

# CERTIFICATE OF REGISTRATION OF SOCIETIES

(ACT XXI OF 1860)

No. 3119 of 2000

I hereby certify that Heritage Educational Society

has this day been registered under the Societies Registration Act (XXI of 1860) and as amended by Punjab Amendment Act, 1957.

Given under my hand at Chandigarh this 5th

day of JANUARY Two thousand one

Fee Rs. 50



REGISTRAR OF FIRMS & SOCIETIES  
U.T., CHANDIGARH

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**MEMORANDUM OF ASSOCIATION**

**1. NAME OF THE SOCIETY** : The name of the Society shall be **Heritage Educational Society.**

**2. REGISTERED OFFICE** : The office of the Society shall remain in the Union Territory Chandigarh and at present it is at the following address:

House No. 79,  
Sector - 9-A,  
Chandigarh (U.T).

**3. AIMS AND OBJECTIVES** : The primary aim of the Society is to provide quality education aimed at character building amongst the youth. Besides providing the students a healthy exposure to the vast field of knowledge, the Society aims to instill in them respect for lofty Indian values and principles. With this guiding principle in view, the Society shall work for attaining the following aims and objectives:

*Completed*

- i) to promote and provide quality school and higher education with emphasis on all disciplines including Arts, Commerce, History, Humanities, Science & Technology and particularly Information Technology;
- ii) to establish, construct, maintain and run educational institutions, both schools and colleges, for both boys and girls;



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- iii) to establish, acquire, construct, maintain and run auditoria, sports complexes or playgrounds for an around development of the youth and students;
  - iv) to establish, maintain and run hostles, boarding houses and libraries etc. for the benefit of the students;
  - v) to foster the spirit of enquiry amongst the students and to achieve high ethical and moral standards in life;
  - vi) to preserve and promote creativity in the fields of traditional Arts and Crafts;
  - vii) to engage teachers, instructors, professionals, consultants, advisors, management personnel and other necessary staff for furtherance of the objectives of the society and to pay necessary salaries therefor;
  - viii) to provide easy access to education to students belonging to weaker sections of society also who show potential and promise but are unable to afford expenses of quality education;
  - ix) to provide an environment for around development of mental, physical and moral faculties of the students in order to make them good citizens;
  - x) to accept donations, grants, presents, and other offerings and to deal with the same in the best interest of the Society;
  - xi) to raise loans for the aforesaid purposes from banks, financial institutions or from individuals and to pay interest etc. thereon.
  - xii) to charge tuition fees and otherwise recompense for the outlay and expenses incurred in the upkeep and maintenance of the institutions established or run by the Society;

*Completed*  
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xiii) to undertake and promote research programmes focussing on social, economic and cultural and educational matters and to undertake and promote cultural and educational exchange programmes;

xiv) to undertake and promote activities and programmes aimed at raising public consciousness on issues of social justice, communal harmony, human rights, social development and national integration;

xv) to give and accept awards, honorarium, grants, scholarships and subsidies etc;

xvi) to acquire land/building and create other assets in pursuance of the objectives of the Society and to dispose of the same;

xvii) to invest or deposit surplus funds of the Society in a manner beneficial to the society for fulfilling the aims of the Society. The income and property of the Society shall be applied solely for the promotion of the objects of the Society and no portion thereof shall be paid or transferred directly or indirectly to the members of the Society;

*Completed*

xviii) No member of the Governing Body of the Society shall be appointed to any salaried office of the Society;



4. **GOVERNING BODY** : The names, addresses, occupation and designations of the **Founding Members** of the governing body to whom the management of the society is entrusted as required under Section 2 of the Societies Registration Act, 1860 are as follows:

