

SECOND SCHEDULE

THE AGRICULTURAL LOAN SOCIETIES AND APPROVED ORGANIZATIONS ACT

(under section 14)

Application for Certification as an Approved Organization

TO: The Registrar of Co-operative Societies
c/o Ministry of Industry, Commerce, Agriculture and Fisheries
4 St. Lucia Avenue
Kingston 5

1. Name of organization _____

Address of organization _____

Area(s) of operation _____

[List Parish(es)]

Objects of organization _____

Address _____

Telephone No. _____

Email _____

Name of contact _____

Address _____

Telephone No. _____

Email _____

We the undersigned members do certify that each and all of us are fit and proper persons and have attained the age of eighteen years, and we apply for certification of the above organization as an Approved Organization in accordance with the provisions of section 14 of the Act.

NAME (Block Letters)	SIGNATURE OR MARK OF SEVEN (7) MEMBERS	ADDRESS	TELEPHONE No.	EMAIL ADDRESS

I certify that I have read the foregoing to those applicants who are unable to read and that they have signed that they fully understood before setting their marks thereto.

Witness to Marks _____

Signature of Secretary _____

2. (A) We attach hereto:

- three copies of the constitutive documents (rules, articles, constitution) of the organization.
- proof of registered office of organization (if any) (e. g. rent receipt, duly drawn up Lease Agreement or permission letter from owner of premises endorsed by a Justice of the Peace).
- a detailed business plan outlining a three years’ projection of the proposed operation. (The first two years should be broken down on a monthly basis and the last year’s projection annualized.)
- Proof of source of funding, for example, commitment letter from the Bank or other funding agency.

- shares listing (if any) outlining monies invested by members toward proposed venture along with related Bank information to validate funds collected.
- the prescribed application fee.
- a list consisting of the names, signatures, offices held, telephone numbers, addresses and e-mail addresses of every executive member/officer of the organization.

PARTICULARS OF COMMITTEE OF MANAGEMENT

NAME (Block Letters)	SIGNATURE OR MARK OF SEVEN (7) MEMBERS	ADDRESS	TELEPHONE No.	EMAIL ADDRESS

(B) Where an organization has branches, the application for registration shall be accompanied by:

- (a) a list of all the branches, and address of the registered office of each branch; and
- (b) a list of names, signatures, offices held, telephone numbers, addresses and e-mail addresses of all officers.

Dated this _____ day of _____, 20____

Secretary's name: _____

Secretary's signature: _____

Date _____