**Checklist for Registration of Co-operative Society**

The following documents must be submitted for processing

Pre-Registration

1. Application forms 🞎
2. Datasheet for **Proposed Officers’** of the Society.

**[Three (3)** type written and **one (1)** hand written] 🞎

1. **Three** (3) copies of one **(1)** **Proof of Address** for Persons on the Steering Committee

**[Utility Bill –GPL, GWI, GTT+; Tin Certificate, Bank Statement along with mailed**

**envelope; Letter from JP/Toshoa (Affidavit of Residency) issued within ninety (90) days of application]** 🞎

1. **Three** (3) **Coloured** copies of **Identification card/ Passport** for Persons on Steering

Committee. 🞎

1. **Three** (3) **Passport size photograph** (same) of the persons on Datasheet

**[Must be certified by: Head Teacher/J.P/Pastor/Senior Public Service Official]** 🞎

1. All potential members of the Committee of Management or Steering Committee Members must attend AMLCFT Awareness session before registration/installation. 🞎
2. Remigrants, Commonwealth and Naturalized Citizens must submit approved Documents to serve on Committee of Management. 🞎
3. **One** (1) copy of the **Rules/Constitution** of the Society. 🞎

1. One **five** years **Business plan** for the Society 🞎

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| **I hereby certify that this is the true likeness of**    **Name of Applicant**  **Signature of Officer**  OFFICIAL STAMP |

**Specimen for Certification of Passport Size Photograph**

Post Registration

1. Stationary **must** be purchased on or before receipt of Certificate of Registration 🞎

**[see stationary checklist].**

1. General Meeting must be held within thirty (30) days for the election of the Committee of 🞎

Management. The Bank’s Name, Signing Authority and Signatories must be approved at the

General Meeting and submitted to the Department within 30 days of registration.

1. Bank Accounts must be opened within three (3) months after registration. 🞎