Sr. No.	Name (in capitals)	Address	Occupation	Designation in the Society
1.	Sh. Uday C. Soni	#79, Sector 9-A Chandigarh	Retd. Diplomat	President
2.	Smt. Ambika Soni	#79, Sector 9-A Chandigarh	Social Worker	Vice- President
3.	Sh. Pawan Kumar Bansal	#64, Sector 28-A Chandigarh	Advocate	Secretary
4.	Sh. Bal Krishan Bansal	#190, Sector 7 Panchkula	Business	Treasurer
5.	Sh. Lalpat Rai	#203, Sector 7 Panchkula	Business	Member
6.	Sh. Anup Soni	#79, Sector 9-A Chandigarh	Service	Member
7.	Sh. Amit K Bansal	#64, Sector 28-A Chandigarh	Student of Management	Member
8.	Sh. Manish Bansal	#64, Sector 28-A Chandigarh	Student of Law	Member
9.	Sh. Mukesh Bansal	#190, Sector 7 Panchkula	Student of Commerce	Member

5. **DESIROUS PERSONS** : We, the undersigned are desirous of forming the society namely Heritage Educational Society under the Societies Registration Act, 1860 in pursuance of this Memorandum of Association of the Society.

Sr. No.	Name & Address	Occupation	Signatures
1.	Uday Soni #79, Sector 9-A, Chandigarh	Retd. Diplomat	
2.	Smt. Ambika Soni #79, Sector 9-A, Chandigarh	Social Worker	
3.	Sh. Pawan Kumar Bansal #64, Sector 28-A, Chandigarh	Advocate	
4.	Sh. Bal Krishan Bansal #190, Sector 7, Panchkula	Business	

Certified to be true Copy

Registrar of Firms & Societies  
U. T. Chandigarh



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5.	Sh. Lalpat Rai #203, Sector 7, Panchkula	Business	<i>Lalpat Rai</i>
6.	Sh. Anup Soni (through Smt. Ambika Soni, holder of General Power of Attorney) #79, Sector 9-A, Chandigarh	Service	<i>Anup Soni</i> GPA <i>Anup Soni</i>
7.	Sh. Amit Kumar Bansal #64, Sector 28-A, Chandigarh	Student of Management	<i>Amit K Bansal</i>
8.	Sh. Manish Bansal 64, Sector 28-A, Chandigarh	Student of Laws	<i>Manish Bansal</i>
9.	Sh. Mukesh Bansal 190, Sector 7, Panchkula	Student of Commerce	<i>Mukesh</i>

*Witness*  
*P. Rai*  
*P. Rai Advocate*  
H.No.-3064, Sec.-19-D  
Chandigarh - 160019

*Certified to be true copy*  
*Bal Krishan Bansal*  
(Bal Krishan Bansal)  
Treasurer

### RULES AND REGULATIONS:

1. Name of the Society : Heritage Educational Society.
2. Membership : The society shall consist of the following members
  - (a) Founder Members
  - (b) Associate Members

### 3. ADMISSION AND QUALIFICATIONS FOR MEMBERSHIP:

*Confirmed*

#### a) Founder Members:

All signatories to the Memorandum of Association of the Society shall be Founder Members and shall remain such members for life.

#### b) Associate Members:

The Governing Body may admit from time to time individuals, associations, organisations, societies or institutions who are engaged closely in the promotion of the aims and objectives of the society as Associate Members on such terms and conditions as may be specified from time to time by the Governing Body.



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#### 4. CESSATION OF MEMBERSHIP:

Member shall cease by :

- (i) death or resignation;
- (ii) if the member becomes insane;
- (iii) if the member is convicted by a court of Law for an offence involving moral turpitude;
- (iv) if the member willfully violates the Rules and Regulations of the Society or disobeys its orders or defames it by way of speaking, writing or printing or acts dishonestly in the discharge of the functions of the Society.

#### 5. RIGHTS AND PRIVILEGES OF MEMBERS:

- i) All the members shall enjoy such rights and privileges as are decided by the Governing Body from time to time.
- ii) A Founder Member on resignation or otherwise on cessation as provided herein before, may with the consent of 2/3<sup>rd</sup> majority of the Founder Members, nominate another person to take his place or may nominate at any time some one to take his place in case of death.

*Completed*

#### 6. GENERAL BODY:

All bonafide members shall form the General Body of the Society.

