

## **REQUIREMENTS FOR FORMING A CO-OPERATIVE**

1. The minimum number of persons required to form a Co-operative is ten (10). The Group should elect a Steering Committee from its members.
2. The Steering Committee should be an odd number of persons (i.e. five (5), seven (7) or nine (9)). Thereafter the following documents should be submitted to this Department.
  - ◆ Three (3) error-free copies of proposed Rules  
Model Rules available (\$2500 – diskette, hard copy – \$3000)
  - ◆ Two (2) Application Forms duly completed along with the prescribed registration fee of Two Thousand Dollars (\$2000.00)
  - ◆ Two (2) copies of Registration Agreement to be duly completed and signed by the relevant officers
  - ◆ Project proposal to include business plan, cash flow projections and/or feasibility study over a five (5) year period – monthly in the first year and thereafter annualized; showing economic viability of the Co-operative.
3. In addition, the Steering Committee should avail itself for training in Co-operative Management at a cost of \$900.00 per hour, minimum 10 hours; at the end of the prescribed training, an evaluation will be undertaken to determine the group's knowledge on Co-operative Management and Principles.

### **FOR THE ESTABLISHMENT OF A CREDIT UNION THE FOLLOWING ADDITIONAL REQUIREMENTS ARE NECESSARY:**

A minimum capital base sufficient to generate adequate revenue to meet at least the following expenses:-

- a) Salaries
- b) Rent

- c) Audit fees
- d) Utilities
- e) Stationery
- f) Security

**FOR FURTHER INFORMATION, KINDLY CONTACT:**

**Director**

**Development Section**

Telephone # 927-4912, 927-6572 or 978-1946

Email: [dcfs@cwjamaica.com](mailto:dcfs@cwjamaica.com) Website: [www.dcfjamaica.org](http://www.dcfjamaica.org)

**REGISTRATION AGREEMENT**

**FOR**

**APPLICANTS SEEKING REGISTRATION**

**UNDER THE CO-OPERATIVE SOCIETIES ACT**

We the members of the Steering Committee of the .....  
..... Group do hereby agree to carry out the following in respect of our desire to register the aforementioned group under the Co-operative Societies Act: -

1. Submit to the Registrar of Co-operatives within forty-five (45) days of the date of this agreement a business plan and/or a feasibility study according to the full specifications of the Registrar unless this requirement or any part thereof is waived by him.
2. Submit to the Registrar of Co-operatives two (2) properly completed application forms signed by at least ten (10) persons, witnessed and dated, accompanied by the prescribed registration fee.
3. Submit to the Registrar of Co-operatives within sixty (60) days of this Agreement three (3) error-free copies of the proposed Rules of the Society.
4. Acquire basic knowledge of Co-operative Administration and the Act and be successfully evaluated by the Registrar of Co-operatives or his representative.
5. Collect within ninety (90) days of the date of this Agreement after submission of all requisite documentation and criteria has been fulfilled, registration package including registration certificate.

Provided that should the applicants fail to meet the above requirements the Registrar shall have the right to withdraw the relevant file, and advise the group of its option to enter into a new agreement.

Signed by the following members of the .....

Steering Committee on: the ..... day of.....

.....

President / Chairman

Vice Pres. / Vice Chairman

.....

Secretary

Treasurer

.....

Steering Committee Member

Steering Committee Member

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Steering Committee Member

Steering Committee Member

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Steering Committee Member

Steering Committee Member

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Steering Committee Member

FORM OF APPLICATION FOR REGISTRATION  
OF A CO-OPERATIVE

[To be used in case of which no Applicant is a Registered Society under the Co-operative Societies Act]

To the Registrar of Co-operative Societies, Kingston

1. Name of proposed Society:-
2. Area of Operation:-
3. Object of proposed Society:-
  
4. Is Limited or Unlimited Liability desired:-
5. Qualifications for Membership:-
  
6. Name, telephone number and address of Secretary
  
7. Name and telephone number of contact person
  
8. Address of proposed Society

We the undersigned, do hereby certify that each and all of us have attained the age of sixteen years and possess, the qualifications proposed for membership in (5) above, apply that the above Society may be registered as a Co-operative Society under and in accordance with the provisions of the Co-operative Societies Act and the Regulations made thereunder.

We attached hereto three (3) copies of the proposed Rules of the Society duly signed by us.

Dated this .....day of .....

NAME (BLOCK LETTERS)	SIGNATURE OR MARK OF TEN (10) MEMBERS	ADDRESS

I certify that I have read the foregoing to those applicants who are unable to read and that they have signed that they fully understood before setting their marks thereto.

Witness to Marks .....

Signature of Secretary .....