

USER MANUAL : SOCIETY REGISTRATION MODULE

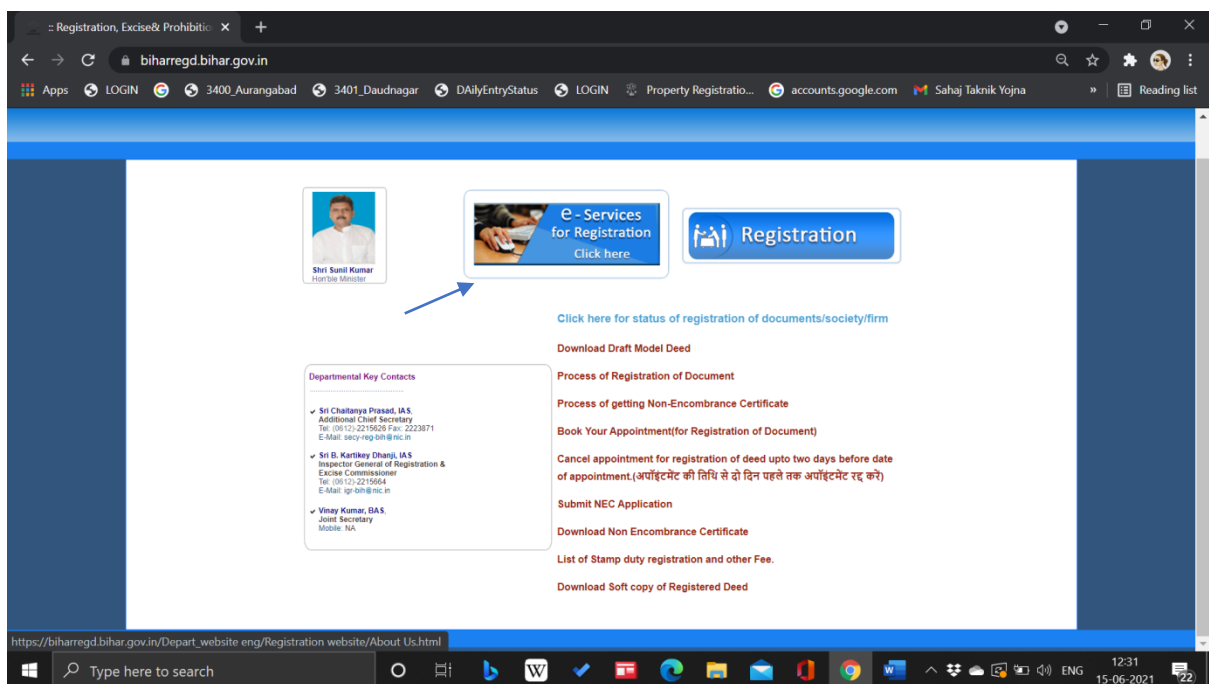
Step by Step Guide for users for Online Society/Firm Registration

Step 1: Opening Website

- a) Open Internet Browser
- b) Go to Address bar and type the URL: - <https://biharregd.bihar.gov.in/>
- c) Following site would be opened:

Step 2:

Then click on: e-Services for Registration



Step 3:

Click on: Society/Firm Registration

The screenshot shows the Bihar Registration Department's e-Services portal. The header includes the department's name in Hindi and English, and the text 'PORTAL FOR e-SERVICES'. The main content area is titled 'Registration Department' and contains a brief history of registration in Bihar. Below the history, there are four buttons: 'Land / Property Registration', 'Society / Firm Registration', 'Bhumi Jankari', and 'Model Deed'. A blue arrow points to the 'Society / Firm Registration' button. The page also features a 'Welcome to Registration, Excise & Prohibition Department' banner at the top and a taskbar at the bottom with various application icons and the system clock showing 12:31 on 15-06-2021.

Step 4:

Click on: Registration

The screenshot shows the Bihar Registration Department's Society/Firm Registration portal. The header includes the department's name in Hindi and English, and the text 'Prohibition, Excise & Registration Department Govt. Of Bihar'. Below the header, there is a navigation bar with three links: 'Home', 'Registration', and 'Login'. A blue arrow points to the 'Registration' link. The main content area is titled 'Welcome to Society Registration Website' and contains a 'Help Files' section with links to various documents and an 'Overview' section with a brief history of registration in Bihar. The page also features a taskbar at the bottom with various application icons and the system clock showing 12:32 on 15-06-2021.


Step 5: Creating New User Account


Welcome to Society/Firm Regis x +

biharregd.bihar.gov.in/Society/Online/OnlineRegistration.aspx

Apps LOGIN 3400_Aurangabad 3401_Daudnagar DAilyEntryStatus LOGIN Property Registratio... accounts.google.com Sahaj Taknik Yojna Reading list

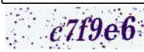
Welcome to Prohibition,Excise & Registration Dept. Govt. of Bihar

 **Prohibition , Excise & Registration Department**
Govt. Of Bihar
मद्य निषेध, उत्पाद एवं निबंधन, बिहार सरकार



Home Registration Login

New User Registration

Name Ram Kumar
Email ram.kumar@gmail.com (Your Username will be same as your Email)
Password *****
Confirm Password *****
Mobile Number +91 9128500728 (OTP Will be send to this Mobile Number)
Land Line Phone Number
Enter the Code Shown below 779e6

Already have OTP Create User reload

Society Registration Society Amendment Firm Registration Firm Amendment Cancellation Contact Applicable Charges
Copyright © 2015 Registration Excise & Prohibition Department Government of Bihar, All rights are Reserved

Type here to search

12:38 15-06-2021

Step 6:


