



Registry of Associations

Procedure to be followed for the registration of Associations

The registration of an Association is governed by the provisions of the Registration of Associations Act.

The broad lines for registration are given below:-

- (i) The Secretary should give notice of its formation within fourteen days and apply for registration within **three months** to the Registrar of Associations.
- (ii) Application for registration should be accompanied by:-
 - (a) Two copies of the rules of the association, (models of which are available at this office)
(Note: It is advisable to keep the floppy diskette containing the rules, as it may be required to effect corrections to the rules at a later stage).
 - (b) A list of the members, showing their names, occupations and address
 - (c) A list of the officers, showing their titles, names and addresses + auditor(s) and phone numbers if available
 - (d) A certified copy of the minutes of proceedings of the meeting at which the rules were approved and the officers were appointed;
 - (e) A notice of the address of the office of the association and;
 - (f) the prescribed fee of Rs 400/-
- (iii) The rules of an association must be in accordance with the relevant provisions of the Registration of Associations Act and shall make provisions for the matters specified in the Schedule (Please see verso). However the model rules do make such provisions.
- (iv) **Notice of formation, application for registration and all other documents must be signed and dated by the Secretary.**

Any further information may be obtained from this office on any working day during office hours.

Registry of Associations

(SPECIMEN LETTER TO REGISTRAR OF ASSOCIATIONS)

NAME OF ASSOCIATION:
ADDRESS:

LETTER OF APPLICATION

Date:

The Registrar of Associations
Silver Crest Building House
Monseigneur Gonin Street
Port Louis

Dear Sir

I am directed by the Managing Committee of the (name of association).....

..... to apply for its registration under section 5 of the Registration of Associations Act.

This application is accompanied by:

- 2 copies of rules;
- a **list of members**, showing their names, occupations and address; Doc A
- a **list of Officers** [committee members and auditor(s)], showing their titles, names, address and phone numbers, where available; Doc B
- a certified copy of the **minutes of proceedings** of the meeting at which the rules were approved and the officers, including auditors, were appointed; Doc C
- a **notice of address of the office** of the association; and Doc D
- The prescribed fee

Yours sincerely

Secretary (signature and name)

Registry of Associations

NAME OF ASSOCIATION:
ADDRESS:

NOTICE OF FORMATION

Date:

The Registrar of Associations
Silver Crest Building House
Monseigneur Gonin Street
Port Louis

Dear Sir

Please take notice that the (name of Association).....

was formed on (date).....

Yours sincerely

Secretary (signature and name)

Registry of Associations

NAME OF ASSOCIATION:
ADDRESS:

NOTICE OF ADDRESS OF OFFICE

Date:

The Registrar of Associations
Silver Crest Building House
Monseigneur Gonin Street
Port Louis

Dear Sir

Please take notice that the address of the office of the (name of Association)

..... is as follows;

.....
.....
.....
.....

Yours sincerely

Secretary (signature and name)

Registry of Associations

NAME OF ASSOCIATION: ADDRESS:
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MINUTES OF PROCEEDINGS

Minutes of Proceedings of General Meeting held on (date, place and time).....

.....

- Agenda:
1. Approval of the Rules of (name of association).....
.....
 2. Appointment of Managing Committee members
 3. Appointment of Auditor(s)
 4. Registration with the Registry of Associations

Members present:

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The Convenor and Chairman of the day, Mr/Mrsopened the meeting by welcoming the members and explaining the purpose of the meeting.