The General Body members shall elect from amongst the Founder Members, office bearers of the Governing Body. The General Body will atleast meet once in a year, at such place and time as may be decided by the Governing Body to perform, inter alia the following functions;

- i) adopt the Annual Report on the working of the Society;
- ii) appoint Auditor to audit accounts of the Society;





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- iii) consider and approve the audited accounts (including Balance sheet, statement of profit and loss) of the Society;
  - iv) adopt and approve amendments to Rules and Regulations of the Society as recommended by the Governing Body;
  - v) transact such other business as may be brought before it by the Governing Body.

Besides the Annual General Meeting (A.G.M.), the General Body may meet as and when deemed necessary by following due procedure:

There will be at least one fortnight's prior notice for the General Body meeting with the list of agenda to be transacted. However, shorter notice in case of emergency, may be given for calling a meeting.

Members may also send proposals/resolutions for the General Body meeting and this shall be included in the list of the agenda by the Secretary if they merit consideration at the Governing Body level.

Three fourth of the total members of the Society shall form quorum for any meeting of the General Body. If at any time, the quorum is not present, the meeting may be re-convened after one hour without the pre-requisite of quorum, as aforesaid. However, the provision of quorum shall not be relaxed in any General Body meeting which proposes amendment to the Constitution.

*Confirmed*  
**7. Governing Body:** The Governing Body shall be elected by the General Body from amongst Founder Members. It shall have nine members including office-bearers. The immediate past President and Secretary, shall be ex-officio members of the Governing Body. The Governing Body will consist of following members including office-bearers.

President	:	One
Vice-President	:	One
Secretary	:	One
Treasurer	:	One
Members	:	Five





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The office-bearers and members of the Governing Body shall hold office for a period of two years but continue in the office till the successor assumes office. There shall be fresh elections for the new Governing Body atleast one month in advance of the expiry of the tenure of the Governing Body. The out-going members shall be eligible for re-election.

#### 8. Mode of Election :

Each member shall have one vote and votes shall be cast by raising of hands or by ballot, as may be decided by the President. No proxy shall be permissible.

#### 9. Powers and duties of the Governing Body :

- (1) The quorum for the meetings of the Governing Body shall be seven. The day to day affairs of the Society shall be managed by the Governing Body. The Governing Body shall formulate policies and programmes of the Society. It shall plan and implement various projects, schemes and programmes to achieve the aims and objectives of the Society.

*Completed*

- (2) The Governing Body can set up branches of the Society in different States of the country for promoting the aims and objectives of the Society.
- (3) The Governing Body shall have full control of funds of the Society and is entitled to use them for any purpose which in the opinion of the Governing Body is in conformity with aims and objects of the Society. It shall have the powers to appropriate all receipts and expenditure and to frame rules for proper maintenance of accounts of the Society.

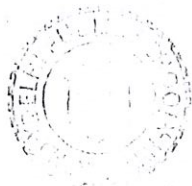


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- (11)
- (4) The Governing Body may meet as often as necessary to transact its business. However, it shall meet at least once in each quarter of a year. All the meetings of the Governing Body shall be convened by the Secretary with the approval of the President who will preside over the meeting. In the absence of the President, the Vice-President of the society shall have the authority to act in his place
- (5) The Governing Body shall take all decisions by consensus. However, in exceptional cases where consensus is not reached, the decision shall be by majority. In case of a tie, the President shall have a casting vote.
- (6) If in the opinion of the Governing Body the case of any member of the Society falls under the conditions stipulated under rule 4, it may by two third majority, order the cessation of his membership.
- (7) In the event of the absence of the Secretary of the Society at a meeting of the Governing Body, the President may designate any other member of the Governing Body to take his place and discharge his functions.
- (8) *Competent* In the event of a vacancy occurring in any of the offices of the Governing Body during its tenure, it shall be competent for the Governing Body to fill up such vacancy with a Founder Member of the Society. The Governing Body may also invite other members/persons as special invitees to its meetings to seek their views as the occasion may require.

In addition to the aforesaid, the **Governing Body** shall have the authority to:

- i) to pass accounts of the Society and consider any recommendation made in regard thereof at a General Meeting;





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ii) to pay the expenses incurred in carrying out the objectives of the Society and to make and give receipts, releases and other discharges on behalf of the Society;

iii) to acquire for the Society land (by lease, purchase or otherwise), property, rights or privileges on such terms and conditions as deemed fit;

iv) to purchase, take on lease or in exchange, hire or otherwise acquire any movable or immovable property, and in particular any land, buildings, workshops connected with or consistent with the purpose of the Society and to construct, erect, alter, improve and maintain any building and to manage, develop, sell, demise, let, mortgage, dispose of or otherwise deal with the same with a view to promote the objectives of the Society.

