

STEP BY STEP GUIDE:

NEW E-SERVICES PRIMARY CO-OPERATIVE REGISTRATION

V0.1

STEP BY STEP GUIDE: NEW CO-OPERATIVES REGISTRATIONS

This document describes the event of a new Co-operative registration with CIPC on the online system.

In order to use this step-by-step guide, you should have registered as CIPC customer.

<u>NOTE</u>: Kindly consult the step-by-step guide for Customer Registration for assistance in registering a customer code.

THE FOLLOWING APPLY FOR CO-OPERATIVE REGISTRATION

- Minimum 5 natural persons 2 juristic persons or a combination of any 5 persons.
- Minimum of 2 directors
- Members fee must be equal for all the members of the Co-operative.
- Directors must not share the same contact details such as E-mail address and cellular phone number.

LEGAL REQUIREMENTS

• All Co-operatives must reserve a name before lodging a new Co-operative registration.

PRIMARY CO-OPERATIVE MUST SUBMIT THE FOLLOWING:

• Foregn Nationals must be verified before transacting with CIPC. Kindly make use of the step-by-step guide, reflecting on CIPC website.

JURISTIC PERSON

- Any entity registerd at CIPC and must be in business.
- One of the directors of the Company, Close Corporation or Trust must be the representative of Juristic Person for the Co-operative.

IMPORTANT NOTICE

- 1. The application must be finalised within 5 calendar days from date of lodgement. Failure of which will result in the application being rejected.
- 2. Co-operatives must keep a copy of their constitution and registration documents.
- 3. If you did not receive feedback via email, and the service turnaround times have lapsed, forward an enquiry to: coopregeng@cipc.co.za

- 4. New Application Procedure.
 - > Application submitted and/or reworked when rejected in Back Office
 - OTP Approval by filer and all members incl issued COOP1 and Constitution documentation indicating what is agreed to and approved via OTP
 - Documentation for COOP1 and Constitution should be kept for your records and not returned to CIPC.
 - > Auto or Back Office pre-approval
 - Payment instruction issued for R125.00
 - > Application processed and documentation issued after payment is receive (Co-op11).
- 5. New OTP Approval Process.
 - > OTPs are valid for 96 hours
 - > OTPs for both SMS and Email will be issued to the filer and all members
 - > OTPs that has expired, result in void applications to be submitted from new
 - > All OTPs are required to be verified to process an application
 - Auto approval applies by default, else manual Back Office approval when one or more foreign members specified or type financial category

1. Visit the CIPC website <u>www.cipc.co.za</u> and click on Enterprise Registration.



Self-Service Centers

Email addresses for

submitting applications

Log a Query

Learn-i-biz

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Terms and Conditions

Company Investigations

Privacy Policy

Legislation

Banking Details

Forms and Fees

Business Hub

Domain Name Registration

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Submit Audited or Independently

Reviewed Financial Statements

Submit Financial Accountability

Supplements

2. Click on Register a Co-operative.

HOME ABOUT 🛩 ENTERF	RISE REGISTRATION ENTERPRISE MA	INTENANCE INTELLECTUAL PROPER	TY RESOURCES - CONTACT -
	TATION .		
			Register as a Customer
			Banking details B-BBEE Certification
		-RATIVE REGISTRATION	Domain Name Registration
Register	Co-opera	tive Name Reservation	Log a query
Login	Register	a co-operative	
Register		ONAL LIABILITY COMPANY	
Logiii			
	Register	a personal liability company	
Register a private company wil	h standard MOI		
Register a private company wit	h customised MOI STATE	OWNED COMPANY	
PUBLIC COMPANY	Register	a state-owned company	
Perieter a public company			
Register a public company		GN COMPANY	
	Register	a foreign company	
	Domesti	ication of a foreign Company	
Register a non-profit company and with a standard MOI	without members		
Register a non-profit company with a customised MOI	with members and		
Register a non-profit company	with members		
JSEFUL RESOURCES	NEED HELP?	LEGAL	OTHER
3-BBEE Certification Banking Details	Step-by-Step Guides Self-Service Centers	Access to Information Terms and Conditions	Frequently Asked Questions Submit Audited or Independently
Domain Name Registration	Log a Query	Privacy Policy	Reviewed Financial Statements
-orms and Fees Business Hub	Email addresses for	Legislation Company Investigations	Submit Financial Accountability Supplements

Scroll down and at Step 7, click on "REGISTER NOW"

