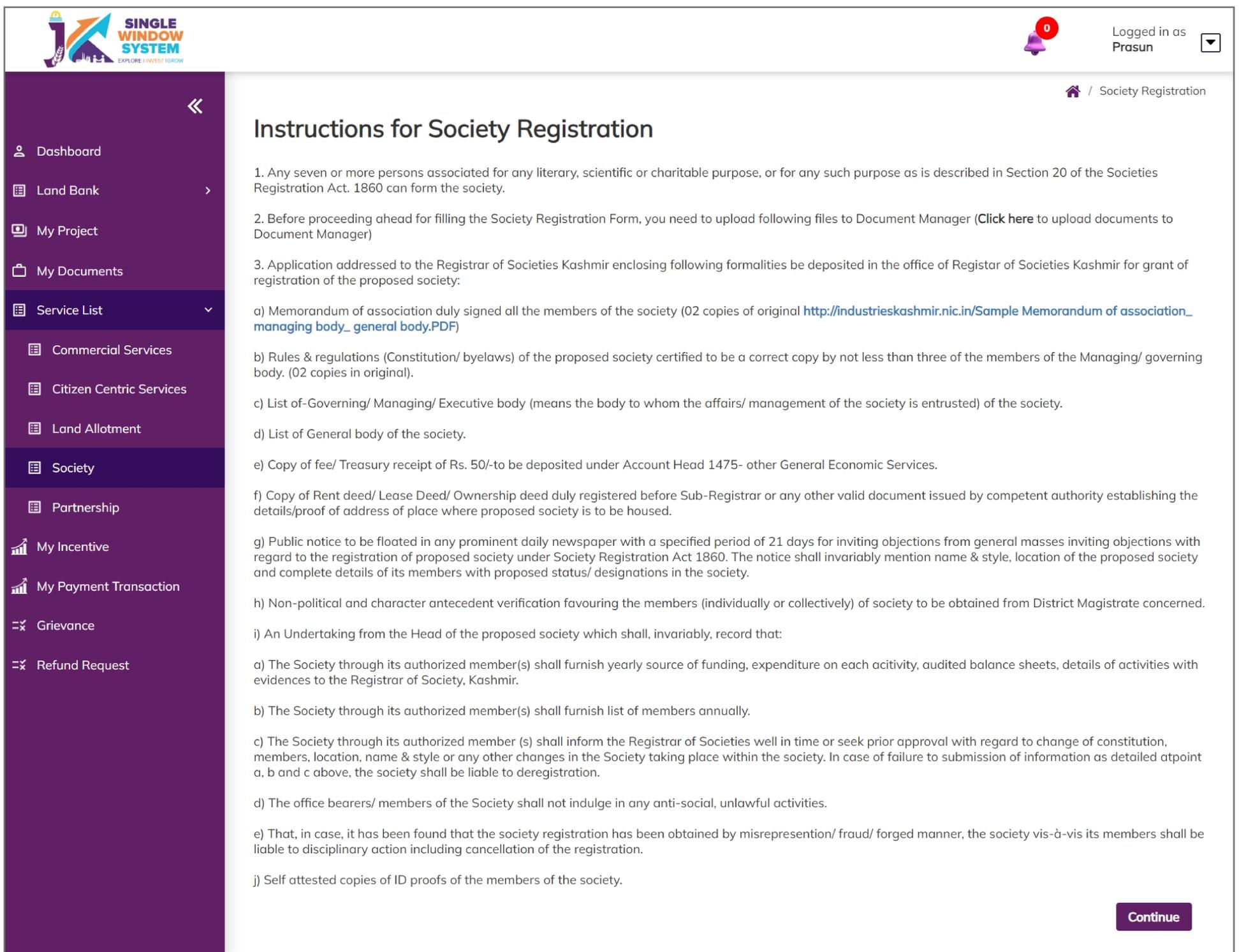
Show entries
 Search:

Tracking ID	Application Date	Society Name	Due Date	Status	Action
IN-243429	18-11-2022	Industrial area	30-11-2022	Submitted	⋮

Showing 1 to 1 of 1 entries
[Previous](#)

[Next](#)

After clicking on **New Application**. **Instructions for Society Registration** page will appear. Read the instructions carefully and then click on the **continue** button.






