Requirement and Process Flow of Online registration of chits

Requirement: Department chit registration online by department portal. User will be able to give online application for registration using following process listed below:

For chit Registration there are two stages:

- 1: Prior sanction for Chit Registration.
- 2: Application for endorsement of chit registration and commencement of chit.

1: Prior sanction for Chit Registration. User will provide details about company and chit to be started. Details contains following fields listed below:

- Name of Company/ Chit.
- Address of Company/Chit.
- Company CIN NO(as text)
- Name Of MD/Director
- Father Name MD/Director.
- Mobile.
- Email.
- Chit group no.(every time it will change unique)
- Chit amount.
- Period of chit group.
- Description of security offered (upload as pdf).
- Form-1 (signed upload as pdf).
- Statement of particular i.e. annexure of form-1. (Upload as pdf).
- Upload sign of MD / Director of company.(upload as Image)
- Minutes of Meetings of boards of directors (signed upload as pdf).
- Article of association (for New Company only and if Exiting then Not Required)
- Memorandum Of Association
- Certificate of incorporation no of the company (signed upload as pdf & if exiting then not required).
- Certificate of paidup capital of company (for New Company only and if Exiting then Not required).
- Draft copy of chit agreement (for New Company only and if Exiting then Not required).
- Total No Of Members
- Total No Of Agreement

After submission of above details .new page for member's details will open and user will provide members/subscriber details. Members details contains following fields listed below:

- Name
- Nominee Name
- Address of member

When User Will Provide information about chit member and no of agreement of chit fee will be calculate and Fee will be deposit through online payment as Rs. 200 + Rs 2 Per Chit Agreement + 30 Rs for commencement certificate.

After payment application will be sent to patal sahayak end. When patal sahayak will verify the details then application will be forwarded to Deputy Registrar/Assistant Registrar end.

2: Application for endorsement of chit registration and commencement of chit: when application forwarded by patal sahayak to deputy registrar level, 1st presentation date will intimated to user by Deputy Registrar/Assistant Registrar level. After presentation when user will submit hard copy of all documents then Deputy Registrar/Assistant Registrar will approved the application of registration of chit and certificates will issued.

1: Certificate of prior sanction and security sufficiency

When first certificate will issued by deputy registrar then user will be able to upload Chit agreement, Form-2 and Form-5 as pdf file after uploading of file by user below listed certificates will be display on Deputy Registrar/Assistant Registrar level to issue.

- 2: Certificate of endorsement of chit.
- 3: Commencement certificate of chit.

Note: when Certificate of prior sanction and security sufficiency will issue by Deputy Registrar/Assistant Registrar level after that Certificate of endorsement of chit will be issued. If Certificate of prior sanction and security sufficiency is not issued by Deputy Registrar/Assistant Registrar then Certificate of endorsement of chit and commencement certificate of chit will not be issued. Certificate issuance will be as per chit fund act 1982 i.e.

First Certificate of prior sanction and security sufficiency then second Certificate of endorsement of chit and last Commencement certificate of chit will be Issue.



नोट : - पेमेंट से सम्बन्धित समस्या होने पर यूजर्स नीचे दिए गए निर्देशों का पालन करे

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II - Confirm Security Exception क्लिक करे -



III- Resend क्लिक करे

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For Internet Explorer Users:

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1: If This Page Occurred then Follow This Steps -

- I- Click Tool option from Menu
- II- Select Internet Option
- III- Click On Security -> Trusted Sites



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V- Add 'https://Secure.up.nic.in' to text box of Add this website to the zone option, and click 'ADD' and Then Click Close Then OK Button.