



CO-OPERATIVES APPLICATION FORM

NOTE: You are required to complete this form. You have the choice of producing your business plan using the General Guide or to complete the Business Plan Form.

1 Co-operative Details

Name of Co-operative	
Co-operative Society No.	
Date of Registration	
Nature of Business	
Postal Address	
Physical Address	
Telephone	

2 Board of Directors/Management Board

Name (in full)	Date of Birth	Nationality	ID No.	Position

3 Loan Application and Repayment Terms

We the undersigned, duly authorizes the Management Board of _____
 _____ Co-operative Limited, to hereby apply for a loan of P _____
 _____ (Amounts in words) _____ from
 CEDA repayable in _____ monthly instalments.

4 Repayment Guarantee

We do accept on its behalf liability for repayment of the loan as approved by CEDA. We understand that the principal amount in default together with interest due and collection expenses can be offset against the Society's assets. The monthly remittance to CEDA including the repayment of this loan will be as follows: -

- i. Monthly instalment P.....
- ii. Interest charge at per month on opening balance is P.....
- iii. Total amount as per debit order (i+ii+iii) P

5 Reference

Please provide 2 references that may be contacted (Trade references are preferred)

Name		Name	
Postal Address		Postal Address	
Phone		Phone	
Facsimile		Facsimile	
Cell phone		Cell phone	

6 Commercial Bankers

Bank Name		Branch	
Account Number			
Address			
Telephone		Facsimile	

7 Accountants/Auditors

Company Name		
Contact Person		
Address		
Telephone		Facsimile

8 Financial Details

Does the co-operative currently have any loans from another Financial Institution? Yes [] No []					
Financial Institution Name	Account Number	Loan Amount	Repayment Amount	Repayment Period	Amount Outstanding

What other loans has the co-operative had in the past?					
Financial Institution Name	Account Number	Loan Amount	Repayment Amount	Repayment Period	Amount Outstanding

Name	Signature	Date
Chairperson:
Secretary:
Treasurer
Manager:
Principal Cooperative Auditor 1		
Name:	Signature:	



Department for Co-operative Development Stamp

	Cooperatives Checklist	TICK
1	Certified copy of Registration Certificate of Co-operative Society	
2	Cooperative resolution to borrow	
3	Certified copy of Bye-Laws	
4	Certified copies of Management Board IDs	
5	Proof of residence of the Management Board	
6	Business Bank statements for at least 12 months	
7	Management accounts where annual financial statements are older than 3 months	
8	Completed CEDA Cooperative Application Form	
9	Copy of full minutes that fixed the borrowing powers of the co-operative	
10	Copy of the cooperative's latest audited accounts at least 3 years(in case of existing operations)	
11	Financial projections (Balance Sheet, Income Statement& Cash flows) for 5 years	
12	Copy of a resolution passed by the Management Board authorising the society to patronise the product together with an application form	
13	Letter of recommendation from Department for Co-operative Development	
14	Completed Business Plan	
15	Copy of necessary license to operate	
16	Three quotations for items to be financed	
17	Three quotations for the proposed development [Contractors company documents & profiles should be included (e.g. PPADB registration, Tax clearance certificate)	
18	Proof of title deed for the property to be purchased or used as security business	
19	Deed of sale of business in the event of purchase of an existing property	
20	Copy of rental or lease agreement / Provisional lease agreement (in the case of leased premises)	
21	Insurance Quotations	
22	Environment Impact Assessment Report (EIA) where necessary	
23	Soil Tests report where necessary	
24	Franchise Agreement where applicable	