

HOW TO REGISTER A CO-OPERATIVE

(IN TERMS OF THE CO-OPERATIVES ACT, 2005):

- A.** Obtain documents from CIPRO. How can you contact us?
- Visit our offices at Block F, DTI campus, corner Essellen and Meintjies Streets, Sunnyside, Pretoria.
 - You could visit the CIPRO website (www.cipro.gov.za).
 - Write to the Registrar of Co-operatives, Private Bag X237, Pretoria, 0001.
 - Phone the Customer Contact Centre of DTI at 0861-843-384.
- B.** A **CR5-FORM** (RESERVATION OF NAME) is optional, but preferable. The fee for reservation of name is **R50-00**. If you do the name reservation on the website, please complete a **CK7 form**, and type the word “Co-operative” under Comments. If you choose not to reserve the name, remember to send at least 5 alternative proposed names for your co-operative.
- **Important rules to keep in mind when choosing a co-operative name:**
 - The name must always indicate what the main business objective of the Co-operative is. For example a co-operative that does Catering, the name must have a word like Catering as part of the name.
 - If the co-operative does multiple objectives the main objective must still appear as part of the name but words like “Multi-Purpose” or “ Other Projects” could also form part of it.
 - The words “Primary /Secondary / Tertiary Co-operative Limited” must always appear at the end of the name.
- C. DOCUMENTS FOR APPLICATIONS:**
- Have a founding meeting of members, during which the documents mentioned hereunder must be completed and then be posted to the Registrar of Co-operatives or be delivered by hand to the CIPRO Lodgement section on Ground Floor at Block F:
- A **MODEL CONSTITUTION**. Two copies must be submitted. One copy may be a photocopy of the original. Please note that constitutions will **not** be retyped and reprinted during the registration process. Therefore it is very important that the parts that are completed by hand are written neatly and legibly. The constitution will be registered as it is submitted.
 - A **CR 1-FORM** (Application Form);
AND

- A **CR4-FORM, Part I, Section A** (Appointment Of Auditor)

This form must be completed by the Auditor (i.e. a Chartered Accountant). When completing the Auditor's details, his/her details must be identical to the details registered at the professional body. Information provided will be verified with the applicable professional body.

- **OR**

- A **CR8-FORM** * (Exemption Of Certain Auditing Requirements For A Given Period). See note hereunder (*).

When a Co-operative cannot afford to use the services of an Auditor annually, it must complete a CR8 form and must choose one of the three options under part 2 of the form. The CR8 form is in the format of an affidavit, which must be provided by the Chairperson of the Co-operative and must be signed by a Commissioner of Oath.

When completing Option 2(a) or 2(b) the Auditor or Accounting Officer's details must be identical to the details registered at the professional body. Information provided will be verified with the applicable professional body.

*** Note: When completing a CR8-form:**

- **Options on CR8-form:**

Option 2(a) of the CR8-form, means the co-operative will use the services of a Auditor (i.e. a Chartered Accountant), but the period for which the audit will be done, will be longer than 12 months (e.g. 18 months, 24 months), but not longer than 3 years. The Auditor's details must be completed on the CR8 form. A letter of consent by the Auditor on his/her business letterhead must also be attached to the CR8).

Option 2(b) of the form CR8-form means the co-operative will use the services of an Accounting Officer registered with one of the professional bodies listed on page 5 of the CR8-form. A letter of consent by the Accounting Officer on his/her business letterhead must also be attached to the CR8

Option 2(c) of the CR8-form means the co-operative will use the services of a person or organisation that is qualified to carry out the audit of a co-operative. A

letter of consent by the person / the person at the organisation that will do the audit of the co-operative must be attached to the CR8. Furthermore a certified copy of the person's Qualifications must be attached.

Note: All registered Co-operative must submit a form CR4 or CR8 annually, with their annual returns, for authorisation.

