

## Checklist: Formation meeting and registration

Elect meeting chairperson and secretary



Two-thirds majority of proposed members to vote to adopt approved rules



Two-thirds majority of proposed members resolve to form a co-operative and authorise application for registration of the co-operative



All proposed members sign application for membership of the co-operative



Proposed members elect board of directors and members of any other committees



Proposed members authorise a person to apply for registration of the proposed co-operative and to be a contact person



Proposed members adopt business plan and if required, appoint external auditor



Within two months, submit application for registration, two copies of the certified approved rules, the approved disclosure statement if required, the statement of particulars of directors and officers, a statement of the co-operative's proposed registered address and the registration fee to the Registrar



Receive registration certificate, a copy of the registered rules (and approved disclosure statement if applicable) from Registrar

