

**SOUTH AFRICAN MICROFINANCE APEX FUND
 APPLICATION FOR REGISTRATION**

1. BACKGROUND: FSC

DESCRIPTION	NAME
Full Name of Organization	
Abbreviated name	
Town/Village	
Province	
New/existing	If existing for how long:

2. CHECK LIST : DOCUMENTS ENCLOSED

Indicate	(Yes/No)	
Forms CR1, CR4 and CR 5 (if applicable) to be submitted to the registrar of Cooperatives		
Two copies of the adopted model constitution		
Audited ¹ Financial Reports for the last 2 years – (existing FSC)		
Proof of Banking (certified bank statement copy)		
Member Resolutions to apply to samaf for registration		
Membership list with 150 paid up members		
Business plan which INCLUDES:		
<ul style="list-style-type: none"> • A short description of the background of the organization, experience in the sector and overall strategy to serve the target market. 		
<ul style="list-style-type: none"> • Its human and operational capacity to operate efficiently and competently 		
<ul style="list-style-type: none"> • The board of directors and management experience, knowledge and qualifications 		
<ul style="list-style-type: none"> • 3 year financial forecast showing viability plan of entity including effect of funding being applied for 		
<ul style="list-style-type: none"> • Product Sheet 		
<ul style="list-style-type: none"> • Credit Policy (if applicable) 		
<ul style="list-style-type: none"> • Saving policy 		
Attachment of any prior agreements contracts with donors/suppliers or consultants		
Proof of payment for application fee Cipro/ Samaf		
Appointment letter from auditor/accountant/financial officer/book keeper to assist maintain bookkeeping and reporting requirements ²		

¹ **Samaf** will assist fsc's who require assistance with drafting audits on written request

² **Samaf** will assist with notes for auditors/financial officers.

Signed acknowledgement and indemnity form (sam011)		
NCR forms 2 and 3 for existing FSC who are required to register		
Resolution/Proof of membership to a representative organization		

Please note: The regulator may require a proposed applicant to furnish him or her with:

- a) additional information or documents; or
- b) with a report by an auditor or by any other knowledge able person, approve by the samaf: Regulator, on aspects relating to the application.

Director name and surname	Position on Board	Signature	Contact number
1.			
2.			
3.			

Provincial compliance officer/examiner/outreach co-ordinator evaluation of compliance:

Name : _____ **Signature:** _____

Date : _____

RESOLUTION: RULES, REGISTRATION, SUPERVISION AND STABILISATION COMMITTEE

We the rules, registration, supervision and stabilization committee, having met in on thisday of20..... have considered the application by the are hereby satisfied that the application

- a) is made in accordance with relevant legislation being the Cooperatives Act and Government Notice R 887 of 22 August 2008 and Cooperative Act 2005 - Practice Notice with regards to FSCs
- b) Meets all requirements for registration
- c) Will be in the public interest
- d) Constitution complies with relevant legislation
- e) Name complies with the relevant legislation

resolve to APPROVE / DISSAPROVE this application noting the following:

1. A license to take deposits will be issued once the applicant is registered and has been approved by the Registrar of Co-operatives

Chairperson of the Committee

_____ **Date:** _____

Prescribed forms:

- CR 001- Application for registration of primary/secondary/tertiary cooperative, CIPRO
- CR 004- Notice of appointment of auditor and consent to act as auditor or resignation by auditor and removal of auditor
- CR 005- Application for reservation of name or translated form or shortened form of name
- CR 006- Special resolution
- CR 011- Certificate of change of name
- CR 012 - Certificate of change of name by registrar

- SAM 001 - Application for registration
- SAM 002 - Quarterly submission
- SAM 005 - Non compliance notice
- SAM 006 - Appeal to Appeals Board notification
- SAM 008 - Fit and proper directors and staff commitment by FSC
- SAM 011 - Indemnity