D. Register as a **CIPRO Customer** on the CIPRO website to obtain a Reference. **Pay the application fee of R215-00** directly into the CIPRO bank account, or at our offices, or on the CIPRO website (www.cipro.gov.za) with a credit card.

TIP: *Before considering registering a Co-operative, visit your local SEDA Office (i.e Small Enterprise Development Agency) for the following services:*

- *Pre-Incorporation & Co-operative Management Training*
- *Assistance with business planning.*



METHOD OF PAYMENT TO CIPRO

MANNER OF PAYMENT OF FEES

Revenue stamps are not a valid form of payment for prescribed fees as was the case under the previous Co-operatives Act, 1981.

All fees payable pursuant to the provisions of the Co-operatives Act, 2005, must be paid either by means of –

- direct deposit or electronic transfer at any bank into the CIPRO bank account
- Visa, Mastercard or American Express credit card payment into CIPRO bank account; or
- cash or debit card payment at the CIPRO Office.

Particulars of the CIPRO account are as follows:

Bank	: ABSA
Account Type	: Deposit Account
Account Name	: CIPRO:Companies Division
Account Number	: 4055 68 1017
Branch Name	: Van Der Walt Street Branch

IMPORTANT NOTES ON PAYMENT:

To enable any person to perform any transaction with CIPRO, he or she must first register as a customer with CIPRO and obtain a customer code. This is a once off process and the Customer Code (Client Reference) will have to be used as reference number in all transactions with CIPRO. Should any further transactions requiring payment of any fee be required this Customer Code may be used. This registration may be performed on the CIPRO Website, www.cipro.co.za, and also at the CIPRO Offices in Pretoria, all SEDA Offices countrywide and at the Offices of the Departments of Economic Affairs/Development in all Provinces.

Any fee payable under the Co-operatives Act, 2005, must be paid only after registering as a customer and must be done in advance prior to lodgment of any form stating the customer code as the CIPRO reference. Payments can be done via direct deposit at the CIPRO offices or at any bank. The reference number on the bank deposit slip must read as follows: customer code + deposit date + transaction number of the day (**e.g. 8Rocky2504200801**) (**customer code + DDMMYYYY + transaction number**).

When lodging any document requiring payment of a prescribed fee, proof of payment of that fee (deposit slip containing customer code) must accompany the documents.

LODGMET OF DOCUMENTS

Until further notice all applications for registration of new co-operatives must, together with proof of payment of the prescribed fee (copy of deposit slip or other proof of deposit), be lodged with CIPRO directly or posted to the Registrar of Co-operatives, Private Bag X237, Pretoria, 0001, or be couriered to CIPRO at its physical address, Block F, DTI Campus, Meintjies Street, Sunnyside, Pretoria.

HOW TO RESERVE A NAME FOR A CO-OPERATIVE

(In terms of the Co-operatives Act, 2005):



NOTE:

- *Payment by revenue stamps has been abolished from 2 May 2007.*
 - *Name reservation is optional.*
- *If you choose to reserve a name, first reserve the name, before you apply for registration of the co-operative. It is preferable to reserve a name.*

A. Obtain form CR 5 from CIPRO. How can you contact us?

- Visit our offices at Ground Floor, Block F, DTI campus, corner Essellen and Meintjies Streets, Sunnyside.
- You could visit the CIPRO website (www.cipro.gov.za).
- Write to the Registrar of Co-operatives, Private Bag X237, Pretoria, 0001.
- Phone the Customer Contact Centre of DTI at 0861-843-384.

B. Have a meeting of members, during which the alternative names for the co-operative is discussed and decided on.

- A **CR5-FORM** (RESERVATION OF NAME) must be completed. The fee for reservation of name is an additional **R50-00**.
- Posted form CR 5-form to Name Reservations, CIPRO, P.O. Box 429, Pretoria, 0001, or delivered by hand to the CIPRO Lodgement section on Ground Floor at Block F.
- If you do the name reservation on the **website**, please complete a **CK7 form**, and **type the word “Co-operative” under Comments**.
- **Important rules to keep in mind when you choose co-operative names:**
 - The name must always indicate what the main business objective of the Co-operative is. For example if a co-operative does Catering, the name must have a word like Catering as part of the name.
 - If the co-operative does multiple objectives the main objective must still appear as part of the name but words like “Multi-Purpose” or “ Other Projects” could also form part of the name.
 - The words “Primary /Secondary / Tertiary Co-operative Limited” must always appear at the end of the name.

