

Checklist: Applying to be a co-operative: before the formation meeting

Draft the rules or adopt model rules	<input type="checkbox"/>
Draft disclosure statement (if required)	<input type="checkbox"/>
Ensure proposed members accept rules and disclosure statement	<input type="checkbox"/>
Submit proposed rules, proposed disclosure statement and written notice of intention to apply for registration as a co-operative to the Registrar	<input type="checkbox"/>
Receive advice that the Registrar approves of the documents	<input type="checkbox"/>
Organise to hold the formation meeting with at least 5 prospective members within 6 months	<input type="checkbox"/>
Prepare two copies of the approved rules and one copy of the disclosure statement to be signed at the meeting	<input type="checkbox"/>
Have the application for registration form ready to be signed at the meeting	<input type="checkbox"/>
Make copies of the rules for everyone at the meeting or advise them how to get them	<input type="checkbox"/>
Copy the application for membership form for the prospective members to complete	<input type="checkbox"/>