*Completed*

to raise loans or deposits on such terms including payment of interest thereon, as may be decided by it;

vi) to borrow funds and gain credit facilities from banks, Govt. Financial Institutions, or any body Corporate or otherwise on interest or without interest for fulfillment of the objectives of the society i.e. to purchase land, construct buildings, projects, equipments and movable or immovable properties and to execute all necessary documents therefor

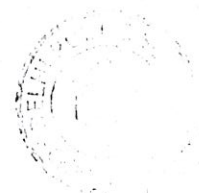
vii) to manage, sell, transfer, let out by way of tenancy, license or in any other way dispose of movable and immovable property of the Society;

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- viii) to invest in FDRs of Banks, Units etc. and deal with moneys of the Society in such a manner as deemed fit and from time to time and to vary or release such investments in the interest of Society. However, the income and property of the Society shall be applied solely towards the promotion of the objects of the Society and no portion thereof shall be paid or transferred directly or indirectly to the members of the Society;
- ix) to enter into and secure the fulfillment of any contracts or engagements on behalf of the Society, compound or abandon any legal proceedings by or against the Society and to refer any matters, claims or demands to arbitration/mediation and to honour the Awards thereof;
- x) to set up independently or in collaboration with Indian or Foreign Institutions or Universities, educational institutions or make other arrangements or agreements in such manner and on such terms as may be considered necessary in the interest of the Society and to constitute Committees consisting of two or more persons, not necessarily members of the Society, and delegate to them such powers as may be considered necessary for the purpose;
- xi) to recompense members for all bonafide expenditure incurred for the Society and to provide for other services required for the discharge of functions of the Society. However, no member of the Governing Body shall be appointed to any salaried office;
- xii) to employ any salaried staff, professionals, advisors, consultants, workers as may be considered necessary to carry out the objectives of the Society and to pay such remuneration as may be considered expedient;
- xiii) to take any disciplinary action against the employees including suspension and dismissal from service;

Compound





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xiv) to accept grants, donations and contributions in cash or in kind from other public bodies, Corporations, Associations, Institutions, Companies or individuals within India or abroad, for the purpose of the Society on such terms as may be agreed to;

xv) to provide for funds for all or any objectives of the Society in manner as may be considered expedient;

xvi) to draw, accept, endorse, discount, execute and issue promissory notes, bills of exchange and other negotiable, transferable instruments in the interest of Society;

xvii) to pay all expenses, preliminary or incidental to the formation of the Society and its registration;

*Confused*

xviii) to establish, support or aid in the establishment of Trusts, institutions, and funds for the benefit of employees of the Society or their dependents of such employees and to grant superannuation benefits and allowances and to make payments towards insurance of such persons;

xix) to make rules and regulations and bye-laws for conducting smoothly and successfully the affairs of the Society and to amend or alter the same, subject to their ratification by the General Body;

xx) to borrow, secure payments of moneys and also to lend money either with or without security in accordance with rules and regulations and all statutes applicable to the Society;



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- xxi) to undertake any publication and to pay for the same and realise proceeds for the sale thereof;
- xxii) generally to do all such things may be considered expedient for the purposes of carrying out the objectives of the Society;
- xxiii) to do things and acts for public or charitable purposes and to provide necessary relief and help to the needy and weaker sections of Society;
- xxiv) to establish and grant Scholarships and prizes for students and others showing outstanding and distinctive performance in education or any research work;
- xxv) to sponsor deserving students for higher education in India or abroad and bear such expenses as deemed fit;
- xxvi) to direct, by general or special order that any Resolution may be passed by circulation amongst the members of the Governing Body, which on such approval by majority of the members signing in token thereof, be deemed to have been passed at a regular meeting of the Governing Body;
- xxvii) to correspond and interact with any governmental, statutory or local authority for seeking recognition, affiliation, concessions/exemption, donations or for any other purpose in consonance with the aims and objects of the Society.