0
Logged in as Prasun

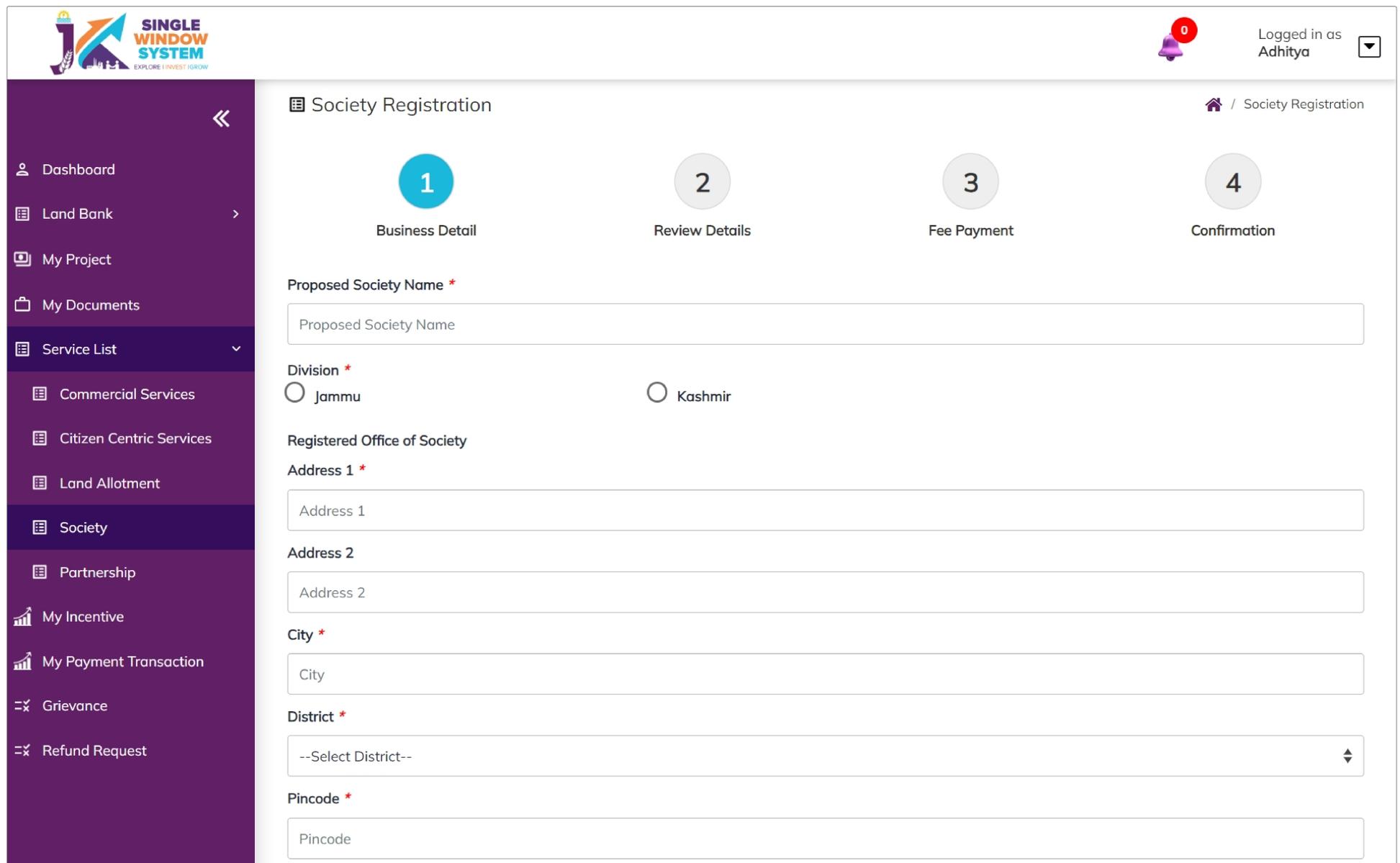
Home / Society Registration

Instructions for Society Registration

1. Any seven or more persons associated for any literary, scientific or charitable purpose, or for any such purpose as is described in Section 20 of the Societies Registration Act, 1860 can form the society.
2. Before proceeding ahead for filling the Society Registration Form, you need to upload following files to Document Manager ([Click here](#) to upload documents to Document Manager)
3. Application addressed to the Registrar of Societies Kashmir enclosing following formalities be deposited in the office of Registrar of Societies Kashmir for grant of registration of the proposed society:
 - a) Memorandum of association duly signed all the members of the society (02 copies of original [http://industrieskashmir.nic.in/Sample Memorandum of association_managing body_ general body.PDF](http://industrieskashmir.nic.in/Sample%20Memorandum%20of%20association_managing%20body_general%20body.PDF))
 - b) Rules & regulations (Constitution/ byelaws) of the proposed society certified to be a correct copy by not less than three of the members of the Managing/ governing body. (02 copies in original).
 - c) List of-Governing/ Managing/ Executive body (means the body to whom the affairs/ management of the society is entrusted) of the society.
 - d) List of General body of the society.
 - e) Copy of fee/ Treasury receipt of Rs. 50/-to be deposited under Account Head 1475- other General Economic Services.
 - f) Copy of Rent deed/ Lease Deed/ Ownership deed duly registered before Sub-Registrar or any other valid document issued by competent authority establishing the details/proof of address of place where proposed society is to be housed.
 - g) Public notice to be floated in any prominent daily newspaper with a specified period of 21 days for inviting objections from general masses inviting objections with regard to the registration of proposed society under Society Registration Act 1860. The notice shall invariably mention name & style, location of the proposed society and complete details of its members with proposed status/ designations in the society.
 - h) Non-political and character antecedent verification favouring the members (individually or collectively) of society to be obtained from District Magistrate concerned.
 - i) An Undertaking from the Head of the proposed society which shall, invariably, record that:
 - a) The Society through its authorized member(s) shall furnish yearly source of funding, expenditure on each activity, audited balance sheets, details of activities with evidences to the Registrar of Society, Kashmir.
