

Co-operative Financial Institution

APPLICATION FOR REGISTRATION



INSTRUCTION FOR COMPLETION OF FORM

1. Write, typewrite or print in legible characters with deep permanent black ink, and lodge one set of the documents (of international size A4) with the representative body.
2. The application form and every page of every document attached must be signed by the chairperson of the proposed Co-operative Financial Institution (CFI).
3. An application, which does not comply with the requirements of the Co-operatives Act of 2005, its Regulations, Banks Act Exemption Notice, the CBDA regulations (the Rules) or the

notes on this Form may be rejected.

4. Provide an explanation and motivation in respect of any of the required documentation listed below which is not submitted.
5. Please note that the Supervisor may require a proposed applicant to furnish him/her with additional information/documents, or a report by an auditor/or any other knowledgeable person approved by the CBDA-Supervisor, on aspects relating to the application.

BACKGROUND: Co-operative Financial Institution

Name of Organisation: _____ Name Abbr.: _____

Registered Office physical address: _____

Postal Address: _____

Tel No. _____ Cell No. _____ eMail: _____

Common Bond Description: _____

Representative Body Membership No. _____ CIPC Customer Code _____

Number of Members: _____ Total Member Shares: R _____ Total Member Savings: R _____

CONTACT INFORMATION: NB: Two duly appointed directors

1 ☐ Mr ☐ Mrs ☐ Ms: Full Names: _____ Position: _____

Tel No. _____ Cell No. _____ eMail: _____

2 ☐ Mr ☐ Mrs ☐ Ms: Full Names: _____ Position: _____

Tel No. _____ Cell No. _____ eMail: _____

SUPPORTING DOCUMENTATION CHECK LIST:

- | | |
|--|--------------------------|
| 1. Forms CR1, CR4/CR8 and CR 5. | <input type="checkbox"/> |
| 2. Member Share Register (CBDA Form 002) with a minimum of 200 fully paid up members. | <input type="checkbox"/> |
| 3. Two (2) certified copies of the CFI's constitution that meets the requirements of constitution guidelines issued by the CBDA. | <input type="checkbox"/> |
| 4. Certified ID copies of all founder members. | <input type="checkbox"/> |
| 5. Latest certified bank statement. | <input type="checkbox"/> |
| 6. Member Resolutions to register with CBDA. | <input type="checkbox"/> |
| 7. Savings policy. | <input type="checkbox"/> |
| 8. Credit/loans Policy (if applicable). | <input type="checkbox"/> |
| 9. National Credit Regulatory certificate of registration (if applicable). | <input type="checkbox"/> |
| 10. Certificate of Membership to a registered Representative Body. | <input type="checkbox"/> |

11. Business plan which INCLUDES:

- | | |
|---|--------------------------|
| 1. A short description of the background of the organization, experience in the sector and overall strategy to serve the target market. | <input type="checkbox"/> |
| 2. Its human and operational capacity to operate efficiently and competently. | <input type="checkbox"/> |
| 3. The board of directors and management experience, knowledge and qualifications. | <input type="checkbox"/> |
| 4. 3 year financial forecast showing viability plan of the entity. | <input type="checkbox"/> |
| 5. Product Sheet. | <input type="checkbox"/> |
| 12. Signed Directors' Commitment (CBDA Form 003). | <input type="checkbox"/> |
| 13. Proof of payment of CBDA application fee. | <input type="checkbox"/> |

CBDA Banking Details: FNB, Public Sector Cheque Account | Acc No. 62240410530 | Branch No. 253-145

Name: _____

Date:

Position: _____

Signature: _____