

SCHEDULE I

(See Rule 3)

ELEMENTS OF THE CONSTITUTION OF AN AGENCY

1. Name of the Agency-----
2. Area of Operation (It should be indicated whether the agency is meant for the neighborhood, or of city wise or provincial or national character)
3. Address of the principal office of the agency.
4. Aims and objects of the agency -----
5. Membership
 - (a) Eligibility for membership
 - (b) Categories of membership with conditions and fees thereof, if any?
 - (c) Procedure for admission of members
 - (d) Rights and privileges of various categories of membership
 - (e) Procedure of suspension, or cancellation of membership on reasonable grounds, such as
 - i) non-payment of subscription
 - ii) absence from meetings
 - iii) conduct being detrimental to the interest of the agency;
 - (f) Procedure for restoration of suspended or cancelled membership or re-admission.
6. Branches –(Applicable to only those agencies which have branches)
 - (a) Rights and privileges of Branch;
 - (b) Obligations on the part of the Branch
 - (c) Method of suspension or withdrawal or recognition of Branch.
7. Organizational structure
 - (a) Names of the different ‘Bodies’ formed from amongst the members of the agency to run the affairs of the agency properly.
 - (b) Composition, powers and functions of the General Body, Governing Body and any other ‘Body’
 - (c) Office Bearers
 - i) The designation of all the office bearers
 - ii) The method of their election, selection of nomination
 - iii) Their terms of office
 - iv) Their powers and functions, specially for each office.
8. Meetings
 - (a) Procedure for calling different types of meetings
 - (b) Notice period of meetings
 - (c) Quorum for the different types of meetings

9. Financial administration
 - (a) Procedure for withdrawal of money from bank
 - (b) Procedure for appointment of the auditor of the agency
10. Amendment of the constitution-Procedure to be adopted for making recommendation to the Registration Authority regarding any amendment of the constitution of the agency.

SCHEDULE II

FORM (A)

(See Rule 4)

Application for Registration of Agencies existing before the coming into force of Ordinance No. XLVI of 1961

To

THE REGISTRATION AUTHORITY, VOLUNTARY SOCIAL WELFARE AGENCIES, DIRECTORATE GENERAL OF SOCIAL WELFARE, GOVERNMENT OF PUNJAB, LAHORE

Dear Sir,

I, the undersigned have been operating the _____ the particulars of which are given below (Name of the Agency).

- (1) Name of the Agency
- (2) Address
- (3) Date of establishment
- (4) Date, place and No. of registration under any other law.
- (5) Aims and objects of Agency; (To be stated with reference to the field of service mentioned in the Schedule to the Ordinance)
- (6) Area of operation (whether neighborhood, city, province of Pakistan)
- (7) Names, occupations and addresses of the office-bearers of the agency

	Name	Office Held	Occupation	Address
(1)				
(2)				
(3)				
(4)				
(5)				
(6)				
(7)				

- (8) Name or names of the Bank or Banks in which funds of the agency are kept
- (9) (a) Total number of members of the agency on the date of the first general meeting.
 - (b) Number of members who attended the last general meeting.
- (10) Brief statement giving the following information is attached.
 - (a) Accommodation for the services being rendered.
 - (b) List of qualified personnel working in the agency with names and qualifications, if any

(c) Income and expenditure for last three years or since the establishment of the agency, which ever is less.

It is requested that the aforesaid agency may be registered under the Voluntary Social Welfare Agencies (R&C) Ordinance, 1961.

I, undertake to inform you of any change in the office bearers of the agency within thirty days thereof.

The following documents are attached: -

- i) A copy of the constitution of the agency
- ii) A copy of the minutes of the last general meeting of the members of the agency
- iii) Annual Report for the last three years or since the establishment of the agency which ever is less, or a statement of activities undertaken during the said period certified by a Gazetted officer residing within the area of operation of the agency or Chairman of the Union Council/Committee.