Companies and Intellectual Property Commission a member of the dtile group			LOGIN I RECISTER
HOME ABOUT ~ ENTERF	PRISE REGISTRATION ENTERPRISE M	IAINTENANCE INTELLECTUAL PROPERTY	RESOURCES - CONTACT -
CO-OPERATIVE REG	ISTRATION		Related links
		f 🗾 🗖	Register as a Customer
			Banking details
R	EGISTERING A CO-OPERA	TIVE	B-BBEE Certification
A very simple definition of a co-operation of a	ive would be to say it is a business wher	e a group of people get together voluntary	Domain Name Registration
A co-operative is a distinct form of ent surpluses in a co-operative, is divided the co-operative	erprise that provides services and/or pr among members in relation to the amou	oducts to its members. Profit, known as unt of the business each member did with	
By registering a co-operative, you are a amended Co-operatives Act 6 of 2013.	creating a legal entity with powers and r Before registering a co-operative, take	responsibilities as prescribed in the note of the importance of record-keeping	
Before you decide to register a co-operative agree to register a co-operative. At th operative. There must be at least five r	rative, you need to have a formation me e formation meeting, the members have natural persons or two juristic persons o	eeting to decide on a common purpose and e to decide on the form and type of co- or a combination of any five persons in	
TYPES OF CO-OPERATIVE	ES		
Co-operatives may take the form of pr agricultural, marketing, housing, finan	imary, secondary or tertiary co-operativ cial services, consumer, service, crafts	res. The types of co-operatives include and burial societies etcetera.	
Primary Co-operative A primary Co-operative is formed by a five persons	minimum of five natural persons; or two	juristic persons or a combination of any	
Note: Primary co-operative, Secondar Primary co-operative registration	y and Tertiary co-operative can only be n accept card payment method only	e registered online	
Secondary Co-operative	when two or more operational primary co	o-operatives come together because they	
are involved in similar activities and wa	ant to promote their services in the sect	tor in which they operate.	
Tertiary Co-operative Tertiary co-operatives are formed by the	wo or more operational secondary co-o	peratives which come together to promote	
National apex Co-operative	infinent boards, the brivate sector and t		
A National Apex is formed by three ope operational multi-sectoral tertiary co-	rational sectoral tertiary co-operatives operatives that operate on a provincial,	that operate on a national level; and five district or local level.	
N.B Operational means a co-operative audited report or independent reviewe	that has held its annual general meetin d report to the registrar in its financial y	g and has submitted its annual report, Jear.	
Note: You can apply for Secondary and	Tertiary co-operative online, to apply fo	or co-operative click here	
Click here for the CIPC service standar	ds. Service Standard is dependent on p	ayment for the transaction being made.	
Click here to log an enquiry (only after	the indicated service standard has laps	ed).	
Checklist for registration of a co-oper	rative:		
→ STEP 1:- REGISTER AS	A CUSTOMER (view how to)		
→ STEP 2:- PAYMENT ME	THODS (view how to)		
→ STEP 3:- FORMATION N	MEETING (view how to)		
→ STEP 4:- APPOINT BOA	ARD OF DIRECTORS (view how	r to)	
→ STEP 5:- ADOPT THE C	ONSTITUTION (view how to)		
→ STEP 6:- FORMS OF CO	O-OPERATIVES (View how to)		
→ STEP 7:- CO-OP REGIS	TRATION (view how to)	REGISTER NOW	◀────
	NEED HELP?	LEGAL	OTHER
B-BBEE Certification	Step-by-Step Guides	Access to Information	Frequently Asked Questions
Banking Details Domain Name Registration	Self-Service Centers Log a Query	Privacy Policy	Submit Audited or Independently Reviewed Financial Statements
Forms and Fees Business Hub	Learn-i-biz Email addr <u>esses fo</u> r	Legislation Company Inve <u>stigations</u>	Submit Financial Accountability Supplements

The Customer Portal Entrance page will display. Select RSA individual, type in your ID number and click on Search.

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CIPC requires new or existing customers to have access to a private e-mail account. Use one of the links below for popular providers o	r make use of an alternative of your choice.
Gmail 📴 Outlook YAHOO! MAIL	
NOTE: CIPC is not responsible for e-mail accounts. Please contact your e-mail provider for assistance on e	-mail matters.
NOTE: Your e-mail account will be used as your primary login/transaction account.	
NOTE: This system makes use of Card Payments for processing transactions.	
Please search for your customer information below	
Type:	_
Identification: ID Number	_
Search	
Companies and Intellectual Property Commission 27 Jul 2022 12:05:00 PM	

If you were registered as a Customer with CIPC previously and had an existing customer profile, the following message will display: "Your customer profile record could be successfully validated". You will be redirected to Login. Click on OK.

If you have never registered as a CIPC customer, the following message will display: "Your customer record was not found or incomplete." You will be redirected to individual Customer Registration. Click on OK.

Companies and Intellectual Property Commission	Custo	omer Portal Er	ntrance
a member of the dtic group			
CIPC requires new or existing customers to have access to a p	private e-ma	ail account. Use one of the links	below for popular providers or make use of an alternative of your choice.
Μ	Gmail	Outlook	YAHOO! MAIL
NOTE: CIPC is not responsible for	r e-mail aco	counts. Please contact your e-m	ail provider for assistance on e-mail matters.
NOTE: Your e-	mail accou	nt will be used as your primary	login/transaction account.
			
	CIPC		
NOTE: This		Customer Search Your customer profile record could be successfully validated! You will be redirected to Login.	ransactions.
		500502040000	OK 😽

3. Enter the Username (Email address) and Password and click on Login.

Gara ye in a na ta fan a cara Para y Cara ye inn xwe in a fan Bigne
Usemame
Password

4. The landing page will be displayed. Click on Services, then co-operatives thereafter click on Start New Co-operative Application