Completed





10. Powers and duties of the office bearers

(1) President :

The President shall chair all the meetings of the Governing Body and the General Body about the Society. He shall be the administrative head of the Society. In case of any doubt about the interpretation of any of the provisions of the Rules and Regulations, the interpretation given by the President shall be final. The President shall ensure implementation of the decisions taken at the meeting of the Governing Body and the General Body. He along with the Secretary and the Treasurer will operate the bank accounts jointly.

(2) Vice-President :

The Vice-President shall exercise such powers as may be delegated to him by the President of the Governing Body. In the absence of President, the Vice-President shall discharge all his functions.

*Completed*

(3) Secretary :

The office of the Society shall be run by the Secretary who shall be responsible for the general conduct of business barring finances. All the meetings of the Governing Body and the General Body shall be convened by the Secretary with the approval of the President. The Secretary shall be responsible for circulating the Agenda for the meetings and drawing up the minutes. He shall assist the President in implementing the decisions taken in the meetings.

(4) Treasurer :

The Treasurer shall work under the general guidance of the Governing Body and shall be responsible to it for the finances of the Society except that the bank accounts shall be operated jointly by President, Secretary and the Treasurer. He shall be the trustee of moveable and immovable properties including funds of the Society and shall keep the correct accounts of all receipts and payments to the satisfaction of the General Body. He shall report the financial position of the Society to the General Body for



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consideration and directions. He shall constantly keep the Governing Body abreast of the ways and means position of the Society.

**11. Requisition of meetings :**

Any four members including office bearers may request the President/Secretary of the Society for calling an emergent meeting of the Governing Body/General Body within one week after the delivery of the notice.

**12. Recording of proceedings:**

The Secretary shall record or cause to be recorded the minutes of the meetings of the General Body and Governing Body in the register provided for the purpose. Such minutes shall include :

- a) names and signatures of the members present;
- b) resume of the proceedings;
- c) decisions taken and resolution passed.

*Completed*  
The minutes shall be signed by the President, Vice-President, the Secretary and the Treasurer.

**13. Bankers :**

The Governing Body may open, maintain/close accounts with any Nationalized/Scheduled/Corporate Banks in the name of the Society or in the name of any institution run by the Society for fulfillment of all or any of the objects of the Society and the same shall be operated by the President, the Secretary and the Treasurer jointly

**14. Funds of the Society :**

Funds of the Society shall consist of :

- i) Donations;
- ii) Educational Fees;



/s/



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- iii) Fees, donations, charges etc. received from organizing functions, programmes for the objects of the Society;
  - iv) Fees earned through educational or other institutions, news agencies etc;
  - v) Grants, contributions, gifts, donations in kind or in any other mode other than cash from the Government, Semi-Government, Autonomous Organisations, Industrial and Business houses and private bodies;
  - vi) Income from various investments;
  - vii) Contributions from other sources;
  - viii) Any other receipts:

*Completed*

Restriction for application of Society Fund:

No part of the Society's property or its income shall be utilised or applied for any purpose other than meeting its liabilities, expenses and programmes.

**15. Powers to amend Rules and Regulations:**

It shall be lawful for the Governing Body to propose and for the General Body to accept amendments to the Rules and Regulations of the Society from time to time, provided that such amendments are not in consistent with aims and objects of the society.

**16. Amendment of Memorandum of Association**

Any amendments in the Memorandum of association or rules may be carried out in accordance with the procedure laid down under section 12 and 12-A of societies Registration Act, 1860.



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**17. Accounts and Audit:**

The Society shall maintain proper accounts and other relevant records, prepare an Annual Report and Statement of Accounts in the form as may be prescribed or required under law.

The accounts of the Society and the statement shall be annually audited by a Chartered Accountant and any expenditure in connection with the Audit of Accounts shall be payable by the Society.

A draft of the Annual Report, yearly accounts and its statement shall be prepared by the Secretary and presented to the Governing Body at least ten days in advance of the Annual General Meeting for information and consideration.

