

# REGISTRATION PROCESS

## **STEP 1 : AWARENESS**

- A request to conduct an awareness is received by the department from an interested group.
- A co-operative officer conducts the awareness where the proposed co-operative is advised on the co-operative ideals, co-operative principles, functions of the co-operative Board, the by-laws, formation and registration and the 1996 Co-operative Act.

## **STEP 2 : FORMATION COMMITTEE**

- A Formation Committee is then formed of at least 7 persons whom shall elect a Chairperson, a Treasurer, and a Secretary who will maintain a record of its proceedings
- its main purpose is to undertake all such activities as may be necessary for the purpose of registering the co-operative.

## **STEP 3 : FOUNDERS MEETING**

A Founders' meeting of all prospective members is convened by the Formation Committee and at this meeting, the members ;

- Sign the Application for Registration form
- Endorse the name
- Approve the By Law
- Approve the Business Plan
- Approve the Share payments
- Elect the office bearers ( Board of Directors)
- Approve to open bank account
- Attendance is signed by all members
- By Law is signed by members.

## **STEP 4 : SUBMISSION OF REGISTRATION DOCUMENTS**

After the Founder's meeting, the following are to be submitted to the Department for registration of the co-operative;

- Approved By Law ( signed by members)
- Business Plan
- Minutes of the Founder's Meeting
- Signed application form
- List of Office Bearers with details
- Support letter from relevant authorities
- \$109.00 fee for registration

## **STEP 5 : APPROVAL FOR REGISTRATION**

- If the Registrar of Co-operatives is satisfied that a Co-operative has complied with the provisions of the Co-operatives Act, the Registrar shall then approve registration and sign its by-laws.
- A certificate of registration, approved co-operative by-law will then be issued.
- The Co-operative is required to call its first General Meeting.