			-	
		•		
B Services B Am	nendments 🙆 Business Rescue	Financials		
		Email Address *		
		ZA		
	Title *		Are you a citizen of South Africa ?	
	Miss	<u> </u>	Yes	\sim
	Full Name *	• •	Country Of Origin South Africa	\sim
	Surname *		Date Of Birth (vvvv-MM-dd)	
	Cellphone Number *		South African ID Number	
	Telephone Number		ID Decument Type	
	Please enter a telephone number		Green Bar-coded Identity Book	\sim
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			ID Document Date of Issue (yyyy win du)	
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		CIPC Electronic Self Service		
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Services 😨 Am	endments 🔞 Business Rescue 🌀	CIPC Electronic Self Service		
Services 😨 Am O Name Reservation	endments 🔞 Business Rescue 🧃	CIPC Electronic Self Service		
Services Parvices Am Am Am Am Am Company Registration	endments 🔞 Business Rescue d	CIPC Electronic Self Service		
Services Am Name Reservation Company Registratio Counterpany	endments 🔞 Business Rescue d	CIPC Electronic Self Service		
Services B Am Name Reservation Company Registration	endments 🔞 Business Rescue G	CIPC Electronic Self Service Financials Email Address *		
Services P Am Name Reservation Company Registrativ Co-Operatives Documents	endments 🔞 Business Rescue G	CIPC Electronic Self Service	Welcome, LUCI	
Services P Am Name Reservation Company Registratio Co-Operatives Documents Convert Enterprise t	endments 🔞 Business Rescue 6	CIPC Electronic Self Service	Welcome, LUCI	~
Services P Am Name Reservation Company Registratio Co-Operatives Documents Convert Enterprise t Cooperative	endments () Business Rescue ()	CIPC Electronic Self Service	Are you a citizen of South Africa 7 Yes	~
Services Am Name Reservation Company Registratio Co-Operatives Documents Convert Enterprise to Cooperative Service Service Service Service	endments 💿 Business Rescue G on Title * Miss Full Name * UKILE	CIPC Electronic Self Service	Are you a citizen of South Africa 7 Yes County of Origin South Africa 1	~
Services Arm Name Reservation Company Registrati Co-Operatives Documents Cooperative Settlements Cooperative B-88EE Certificates	endments 💿 Business Rescue G on Title * Miss Full Name * LUCLLE	CIPC Electronic Self Service	Are you a citizen of South Africa 7 Yes Country Of Origin South Africa	~
Services Am Name Reservation Company Registratio Co-Operatives Co-Operatives Cooperative Cooperative B-88EE Certificates Business Bank Accounts	endments Business Rescue Title * Niss Full Name * UCILE Surname *	CIPC Electronic Self Service	Welcome, LUCX Welcome, LUCX Are you a citizen of South Africa 7 Yes Country Of Origin South Africa Date Of Birth (bygy-MM-dd)	~
Services Arm Name Reservation Company Registratio Co-Operatives Documents Cooperative B-8882E Certificates Business Bank Accounts Cooperatives	endments Business Rescue Title * Miss Full Name * UCLLE Surname * Cellphone Number *	CIPC Electronic Self Service	Are you a citizen of South Africa ? Yes Country Of Origin South Africa Date Of Birth (typy-MM-dd) South Africa ID Number	~
Services Services Am Name Reservation Company Registratio Co-Operatives Documents Convert Enterprise t Cooperative B-88EE Certificates Business Bank Accounts Cooperatives API Subsoriptions	endments Business Rescue Title * Miss Full Name * UCLLE Surname * Cellphone Number * Talenbeau Number *	CIPC Electronic Self Service	Are you a citizen of South Africa ? Yes Country Of Origin South Africa Date Of Birth (bygy-MM-dd) South Africa ID Number	~
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		CIPC Electronic Self Service	Wele	come)
Home Services (Amendments Business Rescue) Financials		
New Application	ing Document Upload / OTP Verification Under Re	view By CIPC Awaiting Payment Not Submitted / COC	P Conversion Rejected Applications	
Name Reservations - A name reservation is not require - Revisit your current name reserva - Navigate via menu option Service	d for initiating a Cooperative Application into draft sta tions by selecting 😰 Name Reservations s > Name Reservations to ensure available approved i	ste, but compulsory when submitting names prior to starting a new Cooperative application		
Registered Co-operatives:	,			
Double Click a Co-operative to	view the Application and documentation			
Selected Filter: Default	V 🄑 Quick Search: A	II fields	_ C	
REFERENCE NUMBER	COOPERATIVE NAME	EMAIL ADDRESS	CELLPHONE NUMBER	STATUS
60000005328	INS	0.24		Active/Successful
6000005312	MONDS	0.24		Active/Successful
6000005321		0.74		Active/Successful
6000007022		0.ZA		Active/Successful
60000010240		0.ZA		Active/Successful
60000010683		0.ZA		Active/Successful
60000016999		0.ZA		Active/Successful
60000019456	ICES	0.ZA		Active/Successful
60000016613	UTIONS	LIGHT DALLS CIFCICO.ZA	0827301718	Active/Successful 👻

5. A screen will display a pop up message for you to confirm you want to Start New Co-operative application. Click on OK.



6. If you have not applied for a name for the Co-operative yet, you need to apply. Navigate via menu option Services > Name Reservations to ensure available approved names prior to starting a new Cooperative application

