

When a resident wants to appoint a close relative (like a spouse, parent, or child) to represent them in society matters without giving away property ownership, they need to submit the **Associate Membership Form** (commonly referred to as **Form 5** or **Appendix 5** under standard housing society bylaws).

Below is the structure and actual content of the standard application form used to officially apply for associate membership.

Form of Application for Associate Membership

(Under Housing Society Bye-Law No. 19b / Form 5)

To,

The Secretary,

[Name of the Co-operative Housing Society Ltd.]

[Full Address of the Society]

Subject: Application for Associate Membership by an Individual to hold shares jointly.

Sir/Madam,

1. [Name of the Primary/Original Member], who is already an esteemed member of the [Name of the Housing Society], residing at [Flat/Apartment Number], and holding [Number of Shares] fully paid shares of Rs. [Amount per share] each, under Share Certificate No. [Certificate Number], desires me, [Name of the Applicant / Proposed Associate Member], to join him/her as an Associate Member.
2. The purpose of this application is to hold the said shares jointly with the primary member, specifically in respect of **Flat No.** [Flat Number] in **Building/Wing** [Building Name/Letter].
3. Accordingly, I hereby make this application to be admitted as an Associate Member to [Name of the Primary Member]. I remit herewith the required, non-refundable **Entrance Fee of ₹100 (Rupees One Hundred Only)**.
4. I explicitly state that:
 - I do *not* jointly own or have a legal joint title to the property with the primary member.
 - I legally own the property jointly with the primary member via registered deed document no. _____ dated _____.
 - *(Please check the applicable box)*
5. Upon my official admission as an Associate Member by the society, we shall be jointly and severally liable to discharge all present and future liabilities of the society.
6. I fully acknowledge that the right to attend General Body Meetings and vote will ordinarily remain with [Name of the Primary Member], whose name stands first on the share certificate. My name as an Associate Member will stand second. I shall hold no direct right, title, or interest in the physical property, and my right to vote or contest managing committee elections will only be exercised in the absence of the primary member or with their explicit prior written consent (via Form 10A / NOC).

7. I request you to kindly approve my admission and update the society records accordingly.

Place: _____

Date: _____

Yours faithfully,

(Signature of the Applicant / Proposed Associate Member)

Consent & Recommendation by the Primary Member

(To be signed by the original apartment owner)

I, [Name of the Primary Member], a member of [Name of the Housing Society], holding Flat No. [Flat Number], hereby fully recommend the application made by [Name of the Applicant] for Associate Membership. I give my absolute consent to add their name to the society's **Form 'J' Register** as an Associate Member right after my name.

Place: _____

Date: _____

(Signature of the First / Primary Member)

Required Enclosures Checklist:

When submitting this form to the Managing Committee, make sure you attach the following:

- A copy of the **ID Proof** (PAN Card, Aadhaar Card, or Passport) of the Associate Member.
- **Proof of Relationship** to the primary owner (e.g., Marriage Certificate, Birth Certificate) as only specified close relatives qualify.
- The original **Share Certificate** (so the society can record the name on the back, if required by your state's active manual laws).
- **₹100 Cash/Cheque** for the standard admission fee.