 - b) The Society through its authorized member(s) shall furnish list of members annually.
 - c) The Society through its authorized member (s) shall inform the Registrar of Societies well in time or seek prior approval with regard to change of constitution, members, location, name & style or any other changes in the Society taking place within the society. In case of failure to submission of information as detailed atpoint a, b and c above, the society shall be liable to deregistration.
 - d) The office bearers/ members of the Society shall not indulge in any anti-social, unlawful activities.
 - e) That, in case, it has been found that the society registration has been obtained by misrepresentation/ fraud/ forged manner, the society vis-à-vis its members shall be liable to disciplinary action including cancellation of the registration.
 - j) Self attested copies of ID proofs of the members of the society.

[Continue](#)

Now, the following page will appear.



The screenshot shows a web application interface for 'Society Registration'. At the top left is the 'SINGLE WINDOW SYSTEM' logo. At the top right, it says 'Logged in as Adhitya' with a notification bell icon showing '0'. Below the header is a navigation menu on the left with options like Dashboard, Land Bank, My Project, My Documents, Service List (with sub-items: Commercial Services, Citizen Centric Services, Land Allotment, Society, Partnership), My Incentive, My Payment Transaction, Grievance, and Refund Request. The main content area is titled 'Society Registration' and shows a progress bar with four steps: 1. Business Detail (active), 2. Review Details, 3. Fee Payment, and 4. Confirmation. Below the progress bar are the following form fields:

- Proposed Society Name ***: A text input field with the placeholder 'Proposed Society Name'.
- Division ***: Two radio button options: 'Jammu' and 'Kashmir'.
- Registered Office of Society**: A section header.
- Address 1 ***: A text input field with the placeholder 'Address 1'.
- Address 2**: A text input field with the placeholder 'Address 2'.
- City ***: A text input field with the placeholder 'City'.
- District ***: A dropdown menu with the placeholder '--Select District--'.
- Pincode ***: A text input field with the placeholder 'Pincode'.

Proposed Society Name - Enter the name you propose for your society.

Division- Choose the division in which your society will be registered, either "Jammu" or "Kashmir."

Address 1- Provide the primary address for your society, such as street address or building number.