				CIPC Electronic Self Service	Welcome, LU	
e 📵	Services 🚳 Amen	dments 🔞 Business Rescu	ue 🙆 Financials	•		- 1
				Email Address *		
				Li CA	_	
		Title 8			Are you a citizen of South Africa 2	
		Miss	\sim		Yes	\sim
		Full Name 1		-	country of Origin	
		LUCILLE		• •	South Africa	\sim
		Surpame *		-	Date of Ritth (man-MM-dd)	
		Sumame "				
		Collaboro Number *				
		Celiphone Number			South African ID Number	
		Telephone Number		-	ID Document Type	
	Pl	lease enter a telephone number			Green Bar-coded Identity Book	\sim
				-	ID Document Date Of Issue (yyyy-MM-dd)	
			(CIPC Electronic Self Service	Welcome	
	Services (3) Arrend	sments 🔞 Business Rescu	e 😗 Financials	CIPC Electronic Self Service	() Welcome	
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•	Services	Sments 🔞 Business Rescu	e 🗿 Financials	CIPC Electronic Self Service	() Welcome	
0	Services 💿 Amend Name Reservator Company Registration Co-Operatives	sments 🔞 Business Rescu	e 💿 Financials	CIPC Electronic Self Service	() Welcome	
	Services 💿 Amend Name Reservation Company Registration Co-Operatives	Sments 🔞 Business Rescu	e 💿 Financials	CIPC Electronic Self Service	() Velcome	
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00000	Services Ameno Name Reservation Company Registration Co-Operatives Documents Convert Enterprise to	iments 💿 Business Rescu Titile * Miss	e 💿 Financials	CIPC Electronic Self Service	Welcome Are you a citizen of South Africa 7 Yes	
	Services Amend Name Reservation Company Registration Co-Operatives Documents Convert Enterprise to Cooperative	Sments Business Rescu Titile * Miss Full Name *	e 😨 Financials	CIPC Electronic Self Service	Welcome Are you a citizen of South Africa ? Yes Country Of Origin	
	Services Amend Name Reservation Company Registration Co-Operatives Documents Convert Enterprise to Cooperative EASEE Contribution	ments Business Rescu Title * Miss Full Name * UCRUE	e S Financials	CIPC Electronic Self Service	Welcome Are you a citizen of South Africa ? Yes County Of Origin South Africa	~
	Cervices Company Registration Co-Operatives Documents Convert Enterprise to Cooperative B-88EE Certificates	Title * Miss Full Name * LUCILLE	e S Financials	CIPC Electronic Self Service	Welcome Are you a citizen of South Africa 7 Yes Country Of Origin South Africa	~
	Services Amend Name Reservation Company Registration Co-Operatives Documents Convert Enterprise to Cooperative B-88EE Certificates Business Bank	Sments S Business Rescu Title * Miss Full Name * LUCILLE Sumanie *	e 💿 Financials	CIPC Electronic Self Service	Welcome Ane you a citizen of South Africa ? Yes Country Of Origin South Africa Date Of Birth (typy-MM-dd)	~ ~
	Services Amend Name Reservation Company Registration Co-Operatives Documents Convert Enterprise to Cooperative B-BEEE Certificates Business Bank Accounts Concertsives	Sments i Business Rescu Title * Miss Full Name * LUCILIE Surname *	e 💿 Financials	CIPC Electronic Self Service	Velcome Are you a citizen of South Africa ? Yes Country Of Origin South Africa Date Of Birth (gygy-MM-dd)	~ ~
	Services Ameno Name Reservation Company Registration Co-Operatives Documents Convert Enterprise to Cooperative B-BBEE Certificates Business Bank Accounts Cooperatives	Title * Miss Full Name * LUCULE Sumame *	e 💿 Financials	CIPC Electronic Self Service	Welcome Are you a citizen of South Africa ? Yes Country Of Origin South Africa Date Of Birth (typy-MM-dd) South Africa 10 Number	~
	Services Amend Name Reservation Company Registration Co-Operatives Documents Convert Enterprise to Cooperative B-BEEE Certificates Busines Bank Accounts Cooperatives API Subsoriptions	Title * Miss Full Name * LUCLUE Sumarne *	e S Franciais	CIPC Electronic Self Service	Welcome Are you a citizen of South Africa ? Yes County Of Origin South Africa Date Of Birth (typy-MM-dd) South African ID Number	~
	Services Company Registration Co-Operatives Documents Convert Enterprise to Cooperative B-88EE Certificates Businest Accounts Cooperatives API Subsoliptions	Title * Miss Full Name * LUCULE Sumanne * Cellphone Number * Telephone Number	e S Financials	CIPC Electronic Self Service	Welcome Are you a citizen of South Africa 7 Yes Country Of Origin South Africa Date Of Birth (tyty)-MM-dd) South African ID Number ID Document Type	~
	Services Amend Name Reservasion Company Registration Co-Operatives Documents Cooperative B-BEEE Certificates Business Bank Accounts Cooperatives API Subsoriptions	Sments Business Rescu Titile * Miss Full Name * UUCULE Sumame * Cellphone Number * Telephone Number	e 💿 Financials	CIPC Electronic Self Service	Veicone Ane you a citizen of South Africa ? Yes Country Of Origin South Africa Date Of Birth (yyyr-MM-dd) South African ID Number ID Document Type Green Bar-coded Identity Book	~

- 7. If you applied for a name reservation already, select the following:
 - (a) Form of Co-operative
 - (b) Type of Co-operative
 - Select the Type of co-operative.
 - Agricultural primary co-operative
 - Financial services primary co-operative
 - Housing primary co-operative
 - Non-specific primary co-operative
 - Social primary co-operative
 - Worker primary co-operative
 - (c) Objectives: Click on the + sign next to objectives.

CIPCLESS.Form.LandingPage × +	_ 🗆 ×
← → C	🖈 💆 🗯 🚺 🗄
CIPC Electronic Self Service 🕡 Welcome, LU	
	Logout
Home Go Services Go Amendments Go Financials Go Authorization	
To create a new name reservation Please click here	*
Please complete each section of the application form and ensure all information is true and correct. You will be able to select a name from a list of approved names when you submit this co-operative application for approval.	
Please select the form of the Co-operative PRIMARY COOPERATIVE	
Please select the type of the Co-operative AGRICULTURAL PRIMARY CO-OPERATIVE	
Add Objectives	
Number of Objectives Added :0	
DESCRIPTION No items to display.	
Cancel Save & Close Ne	xt

A screen will display and ask if you want to add your own objectives. Option 1: Click yes if you want to add your own objectives and capture the objectives under "your co-operative objectives" Option 2: Click No if you want to choose from the drop box. Click in the boxes.