Click On New Registration


Welcome to Society/Firm Regis x +

biharregd.bihar.gov.in/Society/Online/UserHome.aspx?igrsession=4rkjlqgj4pbzohxwozftjtp

Apps LOGIN 3400_Aurangabad 3401_Daudnagar DAilyEntryStatus LOGIN Property Registratio... accounts.google.com Sahaj Taknik Yojna Reading list

Welcome to Prohibition,Excise & Registration Dept. Govt. of Bihar

 **Prohibition , Excise & Registration Department**
Govt. Of Bihar
मद्य निषेध, उत्पाद एवं निबंधन, बिहार सरकार



Home My Home Application Status New Registration Certificate

Logout

Partially Submitted Application

No Records Found

Approved documents

No Records Found

Society Registration Society Amendment Firm Registration Firm Amendment Cancellation Contact Applicable Charges
Copyright © 2015 Registration Excise & Prohibition Department Government of Bihar, All rights are Reserved

Type here to search

12:50 15-06-2021

Step 7:

Select Your Registration Type

OPTION: A. Registration of Firm

B. Registration of Society

Welcome to Prohibition, Excise & Registr

Prohibition, Excise & Registration Department
Govt. Of Bihar
महानिषेध, उत्पाद एवं निबंधन, बिहार सरकार

Home My Home Application Status New Registration Certificate

LogOut

Document Selection

Registration Type : Select

Proceed Reset

Society Registration Society Amendment Firm Registration Firm Amendment Cancellation Contact Applicable Charges

Copyright © 2015 Registration Excise & Prohibition Department Government of Bihar, All rights are Reserved

Step 8:

Fill all the details regarding your Firm/Society Registration

Welcome to Prohibition, Excise & Registration Dept. Govt. of Bihar

Prohibition, Excise & Registration Department
Govt. Of Bihar
महानिषेध, उत्पाद एवं निबंधन, बिहार सरकार

Home My Home Application Status New Registration Certificate

LogOut

Society Registration

Name of the Society

☐ Head Quarter Address in Same as Postal Address

Complete & Correct Postal Address

Complete & Correct Headquarter Address

State Bihar State Bihar

District Select District Select

Pincode

Pincode

Area of Operation Select Date of Resolution

Meeting

Authorised Person Name

Designation General Secretary/Secretary ☐ Treasurer ☐ President/Chairman ☐ Member/Other ☐

Back Next

Society Registration Society Amendment Firm Registration Firm Amendment Cancellation Contact Applicable Charges

Step 9:

Partner details

Member Details x | Inbox (2,366) - escorhe x | REGISTRATION

Secure | <https://biharregd.gov.in/Society/Online/OnlineMemberDetailsFirm.aspx?mtype=1&igrsession=a4q4gaeji4dha2snv2q2yga3>

Home My Home Status Certificate New Registration

LogOut

Partner Details

SNo	Partner Name	Gender	Father's/Husband Name	Present Address	Permanent Address	Join
1	<input type="text"/>	<input checked="" type="radio"/> Male <input type="radio"/> Female	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
2	<input type="text"/>	<input checked="" type="radio"/> Male <input type="radio"/> Female	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Add New Row

Back Next

Society Registration Society Amendment Firm Registration Firm Amendment Cancellation Contact Applicable Charges
Copyright © 2015 Registration Excise & Prohibition Department Government of Bihar, All rights are Reserved

2:19 PM 1/24/2017

Member Details x | Inbox (2,366) - escorhe x | REGISTRATION

Secure | <https://biharregd.gov.in/Society/Online/OnlineMemberDetailsFirm.aspx?mtype=1&igrsession=a4q4gaeji4dha2snv2q2yga3>

Home My Home Status Certificate New Registration

LogOut

Partner Details

Gender	Father's/Husband Name	Present Address	Permanent Address	Joining Date	
<input checked="" type="radio"/> Male <input type="radio"/> Female	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Delete
<input checked="" type="radio"/> Male <input type="radio"/> Female	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Delete

Add New Row

Back Next

Society Registration Society Amendment Firm Registration Firm Amendment Cancellation Contact Applicable Charges
Copyright © 2015 Registration Excise & Prohibition Department Government of Bihar, All rights are Reserved

2:20 PM 1/24/2017

Step 10:

Upload Document



The screenshot shows a web browser window with the URL <https://biharregd.gov.in/Society/Online/DocumentSubmission.aspx?igrsession=a4q4gaej4dha2snv2q2yga3>. The page header includes the department name "Registration, Excise & Prohibition Department, Govt. of Bihar" and the text "बिहार सरकार" (Bihar Government). A navigation bar contains links: Home, My Home, Status, Certificate, and New Registration. A "LogOut" button is visible. The main section is titled "UPLOAD DOCUMENT" and contains two file upload fields: "Form 1" and "Partnership Deed/Certified Partnership Deed", each with a "Select File" button. Below the upload fields, a "NOTE" section lists instructions: "Upload Attested Copy of Certified Partnership deed. Signatures should be attested by Notary and Gazztted Officer.", "Upload Both Side attested Copy Of Form-1. Both sides of Form-1 should be attested by Notary and Gazztted Officer.", "Uploading of All Files are Mandatory.", and "All Files must be in .pdf." At the bottom of the form area are "Back" and "Next" buttons. The footer of the page lists various services: Society Registration, Society Amendment, Firm Registration, Firm Amendment, Cancellation, and Contact Applicable Charges. The system clock in the bottom right corner shows 2:24 PM on 1/24/2017.

Step 11:

Click on next: do your payment.

Step 12:

And click on finish Button.

Step 13: Log Out from Website

a) Click on Logout button: User would be redirected to Home Page if gets successfully logged out.