



Ministry of Labour
DEPARTMENT OF CO-OPERATIVES
82, BRICKDAM, GEORGETOWN



CHECKLIST FOR REGISTRATION OF CO-OPERATIVE SOCIETY

PRE-REGISTRATION

1. Application forms
2. Datasheet for **Proposed Officers'** of the Society.
[**Four (4) signed** type written forms]
3. **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]
4. **Proof of Identification; Three (3) Coloured** copies of **Identification card/ Passport** for Persons on the Steering Committee.
5. **Three (3) recent Passport size photograph (same)** of the persons on Datasheet
[Must be certified by: Head Teacher/J.P/Pastor/Senior Public Service Official]
6. All potential members of the **Committee of Management or Steering Committee** must attend **Promotional Meetings and AMLCFT Awareness session** before registration/installation.
7. Remigrants, Commonwealth and Naturalized Citizens must submit approved Documents to serve on Committee of Management.
8. **One (1) copy of the Rules** of the Society.
9. **One five years Business plan** for the Society.

Specimen for Certification of Passport Size Photograph

I hereby certify that this is the true likeness of
Name of Applicant
Signature of Officer
<div style="border: 1px solid black; width: 80px; margin: 0 auto; padding: 2px;"> OFFICIAL STAMP </div>

POST REGISTRATION

10. Stationary **must** be purchased on receipt of Certificate of Registration
[see stationary checklist]
11. General Meeting must be held within thirty (30) days to elect the Committee of Management.
[**N.B.: The Bank's - name and address; Signatories and Signing Authority; type and number of accounts, must be approved at the General Meeting and submitted to the Department of Co-operatives within thirty (30) days of the date of Registration of the Society**]
12. Bank Account/s must be opened within one (1) month after registration.
13. The **Committee of Management** must attend an awareness session on *Roles, Responsibilities and functioning* of a **Co-operative Society** and should work closely with **The Co-operative Development Officer** of the *District throughout the life of the Committee.*

Telephone Numbers: 227-0727; 226-9716; 225-8644