Thereafter click on add selected objectives and save & close.

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← → C	/CIPC.ESS.Form.LandingPage#/Form/CIPC.COOP.Form.Dashboard/		* 💆 🗯 🕐 🗄
	CIPC Electronic Self Service	Welcome, L	
			Logout
🙆 Home 🔞 Services 🔞 Amendments 🙆 Finan	cials 🔞 Authorization		
ADD CO-OPERATIVE OBJECTIVES			
			▲
	Please Specify Your Co-operative Objective:		
	Beauty spar and nails	-	
	Add Selected Objectives		
	Number of Objectives Added :0		
	DESCRIPTION		
	No items to display.		
	Save & Close		

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C C Experience 22/Customers/numeric/onnection/ Customers/numeric/onnection/ Customers/numeric/ Customers/numeric/ Customers/numeric/ Customers/numeric/ Customers/numeric/ Customers/numeric/ Customers/numeric/ Customers/numeric/ Customers/numeric/ Customers/ Cus	CIPC Electronic Self Service	Welcome, LU
🕲 Home 📵 Services 🔞 Amendments 🙆 Finar	ncials 💿 Authorization	
ADD CO-OPERATIVE OBJECTIVES	Device want to add your own objectives 1 Na Descent objectives to add: Prime Prime Pingery Poultry Skill Labour For Cooperative Members Skill Labour For Cooperative Members Vegetables Production	
	Number of Objectives Added 10	
	DESCRIPTION No deves to display	
	Save & Close	

(d) A screen will display all the objectives. You may add more objectives by clicking on the add objectives + sign or scroll down to Industry Specification Information

	CIPC Electronic Self Service		Welcome, LUCIL	
Business Rescue	inancials			Logout
	Please select the form of the Co-operative PRIMARY COOPERATIVE	\sim		
	Please select the type of the Co-operative AGRICULTURAL PRIMARY	~		
Objective Information				
	🕂 Add Objectives			
	Number of Objectives Added: 3			
	DESCRIPTION			
	Fishing			
	Livestock Farming			
	Piggery			_

(e) A screen will display the Industry Specification Information. Click on the drop boxes to add the industry specification information and thereafter on next.



8. The **Co-operative Contact Details** screen will display. Complete the required fields and click on next

- (a) Co-operative email address
- (b) Co-operative Cell phone number
- (c) Co-operative telephone number
- (d) Physical address
- (e) Business address
- (f) Postal Address

	CIPC Electronic Self Service	Welco
		Log
Homa 🙆 Sarvicas 🙆 Amandmants 🙆 Businass Pascus	Einancials	
operative Details & Objectives Co-operative Contact Details Co-operative	ve Financial Details Co-operative Members Application Summary	
		Reference Number: 600000212
	Co-Operative Email Address: *	
	L A	
	Co-Operative Cellphone Number: *	
	3	
	Co-Operative Website:	
	a	
	Co-Operative Telephone Number:	
	Is the business address the same as the physical address ?	Is the Postal address the same as the physical address ?
	Yes No	Yes 🔿 No
Physical Address	Business Address	Postal Address
Country: *	Country: *	Country: *
South Africa	South Africa	South Africa 🗸 🗸
Region Area Province: *	Region Area Province: *	Region Area Province: *
Eastern Cape 🗸 🗸	Eastern Cape	Eastern Cape 🗸 🗸
City: *	City: *	City: *
PORT ELIZABETH	PORT ELIZABETH	PORT ELIZABETH
Suburb: *	Suburb: *	Suburb: *
MOUNT CROIX	MOUNT CROIX	MOUNT CROIX
ZIP Postal Code: *	ZIP Postal Code: *	ZIP Postal Code: *
6001	6001	6001
Street Address: *	Street Address: *	Street Address: *
2 MANDY STREET	2 MANDY STREET	P O BOX 257
2 MANDY STREET	2 MANDY STREET Save & Close	P O BOX 257

- 9. The Co-operative **Financial Details** screen will display. Complete the required fields and click on next.
 - (a) Minimum number of Directors
 - (b) Maximum number of Directors
 - (c) Co-operative Financial year end
 - (d) Date of interested persons meeting
 - (e) Membership Fees
 - (i) Co-operative Annual membership fee
 - (ii) Initial Co-operative membership entrance fee

(f) Membership shares

- (i) Authorized number of shares for Co-operative
- (ii) Minimum number of shares a member must have
- (iii) Nominal value of co-operative member shares.

(10) Home (10) Services (10) Amendments (10) Business Rescue (10)	Financials	
Co-operative Details & Objectives Co-operative Contact Details Co-operative Finan	ncial Details Co-operative Members Application Summary	
		Reference Number: 60000021269
	Minimum Number Of Directors (Minimum 2): * 2 Maximum Number Of Directors: * 2 Co-Operative Financial Year End: * February Date of interested persons meeting : * 2024/02/05 Membership Entrance Fee: R1 350.00 Initial Co-Operative Annual Membership Entrance Fee: R150.00 Initial Co-Operative Membership Entrance Fee: R150.00 Minimum Number Of Shares a Member Must Have: * 10 Nominal Value Of Co-Operative Member Share: * 80.00	
Back	Save & Close	Next

10. A screen will display **member details. You may either add a natural person or juristic person.** To add a **Natural Person**, click on the **+** Add Natural Person.

