

**APPLICATION FOR REGISTRATION OF A SOCIETY**

**TO: The Registrar of Friendly Societies**

**1. Name of Society .....**

.....

**Address .....**

.....

**Contact Person.....**

**Telephone #.....**

**2. No. of Members of Society .....**

(List of Names of not less than 21 members attached)

**3. Signature of 7 Members & Secretary .....**

<b>No.</b>	<b>Names (Block Letters)</b>	<b>Signature or Mark</b>	<b>Address</b>
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1. ....

2. ....

3. ....

4. ....

5. ....

6. ....

7. ....

**Secretary .....**

**Address .....**

**1. Enclosures:**

- (A) 1. Three copies of the proposed Rules of the Society.**
- 2. A list of the Names and Addresses of the Secretary, Treasurer and every member of the Governing Body.**
- 3. The prescribed Registration Fee.**
  
- (B) 1. 'Where a Society has Branches, the application for Registration shall be accompanied by:-**
  - a. 'A list of all the branches, and notice of the place where the registered office of each Branch will be situated.**
  - b. If the Rules of all the Branches (in this Act called Branch Rules) are intended to be identical, a statement to that effect and four copies of the Rules of each Branch.**
  
- 2. A Society having a fund under the control of a central body to which every Branch is bound to contribute may be registered as a single Society.**

**Names of Society or Branch .....**

.....

**Parish .....**

**Registered Office .....**

**Post Office of Society .....**

**List of Names of All Officers of the Governing Body, and Office held by each.**

**Names of Officers**

**Signature**

**Office Held**



**Secretary** \_\_\_\_\_

**Date** \_\_\_\_\_

**LIST OF NOT LESS THAN TWENTY-ONE (21) NAMES OF  
MEMBERS REQUIREMENT NO. 2**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_
12. \_\_\_\_\_
13. \_\_\_\_\_
14. \_\_\_\_\_
15. \_\_\_\_\_
16. \_\_\_\_\_
17. \_\_\_\_\_
18. \_\_\_\_\_

19. \_\_\_\_\_

20. \_\_\_\_\_

21. \_\_\_\_\_

**Secretary's Name** \_\_\_\_\_

**Date** \_\_\_\_\_



## REGISTRATION AGREEMENT FOR

### APPLICANTS SEEKING REGISTRATION

### UNDER THE FRIENDLY SOCIETIES ACT

We the members of the Steering Committee of the .....  
.....Group do hereby agree to carry out the following  
in respect of our desire to register the aforementioned group under the Friendly Societies  
Act:-

1. Submit to the **Registrar of Friendly Societies**, a duly completed Application Form and Registration Agreement. Application Form must be signed by at least twenty-one (21) persons whom have met the criteria for membership as proposed by the entity. Forms must be accompanied by the following items:-

- ✚ The prescribed Processing Fee of Two Thousand Dollars (\$2,000.00).
- ✚ Three (3) error free copies of the Group's proposed Rules.
- ✚ Proof of Registered Office location (eg. rent receipt, duly drawn up Lease Agreement or permission letter from owner of premises endorsed by a Justice of the Peace).
- ✚ Based on the nature of operation, one of the following documentation:-
  - i. **Benevolent Society** - Project Proposal/Development Programme
  - ii. **Friendly Society** – Business Plan/Project Proposal
  - iii. **Specially Authorized Society** - Business Plan

2. Submit Statement of Affairs along with related Bank information to verify balance on Statement along with the Application Form.
3. Acquire basic knowledge of Friendly Societies Administration and Law and be successfully evaluated by the Registrar of Friendly Societies or his representative within fifteen (15) days of this Agreement.
4. Collect within fifty-five (55) days of this Agreement; Registration package including Registration Certificate.

The Department of Co-operatives & Friendly Societies is to formally acknowledge receipt of Application and provide feedback regarding standard of documents received with Application within five (5) days receipt of Application Form and Registration Agreement.

The Registrar of Co-operative Societies and Friendly Societies reserves the right to request from the Group any additional item(s) deemed necessary to facilitate the Registration Process.

Should the applicant fail to meet the above requirements within fifty (50) days of the date of the Agreement; the Registrar shall have the right to withdraw the relevant file, and advise the group of its option to enter into a new Agreement.

Registration of the Group is subjected to the Registrar's satisfaction in accordance with Section 8 (1) of the Friendly Societies Act. Where registration is denied, the Group has one (1) month of the receipt of such refusal to appeal to Tribunal against such a decision.

**Signed by Steering Committee members of the \_\_\_\_\_ Group on the \_\_\_\_\_ day of \_\_\_\_\_.**

.....  
President/Chairman

.....  
Vice President/Vice Chairman

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Secretary

.....  
Treasurer

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Steering Committee Member

.....  
Steering Committee Member

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Steering Committee Member

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Steering Committee Member

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Steering Committee Member

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Steering Committee Member

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Steering Committee Member