

THE FOLLOWING ARE NECESSARY STEPS IN FORMING A CO-OPERATIVE SOCIETY

1. According to the Co-operative Societies (Amended) Act, 1985, a group of people of a Community or village numbering seven (7) or more and are 18 years or older can form a Co-operative Society.
2. The group then must organize a meeting and must be attended by seven (7) or more people.
3. This meeting is basically to arouse and solicit the interest of people and issues such as the following should be discussed;
 - a) The Name of the Society
 - b) The Objectives of the Society
 - c) The kind of business activity to involve in
 - d) A confirmed list of Members of the Society
 - e) Election of Directors and Officers of the Society
 - f) The Rules of the Society
4. Obtain an application Form for registration from the Office of the Registrar of Co-operatives or your Provincial Commerce Division office and complete all information required in the form.
5. Forward Application Forms to the Office of the Registrar of Co-operatives with the Registration Fee of K25.00. Registration Fee must be paid to the Office of the Registrar of Co-operative Societies through the Co-operative Societies bank account.

The Bank Details:

Account Name : **“Co-operative Societies of PNG – Registrar’s Office”**
Account No : **1000 877772**
Bank : **BSP Waigani**
Branch Number : **8968**

6. The Office of the Registrar of Co-operatives will screen the Application and if there are anomalies, the application will be returned with instructions for correction. If the application meets all requirements, then it will be processed and a Certificate of Incorporation will be issued.