Co-operative Details & Objectives Co-o	perative Contact Details	Co-operative Financial	Details Co-operative Members	Application Summary				
						Referen	nce Number:	6000002
		Minimum n	o. of Founder Members for a	Co-operative Application	on:			
Primary Co-	operative		Secondary Co-ope	rative		Tertiary Co-ope	rative	
Min of 5 Foundi	ng members		Min of 2 Primary Co-operative	s as members	Min of .	2 Secondary Co-operat	ives as members	
Natural Persons of 5 (if or	nly Natural members)		Juristic Person member is by default a	Founding member	A Juristic Pers	on member is by defau	ilt a Founding mi	ember
Juristic Persons of	feither 0 or 2							
Combination, Natural of 3 and Juristic	: of 2 (if combo Natural & Ju	uristic)						
Juristic Person member is by d	efault a Founding member							
Vatural Member:								
umber of Members Added: 0		Number of	f Founders: 0	Number Of	Directors: 0			
Add Natural Person(s) 🥒 View/Upda	ate Natural Person 🛛 🗙 R	Remove Natural Person	Verify Natural Person					
ST NAME SURNAME	SOUTH	ID NUMBER	PASSPORT NUMBER	CELLPHONE NUMBER	EMAIL ADDRESS	FOUNDER	DIRECTOR	VERIFIE
			No items to display.					
			<pre> < _ 1 ></pre>					
ristic Members:								
mber of Juristic Members Added: 0		Number of J	uristic Member Founders: 0					
Add Juristic Member		× Delete	Juristic Member		🔼 Verify Juristic Mem	ber		
FERPRISE NUMBER			ENTERPRISE NAME		VERIFIED			
			No items to display.					
			<pre> << < _ 1 ></pre>					
ditors:								
imber of Auditors: 0								
Add Auditor 🗙 Remove Auditor								
	STATUS		APPOINTMENT DATE	AUDITOR NAME		AUDITOR TYPE		
ACTICE NUMBER	31A103							
ACTICE NUMBER	314103		No items to display.					

11.(1) You may either add an existing customer of CIPC or non existing customer.

To add a **Non Existing** customer, click on No and complete the required fields. Thereafter click on next.

- (a) Is the member a citizen of South Africa
- (b) Is the member a director of the Co-operative
- (c) Is this a founding member of the Co-operative
- (d) Member first name
- (e) Member Surname
- (f) Date of Birth
- (g) Click on add document and upload certify id copy or passport
- (h) Member origin
 - (i) Country of origin
 - (ii) Id Number or passport number
- (i) Member Contract Details
 - (i) Email address
 - (ii) Cellphone number
 - (iii) Telephone number
- (j) Member Description
 - (i) Gender
 - (ii) Demographic
 - (iii) Does this member have a disability

Attach Passport Copy for Foreign Directors/Members



Person Details Personal Information Physical Address Postal Ad	dress Co-operative Natural Person Summany	
	Natural Person (Member) Details	
Is this member a citizen of South Africa?	Is this member a director of the Co-operative? *	Is this a founding member of the Co-operative? *
• Ves O No	Yes No	Yes No
Member Origin		Member Contact Details
Country of origin: *	Member First Name: *	Email Address:*
South Africa 🗸		н
ID Number : *	Member Surname: *	Cellphone Number:*
ID Issue year:*	Date of Birth: *	Telephone Number:
2010	باسل	Olanca antes a telanhana musikas
2010 Varithe	[11]	Pieuse enter à telepriorie number
ib issue Month:"		Member Description
05		Gender: *
Passport Number: *		Male
		Demographic: *
Passport Expiry Date:*		White 🗸 🗸
1.00% - 1.1.2		Does this member have a disability? *
Please Attach Your Passport Document:*		Not Disabled
Click here to attach a file	<u> </u>	
0 MB max file size allowed		

Add the physical address and click on Next. If the postal address is the same as physical address click on yes, alternatively click on No and add the postal address. To add another natural member click on Save & add another natural member.

ADD NATURAL PERSON								
Natural Person Details	Personal Information	Physical Address	Postal Address	Co-operative Natural Person Summary				
				Physical Address				
				Physical Address Country: *				
			_	South Africa	\sim			
				Physical Address Region: *				
			_	Eastern Cape	\sim			
				Physical Address City: *				
			_	PORT ELIZABETH	\sim			
				Physical Address Suburb: *				
			_	MOUNT CROIX	\sim			
				Physical Address ZIP/Postal Code: *				
			_	6001	\sim			
				Physical Address Street: *				
				52 MANDY STREET				
		В	ack			Next		
		В	ack			Next		

ADD NATURAL PERSON							
Natural Person Details	Personal Information	Physical Address	Postal Address	Co-operative Natural Person Summary			
				Is the Postal address the same as the physical addr	ess ?		
				💽 Yes 🔵 No 🛛 🗲			
				Postal Address			
				Postal Address Country: *			
				South Africa			
				Postal Address Region: *			
				Eastern Cape			
				Postal Address City: *			
				PORT ELIZABETH			
				Postal Address Suburb: *			
				MOUNT CROIX			
				Postal Address ZIP/Postal Code: *			
				6001			
				Postal Address Street: *			
				52 MANDY STREET			
				Back			
	Close			Save & Add Another Natural Member	←──	Save & Finish	

11.(2) To add an **existing** customer click on Yes. Add the ID number / Passport number and email address. Click on search for customer.