C. Register as a **CIPRO Customer** on the CIPRO website to obtain a Reference/Customer code. **Pay the reservation of name fee** of **R50-00** directly into the CIPRO bank account, or at our offices, or on the CIPRO website (www.cipro.gov.za) with a credit card.

Client Ref:

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R50

**REPUBLIC OF SOUTH AFRICA
CO-OPERATIVES ACT, 2005**

**APPLICATION FOR RESERVATION OF NAME
OR TRANSLATED FORM OR SHORTENED FORM OF NAME
(Regulation 11)**

A. Proposed Name or Translated Form or Shortened Form
(Indicate with a cross)

In order of preference	For Office Use
1.	approved/not approved
2.	approved/not approved
3.	approved/not approved
4.	approved/not approved
5.	approved/not approved
6.	approved/not approved
Reservation is valid for three months	

B. Is the proposed name associated with a person, co-operative or a company? If so, what is the name and number (if a co-operative or company) and the nature of the association (e.g. member, director etc).

C. Main object/business of the co-operative/proposed co-operative

Name of Applicant (print):

Address to which form must be returned (if not lodged electronically):

Signature of applicant _____

Date: _____



IMPORTANT INFORMATION

APPLICABLE TO ALL CO-OPERATIVES ONCE REGISTERED

RECORD KEEPING BY CO-OPERATIVE

& ACCESS TO INFORMATION

RECORD KEEPING

1. A registered co-operative must keep (in terms of the Co-operatives Act, 2005) at its offices the following:
 - [a] Its Constitution, including any amendments thereto.
 - [b] The minutes of General Meetings in a Minute Book.
 - [c] The minutes of meetings of the Board of Directors in a Minute Book.
 - [d] A **LIST OF MEMBERS / REGISTER OF MEMBERS** setting out-
 - [i] the name and address of each member.
 - [ii] the date on which each member became a member.
 - [iii] if applicable, the date on which a person's membership was terminated.
 - [iv] the amount of any membership fees paid, the number of membership shares owned and the number and amount of member loans.
 - [e] A **REGISTER OF DIRECTORS** setting out-
 - [i] the name, address and identity number of each director, including former directors.
 - [ii] the date on which such directors became or ceased to be directors.
 - [iii] the name name and address of any other co-operative, company or close corporation where both present and former directors are, or were, directors or members.
 - [f] A **REGISTER OF DIRECTOR'S INTEREST** in contracts or undertakings.

- [g] Adequate **ACCOUNTING RECORDS**, including records reflecting the transactions between each member and the co-operative for the purpose of calculating the patronage proportion.
2. The co-operative must keep its accounting records-
 - [a] for a period of five years after the end of the financial year to which they relate, in the case its main object involves its members conducting transactions with it.
 - [b] for a period of three years after the end of the financial year to which they relate, in the case its main object does not involve its members conducting transactions with it.

ACCESS TO INFORMATION OF CO-OPERATIVE

3. Subject to paragraph 4 below, members of the co-operative may examine the records referred to in paragraph 1 above during normal business hours of the co-operative and may make copies thereof after payment of a fee.
4. Subject to the Promotion of Access to Information Act, 2000, the Board of Directors may, for a reasonable period of time, refuse information relating to any commercial transaction of the co-operative if there are reasonable grounds to believe that the disclosure may be to the disadvantage of the co-operative.
5. Where the constitution of a co-operative provides for the establishment of a supervisory committee, the supervisory committee must determine whether the Board of Directors is entitled to withhold information in terms of paragraph 4 above.