



**REGISTRATION AGREEMENT
FOR
APPLICANTS SEEKING REGISTRATION
UNDER THE FRIENDLY SOCIETIES ACT**

We the members of the Steering Committee of theGroup do hereby agree to the following in respect of our desire to register the aforementioned Group under the Friendly Societies Act.

APPLICANT AGREES TO:

1. Submit to the **Registrar of Friendly Societies**, a duly completed Application Form. The Application Form must be signed by at least seven (7) members and the Secretary and is accompanied by a list of not less than twenty-one (21) persons whom have met the criteria for membership as proposed by the entity. Application Forms must be submitted with the following items as per Section 7 (2) of the Act:-

☐ Three (3) copies of the Group's proposed Rules. **Except for Branch Rules** where four (4) copies of the Rules for each branch is required.

☐ **For branches**, a statement is to be effected indicating if the Rules are to be identical or not.

☐ A non-refundable Processing Fee of Two Thousand Dollars (\$2,000.00).

☐ Proof of Registered Office location (e.g. rent receipt, Lease Agreement or permission letter from the owner of the premises endorsed by a Justice of the Peace).

☐ Based on the nature of operation, provide one of the following documentation giving all budget plan estimates and cash flow forecast:-

- 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.

3. Acquire basic knowledge of Friendly Societies Principles and Law and be successfully evaluated¹ by the Registrar of Friendly Societies or his representative.

DCFS AGREES TO

1. Formally acknowledge receipt of Application to include supporting documents and provide feedback regarding standard of documents within five (5) working days of receipt of the Application.
2. Conduct training and evaluation of group² in the knowledge of the Friendly Societies' Principles and Law and basic management practises within 30 working days of receipt of the Application.

GENERAL

The Registrar of Friendly Societies reserves the right to request from the Group any additional information deemed necessary to facilitate the Registration Process.

If the Registrar of Friendly Societies is satisfied that the Group has complied with the provisions of the Friendly Societies Act, Section 8 (1) he shall:

- a. approve the registration and its Rules. A Certificate of Registration will then be issued, along with two (2) copies of the approved Rules.
- b. make available for collection within fifty-five (55) working days of this Agreement, the registration package including Certificate of Registration.

The applicant may choose to terminate their dealing with the Department at any time before registration is

If the applicant fails to meet its' obligation under this Agreement within fifty (50) days of the date of submission of the Application³; such application maybe deemed null and void and the Registrar reserves the right to terminate the Agreement by removing the Group via written Letter of Removal from the Department's Program of Work within 10 days of the expiration of the Agreement. (The Group has the option to enter into a new Agreement which must be accompanied by a new Application Form and if such new Application is submitted is within sixty days of the date of the Letter of Removal the Group will not again be required to pay a Registration Processing fee and meet the other requirements anew.)

A new Agreement terminates any previous Agreement of the same nature.

¹ The Group must receive a seventy percent (70%) pass mark to questions asked.

² Training is provided at a cost of \$900.00 per hour.

³ The Application Form, along with all the requirement identified under Item 1

If registration is denied, the Group has one (1) month from the date of such refusal to appeal to Tribunal (appointed by the Regulations) against such a decision.

Signed by Steering Committee members of the _____ Group on
the _____ day of _____, _____.
DAY MONTH YEAR

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President/Chairman

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Vice President/Vice Chairman

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Secretary

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Treasurer

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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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