Natural Person Details	Personal Information	Physical Address	Postal Address	Co-operative Natural Person Summary	
			<u>Adding exi</u>	sting CIPC customers as Natural Person(s) (Membe	<u>er(s)</u>
			ls	the member an existing customer ?	
				Yes	
				Select Identification Type:	
				ID Number	
			Identity	/Passport Number of Existing Customer :	
					←
			E	mail Address of Existing Customer :	
					←
				Search for Customer	
					Next

The customer details will display. Click Yes or No if the Customer is a director / member. Thereafter click on next.

latural Person Details Personal Information Physical Address Postal	Address Co-operative Natural Person Summary	
	Natural Person (Member) Details	
Is this member a citizen of South Africa?	Is this member a director of the Co-operative? * Ves No	Is this a founding member of the Co-operative? *
Member Origin		Member Contact Details
Country of origin: *	Member First Name: *	Email Address:*
<u> </u>		
ID Number : *	Member Surname: *	Cellphone Number:*
ID Issue year:*	Date of Birth: *	Telephone Number:
ID Issue Year 🗸	العلم + 11	
ID Issue Month:*		Member Description
ID Issue Month		Gender: *
Passport Number: *		Demographic: *
Passport Expiry Date:*		Door this member have a disability? *
Please Attach Your Passport Document:*		Please select a disability status
Note: 2.00 MB max file size allowed		

The physical address information will display. Click on Next. Thereafter the postal address will reflect. If the postal address is the same as the physical address click on Yes or No and thereafter on Save and add another Natural Person



Concentration Pastally & Objections de la	and the second second second second	for an end of first of the	an Constanting and	Acceleration 6				
Co-operative Details is Objectives Co-o	grerative Contact Details	Co-operative Financial Deb	the Co-operative Merri	Approation Summar,				
		Minimum no. of	Founder Members for a	Co-operative Application:				
Primary Co-o	perative		Secondary Co-op	serative	Ie	rtiary Co-op	erative	
A Minimum of 5 Four		A Minimum of 2 Foundir	A Juristic Person Member is by default a Founding Member					
5 Natural Persons (if only Nat	A Min	imum of 2 Primary Co-ope	ratives as Members	A Minimum of 2 Primary Co-operatives as Members				
Juristic Persons (Can only	y be either 0 or 2 ½	A Juristic	Person Member is by defa	ult a Founding Member	A Juristic Person M	lember is by defi	suit a Founding	Member
Combination of 3 and more Natu Persons of there are both Natural a	ral Members and 2 Juristic and Juristic Person Membe	: +*S)						
A Juristic Person Member is by de	efault a Founding Member							
Number of Members Added: 1		Number of Found	iers: 1	Number (of Directors: 1			
+ Add Natural Personitit		kennove Natural Person						
	SOUTH							
RST NAME SURNAME	AFRICAN	D NUMBER	PASSPORT NUMBER	CELLPHONE NUMBER	EMAIL ADORESS	FOUNDER	DIRECTOR	VERIF
ANIELLE	Yes				41L	Yes	Yes	Yes
		<	$(\langle 1 \rangle$					
		<	<u> </u>					
		<	« < <u>1</u> >					
iumber of Juristic Members Added: 0		Number of Juristic M	mber Founders: 0					
umber of Juristic Members Addedi 0		Number of Juristic M	K <u>1</u> >		Verily Aristic Member			
Number of Juristic Members Addedi 0 Add Auristic Member NTERPRISE NUMBER		Number of Juristic M	mber Founders: 0 Kember ENTERPRISE NAME		Verity Arristic Member VERFED			
iumber of Juristic Members Addedi 0		Number of Juristic M Delete Juristic I	K <u>1</u> miber Founders: 0 Aember ENTERPRISE NAME No items to displo		E Vesty Aristic Member VERFED			

12.(1) To add a **Juristic Member** click on **+**Add Juristic member.

If the Juristic member is a Trust click in the block and add information. Attach the Trust documentation. Capture the Physical /Business and Postal Address. If the postal address is the same as the physical address click on Yes or No. Thereafter click on Add Juristic Member and the representative screen will display.

