

FUNCTIONS OF DCFS

- Regulatory Compliance
- Approval of Charitable Status
- Registration of Societies and their Rules
- Approval and Certification of amended Rules
- Financial Audits and Investigations
- Operational Audits
- Suspension of Registration
- Amalgamation and Transfer of Engagement of Societies.
- Cancellation of Registration
- Facilitation of Inquiries and the Settlement of Disputes through Arbitration
- Liquidation
- Institutional Strengthening and Development of Groups and Societies to become viable enterprises
- Education and Training of members, Volunteers and employees of Groups and Societies to upgrade their skills and enhance performance in the operation of the Societies.

FEATURED SERVICES

- Development of Policies and Procedures
- Assessment and establishment of Accounting Systems
- Customized Training
- Revision of Societies Rules

CONTACT A REPRESENTATIVE TODAY:



Department of Co-operatives and Friendly Societies

Charities Authority

**A DEPARTMENT OF
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COMMERCE (MIIC)**

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**Ministry of Industry
Investment & Commerce**

Jamaica's **Business** Ministry

**Department of Co-operatives and
Friendly Societies (DCFS)**

**REGISTRATION UNDER THE
FRIENDLY SOCIETIES ACT, 1966
&
CO-OPERATIVE SOCIETIES ACT, 1950
JAMAICA**

www.dcf.gov.jm (658) 219-1060

TYPES OF SOCIETIES THAT CAN BE REGISTERED UNDER THE FRIENDLY SOCIETIES ACT OF 1966

BENEVOLENT SOCIETIES

Societies established for any benevolent or charitable purpose are called Benevolent Societies; for example, Rastafari Coral Gardens Benevolent Society and Spring Village Development Foundation Benevolent Society.

SPECIALLY AUTHORISED SOCIETIES

Societies established, with the Authority of the Minister under whose portfolio the Department falls, for purposes other than banking; for example, *Yallahs Irrigation Specially Authorized Society* and *New Forest / Duff House & Its Environs Irrigation Specially Authorized Society Limited*.

FRIENDLY SOCIETIES

Societies established to facilitate assistance to members, their relatives and dependents in at least one of the following ways: the relief or maintenance of members and their dependents and/or insuring money to be paid on instances such as birth, death etc.; for example TIP Friendly Society, Burial Schemes and Lodges.

CRITERIA FOR REGISTRATION UNDER THE FRIENDLY SOCIETIES ACT

The criteria for registration of a Society under the Friendly Societies Act:

1. Consist of a minimum of twenty-one (21) persons. The group should elect a Steering Committee from amongst its members which should be an odd number of persons e.g. five (5), seven (7), nine (9);

2. Development Plan for the entity;
3. Application Form duly completed. Type of Society to be registered should be stated. (i.e. Friendly, Benevolent or Specially Authorised);
4. Registration Agreement completed and signed by the relevant officers;
5. Payment of Processing Fee of Two Thousand Dollars (\$2,000.00);
6. Three (3) copies of proposed Rules;
7. Proof of Registered Office (e.g. rent receipt, lease agreement or certified letter of permission to occupy premises);
8. Statement of Affairs (i.e. all income and expenses as well as a declaration of all assets.

At least 15 members (inclusive of the Steering Committee) should also avail themselves for training in the Statutes, principles, practices and management of a Society registered under the Friendly Societies Act. Training is at a cost of \$900. per hour. At the end of the training, an evaluation will be undertaken to determine the knowledge gained.

SOCIETIES REGISTERED UNDER THE CO-OPERATIVE SOCIETIES ACT OF 1950

CO-OPERATIVE SOCIETIES

A Co-operative is defined as an autonomous association of persons united voluntarily to meet their common economic, social and cultural needs and aspirations through a jointly owned and democratically controlled business enterprise.

CRITERIA FOR REGISTRATION UNDER THE CO-OPERATIVE SOCIETIES ACT

The criteria for registration of a Society under the Co-operative Societies Act:

1. Consist of a minimum of ten (10) members. A Steering Committee should be elected from the membership. The Steering Committee should be an odd number of persons e.g. three (3), five (5), seven (7);
2. Application Form duly completed;
3. Registration Agreement completed and signed by the relevant Officers;
4. Payment of Processing Fee of Two Thousand Dollars (\$2,000.00);
5. Three (3) copies of proposed Rules;
6. Proof of Registered Office (e.g. rent receipt, lease agreement or certified letter of permission to occupy premises);
7. Share Listing of at least ten (10) members. (Must include those that sign to the Application Form and Registration Agreement).
8. Business Plan to include:
 - 1 Year Cash Flow Projection;
 - 1 Year Projected Income and Expenditure Statement;
 - 1 Year Projected Balance Sheet. detailed by month

The Group should avail itself for training in the Statutes, principles, practices and management of a Co-operative Society. Training is at a cost of \$900 per hour. At the end of the training, an evaluation will be undertaken to determine the knowledge gained.