**18. Financial Year**

The Financial year of the Society shall be from 1<sup>st</sup> April to 31<sup>st</sup> March of the next year.

*Completed*  
**19. Formation of Sub Committees:**

Sub-Committees for looking after various functions of the society and implementations of its programmes shall be formed by the Governing Body as and when required.

**20. Indemnity :**

The office bearers shall be fully idemnified by the Society against any action and claim, loss suffered, or liability raised against them, on account of anything done by them in good faith pursuant to the powers and authority conferred on them.

**21. Winding up/Dissolution:**

In the event of the dissolution of the Society, it shall be dissolved as per the provisions under Sections 13 and 14 of the Societies Registration Act and the corpus of the Society and other resources in hand after satisfaction of liabilities and debts etc shall be transferred to some other institution having objects similar to the Society and shall not be distributed amongst or paid to the members of the Society.





22. **Annual List of Managing/Governing Body**

Once in every year a list of the office-bearers and members of the Governing Body of the Society shall be filed with the Registrar of Societies, as required under Section 4 of the Societies Registration Act, 1960

23. **Legal Proceedings :**

The Society may sue or be sued in the name of the President, Secretary as per provisions of Section 6 of the Societies Registration Act, 1860.

24. **Application of the Act :**

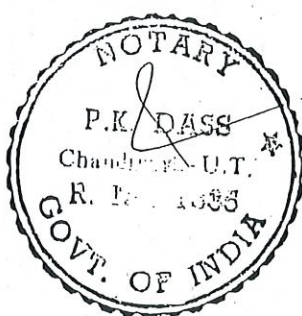
All the provisions of the Societies Registration Act, 1860 as applicable to the Union Territory of Chandigarh, shall apply to the Society.

**Essential Certificate :**

Certified that this is the correct copy of the Rules and Regulations of the Society.

*Completed*

For HERITAGE EDUCATIONAL SOCIETY  
*[Signature]*  
(President) PRESIDENT  
*[Signature]*  
(Vice-President)  
*[Signature]*  
(Secretary)  
*[Signature]*  
(Treasurer)  
SECRETARY PRESIDENT SECRETARY TREASURE



Signature Attested As Identified  
*[Signature]*  
Notary, Chandigarh  
19 DEC 2000

Certified to be true Copy  
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Registrar of Firms & Societies  
U T, Chandigarh

# Regulation

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## Heritage Educational Society

The following met today, the 30<sup>th</sup> November, 2000 :

1. Sh. Uday C. Soni
2. Smt. Ambika Soni
3. S. Pawan Kumar Bansal
4. Sh. Bal Krishan Bansal
5. Sh. Lajpat Rai
6. Sh. Anup Soni (Represented by Smt. Ambika Soni, GPA)
7. Sh. Amit Bansal
8. Sh. Manish Bansal
9. Sh. Mukesh Bansal

The meeting was presided over by Shri Uday C. Soni, President.

Having decided to form a Society named and styled as Heritage Educational Society with Aims and Objectives as described in the Memorandum of Association and having appended their signatures thereto as the desirous persons, the aforesaid Founder members also approved the Rules and Regulations of the said Society.

It is further resolved as under:

1. - to apply to the Registrar of Societies, Chandigarh for registration of the Society under the Societies Registration Act, 1860;
2. - to authorise Sh. Bal Krishan Bansal to apply for registration on behalf of the Society, sign the requisite documents, file any affidavit, deposit the fees and perform all other necessary actions in this regard and to communicate or interact with the authorities regarding the registration of the Society and collect the Certificate of Registration;
3. - to open a Saving Bank account in the name of the Society with a Scheduled at Chandigarh; and
4. - to collect an initial donation of Rs. 11,000/- (Rupees Eleven Thousands) from each of the nine Founder members.

*Completed*

It was further decided to call next meeting after the Registration process was completed.

*(Uday C. Soni)* *(Ambika Soni)* *(Pawan Kumar Bansal)* *(Bal Krishan Bansal)*  
*(Lajpat Rai)* *(Anup C. Soni)* *(Amit K Bansal)* *(Manish Bansal)*  
*(Mukesh Bansal)*



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Chandigarh