

Check below documents to ensure information is given in accordance with the Cooperative Societies Act

| | Document | Check for: |
|---|--|---|
| 1 | Application form | <ul style="list-style-type: none"> ▪ All required fields filled correctly, including: <ul style="list-style-type: none"> - Names, addresses, NIC numbers, number of shares and signatures of founding members - Names, addresses, NIC numbers and signatures of witnesses ▪ All documents listed in the application form are submitted |
| 2 | Cooperative society name approval | <ul style="list-style-type: none"> ▪ Original of the cooperative society name approval signed by the Ministry |
| 3 | Memorandum of Association (two copies original) | <p>The memorandum must state:</p> <ul style="list-style-type: none"> ▪ Name of the cooperative society ▪ The registered, full address of the cooperative society. ▪ Objectives (whether they are meet the requirements by law, and that they do not contravene the Islamic principles or this Act or any other laws of the Country). |
| 4 | Articles of Association (two copies original) | <p>The Articles must state:</p> <ul style="list-style-type: none"> ▪ Name of the cooperative society ▪ How the cooperative society shall be managed according to the Cooperative Societies Act. |
| 5 | Business plan (two copies) | <ul style="list-style-type: none"> ▪ Business plan of the cooperative society stating its plan to achieve its set objectives, plans to access finance and manage administrative functions. |
| 6 | Details of temporary steering committee (until elected committee takes office) | <ul style="list-style-type: none"> ▪ Names, addresses, NIC numbers, respective position on steering committee, signatures |
| 7 | National Identification Card copies | <ul style="list-style-type: none"> ▪ Clear and complete NIC copies of all relevant individuals are submitted (all founding members including steering committee members) |
| 8 | Registration fee | <ul style="list-style-type: none"> ▪ Registration fee as per Clause 13 of the Cooperative Societies Act. |
| 9 | Annual fee | <ul style="list-style-type: none"> ▪ Annual fee as per Clause 13 of the Cooperative Societies Act. |