I certify that the statements above are correct. (Any office-bearer authorized by the agency in this behalf may sign hereunder)

Yours faithfully,

Signature
Name
Designation

Dated

SCHEDULE II

Form (B)

(See Rule 4)

Application for Registration of Agency established after the coming into force of Ordinance No. XLVI of 1961

To

THE REGISTRATION AUTHORITY, VOLUNTARY SOCIAL WELFARE
AGENCY DIRECTORATE GENERAL OF SOCIAL WELFARE
GOVERNMENT OF PUNJAB. LAHORE

Dear Sir,

We the undersigned propose to establish an agency, in accordance with the provisions of the Voluntary Social Welfare Agencies (Registration & Control) Ordinance, 1961 (XLVI 1961). The particulars of the proposed agency are given below...

1. Name of the Agency
2. Address
3. Aims and objects of the agency (to be stated with reference to the fields of services mentioned in the Schedule to the Ordinance)
4. Area of Operation (Whether neighborhood, City, Province or Pakistan)

5. Plan of Operation (Please attach a separate sheet giving a brief statement of the steps to be taken for the establishment of the agency, with reference to accommodation, qualified personnel and equipment, if necessary)

6. How proposed to be financed

7. Names, occupations and address of the founder members

Name	Occupation	Address
(1)		
(2)		
(3)		
(4)		
(5)		
(6)		
(7)		
(8)		
(9)		
(10)		
(11)		
(12)		
(13)		
(14)		
(15)		
(16)		
(17)		
(18)		
(19)		
(20)		

8. Name or names of the bank or banks in which funds of the agency are proposed to be kept.

It is requested that the agency may be registered under the aforesaid Ordinance.

We undertake to inform you of any change in the office bearers of the agency within thirty days thereof.

A copy of the constitution of the agency is attached.

We certify that the information given above is correct.

(All the founder members should sign hereunder)

Yours faithfully,

Signature of witnesses with
names and addresses

- 1.
- 2.

Registration No. _____ of 20

I hereby certify that

has this day been registered under the Voluntary Social Welfare Agencies (R&C) Ordinance 1961 (XLVI of 1961)

Given under my hand and seal at _____ this
_____ day of _____ two
thousands and _____

Registration Authority

Note:- Loss of the certificate must be reported to the Registration authority within seven days.

FORM (D)

(See Rule 8)

FORM OF THE REGISTER

Date of entry	Name and address of the agency	Registration No.	Date of registration	Date of establishment
1	2	3	4	5

Detail of the Founder Members (Applicable only to new Agencies)

Aims and Objects of the agency	Area of operation name	Name	Occupation	Address
6	7	8	9	10

Detail of the Office Bearers

Name	Designation	Address	Bank(s) in which Funds are kept	Remarks
11	12	13	14	15

FORM (E)

(See Rule 12)

Application for the Voluntary Dissolution of an agency
Ref _____ Registration No. _____ of _____

To

THE SECRETARY TO THE GOVERNMENT OF PUNJAB SOCIAL
WELFARE, WOMEN DEVELOPMENT AND BAIT UL MALL,
DEPARTMENT.

Dear Sir,

It was decided in the general meeting of
_____ held on _____ at _____
name of the agency

That application be made to the Punjab Government for the dissolution of the Agency under section II of the Voluntary Social Welfare Agencies (Registration & Control) Ordinance, 1961 (SLVI of 1961), on the following grounds, namely: -

(Here state the grounds in brief)

It is, therefore, requested that orders may be passed for the dissolution of the said agency.

That total membership of the agency on the date on which the meeting was held was _____

(State number)

and the total attendance at the meeting was _____

and the number of (state number) persons voting for the dissolution of the agency was _____ (state number). We certify that the information given above is correct. An attested copy of the resolution of the aforesaid meeting is also attached.

(All the members who attended the aforesaid meeting and voted for the dissolution of the agency would sign hereunder).

Yours faithfully,

Name of the members, address, signature,

1.