Address 2- If applicable, provide additional address details or a secondary address.

City- Enter the name of the city or locality where your society is located.

District- Specify the district in which your society is situated.

Pincode- Enter the postal code or PIN code associated with the society's location.

Document Upload
Upload Documents

Rent Deed / Ownership Document *

--Select Document--
▾

Affidavit (to be signed by President / Chairman / Head of the Society) *

--Select Document--
▾

Resolution passed by Society (To be signed by all the members of the Society) *

--Select Document--
▾

Constitution of Society (The constitution needs to be signed by at least three Executive Body/Managing Body members of Society on each page) *

--Select Document--
▾

Area of Operation *

Area of operation

Aims and objectives as per section 18 of J&K Societies Registration Act, 1998 *

Aims and objectives

ID Proof *

--Select Document--
▾

Upload treasury account

--Select Document--
▾

- Document Upload -

Rent Deed / Ownership Document - Select the appropriate document type from the dropdown menu (e.g., Rent Deed or Ownership Document).

Affidavit (to be signed by President / Chairman / Head of the Society) - Choose the relevant affidavit from the dropdown menu. The affidavit should be signed by the President, Chairman, or Head of the Society.

Resolution passed by Society (To be signed by all the members of the Society) - Select the resolution document from the dropdown menu. This resolution should be signed by all the members of the Society.

Constitution of Society (The constitution needs to be signed by at least three Executive Body/Managing Body members of Society on each page) - Choose the Society's constitution document from the dropdown menu. Ensure that it is signed by at least three Executive Body or Managing Body members on each page.

Area of Operation - Specify the geographical area or region where your society will operate.

Aims and objectives as per section 18 of J&K Societies Registration Act, 1998- Describe the aims and objectives of your society in accordance with Section 18 of the J&K Societies Registration Act, 1998.

ID Proof- Select the type of ID proof document from the dropdown menu.

Upload treasury account- Choose the treasury account document from the dropdown menu.

List of Managing Body/Executive Body/Governing Body of the Society *

Member 1 Details Add Member

Member Name * <input style="width: 95%;" type="text" value="Member Name"/>	Parentage * <input style="width: 95%;" type="text" value="Parentage"/>
Photograph * <input style="width: 95%;" type="text" value="Select File"/>	Designation in society * <input style="width: 95%;" type="text" value="Designation in society"/>
Permanent Resident Certificate * <input style="width: 95%;" type="text" value="Select File"/>	Scanned Signature * <input style="width: 95%;" type="text" value="Select File"/>

List of General Body of the Society *

Member 1 Details Add Member

Member Name * <input style="width: 95%;" type="text" value="Member Name"/>	Parentage * <input style="width: 95%;" type="text" value="Parentage"/>
Occupation * <input style="width: 95%;" type="text" value="Occupation"/>	Status in Society * <input style="width: 95%;" type="text" value="Status in Society"/>
Scanned Signature * <input style="width: 95%;" type="text" value="Select File"/>	

Submit

After filling all the details, mention details of Managing Body / Executive Body / Governing Body of the Society and mention details of General Body of the Society.

Under the list of Managing Body / Executive Body / Governing Body of the Society in **Member 1 Details**, Enter the following details of the member -

Member Name - Enter the member's name here.

Percentage - Enter the percentage here.

Photograph - From the dropdown list, select the photograph.

Designation in Society - Enter here the designation of the member in society.

Permanent Resident Certificate - From the dropdown list, select the Permanent Resident Certificate.

Scanned Signature - From the dropdown list, select the file having a scanned signature of the member.

Under the list of General Body of the Society. in **Member 1 Details**, Enter the following details of the member -

Member Name - Enter the member's name here.

Percentage - Enter the percentage here.

Occupation - Enter the occupation of the member here.

Status in Society - Enter here the status of the member in society.

Scanned Signature - From the dropdown list, select the file having a scanned signature of the member.

Applicant/User can add members and their details by clicking **Add Member** button on the left.

After filling the required field, click on the submit button to proceed.

Now, you can view all the filled details. To change/modify any details click on edit button, else click on the continue button. Now proceed with payment and after the successful payment the Society Registration is completed.