ic Person		
	Juristic Person Is A Trust	
	- Juristic Number	
	luristic Nama	
	Please Attach Your Trust Document:	
	Click here to attach a file	←
	Note: 2.00 MB max file size allowed	
OP FORM JURISTICPERSON		
DP.FORM.JURISTICPERSON	• Yes 🔿 No	Ves 💿 No
PP.FORM.JURISTICPERSON Physical Address	Yes No Business Address	◯ Yes ● No <u>Postal Address</u>
PP.FORM.JURISTICPERSON <u>Physical Address</u> Physical Address Street :	Yes No Business Address Business Address Street :	Ves No Postal Address Postal Address Street :
PP.FORMJURISTICPERSON <u>Physical Address</u> Physical Address Street : 8787 SKOBUZO STREET	Yes No Business Address Business Address Street : 8787 SKOBUZO STREET	○ Yes ● No Postal Address Postal Address Street : Type a value
PP.FORMJURISTICPERSON Physical Address Physical Address Street : 8787 SKOBUZO STREET Physical Address City :	Yes No Business Address Business Address Street : 8787 SKOBUZO STREET Business Address City :	Ves ● No Postal Address Postal Address Street : Type a value Postal Address Citv :
PP.FORM.JURISTICPERSON Physical Address Physical Address Street : 8787 SKOBUZO STREET Physical Address City : PORT ELIZABETH	Yes No Business Address Business Address Street : 8787 SKOBUZO STREET Business Address City : PORT ELIZABETH	Ves No Postal Address Postal Address Street : Type a value Postal Address City : Type a value
PP.FORM.JURISTICPERSON Physical Address Physical Address Street : 8787 SKOBUZO STREET Physical Address City : PORT ELIZABETH Physical Address Postal Code :	Yes No Business Address Business Address Street : 8787 SKOBUZO STREET Business Address City : PORT ELIZABETH Business Address Postal Code :	Yes ● No Postal Address Postal Address Street : Type a value Postal Address City : Type a value Postal Address Postal Code :
PP.FORM.JURISTICPERSON Physical Address Physical Address Street : 8787 SKOBUZO STREET Physical Address City : PORT ELIZABETH Physical Address Postal Code : 6001	Yes No Business Address Business Address Street : 8787 SKOBUZO STREET Business Address City : PORT ELIZABETH Business Address Postal Code : 6001	✓ Yes ● No Postal Address Postal Address Street : Type a value Postal Address City : Type a value Postal Address Postal Code : Type a value
DP.FORM.JURISTICPERSON	Yes No Business Address Business Address Street : 8787 SKOBUZO STREET Business Address City : PORT ELIZABETH Business Address Postal Code : 6001 Business Address Country :	Ves ● No Postal Address Postal Address Street : Type a value Postal Address City : Type a value Postal Address Postal Code : Type a value Postal Address Country : Rostal Address Country :
PP.FORM.JURISTICPERSON	Yes No Business Address Business Address Street : Business Address City : PORT ELIZABETH Business Address Postal Code : 6001 Business Address Country : South Africa	Ves ● No Postal Address Postal Address Street : Type a value Postal Address City : Type a value Postal Address Postal Code : Type a value Postal Address Country : Select an item
PP.FORM.JURISTICPERSON	Yes No Business Address Business Address Street : B787 SKOBUZO STREET Business Address City : PORT ELIZABETH Business Address Postal Code : 6001 Business Address Country : South Africa	Ves ● No Postal Address Postal Address Street : Type a value Postal Address City : Type a value Postal Address Postal Code : Type a value Postal Address Country : Select an item Postal Address Regine :

12.(2) Add the representative details and click on save and add representative / director.



12.(3) To add a Company or Close Corporation as a member, add the registration number. The information of the entity will display. Add the addresses and click on Add Juristic Member.



The next screenshot will reflect all the members / directors of the Company / Close Corporation Click on the member/director name and thereafter on +Add Coop Representative as Director.

🙆 Hor	me 🙆 Services 🙆 Amendments 🙆	Business Rescue 🔞 Financials		
+ Add	Natural Perconici 🦨 View/Linviate Natural Percon	Remove Natural Decon		
FIRST	CIPC.COOP.FORM.JURISTICPERSON			
LUCILI	Juristic Representative			25
LETTY				0
DANIE	Juristic Representatives			^ ₀
SHIRI	+ Add Coop Representative as Director			o
AUBRI	ENTERPRISE NUMBER	FIRST NAME	SURNAME	o
			_	
Juristi				\wedge
		$\langle\!\langle \ \ \ \ \ \ \ \ \ \ \ \ \ $		

Add the representative cellphone number, email address, physical address, postal address and thereafter, click on Save & Add Representative / Director.

+ A	🖉 Verifie Natural Parenalist 🧳 View Alexandre Natural Parena		4
FIRST	CIPC.COOP.FORM.JURISTICPERSON	\times	RIFIED
LUCIL	\ll $\langle 1 \rangle$	^	•5
LETTY	Juristic Representative Details		0
DANIE			
CLUDI	Juristic Representative ID Number: *		-
SHIKE	Unitie Representative First Name *		5
AUBRI	Shirker		0
	Juristic Representative Surname: *		_
Juristi			~
	Juristic Representative Cellphone Number: *		
Numt			
+	Juristic Representative Email Address: *		
	LOW COM	-	
+ 4	Ad Natural December 21 Viscol Report Patrice December 2010 and 20		
FIRST	CIPC.COOP.FORMJURISTICPERSON	\times	
LUCILI	is the Postal address the same as the physical address ?		s
LETTY	● Yes ○ No		2
DANIE	District Address		2
SHIRL	Elizable Andreas Elizable Andreas		
Aubra	South Africa South Africa		
	Physical Address Region : Postal Address Region :		
Junst	Eastern Cape V Eastern Cape		
Numt	Physical Address City : Postal Address City : PORT LIZABETH PORT LIZABETH		
+	Physical Address Suburb : Postal Address Suburb :		
ENTER	GLEN HURD V GLEN HURD4490	*	
	Physical Address ZIP/Postal Code : Postal Address ZIP/Postal Code :		
Juristi	CPU0 CPU0		~
	Physical Address Street : Postal Address Street :		
Num	5425 GLEN HURD DRIVE 5425 GLEN HURD DRIVE		
+	Close Save & Add Representative / Director		
ENTER		¥	
and the second			

13. To add an Auditor click on + Add Auditor. A list of Auditors will display. Click on the Auditors name and thereafter on +Add Auditor.

🙆 Home 🙆 Servic	es 🙆 Amendments	Busine	ss Rescue	inancials						
Co-operative Details & Obje	ctives Co-operative Con	tact Details	Co-operative Financia	Details Co-operative Members	Application Summary					
								Refere	nce Number:	60000021272
			Minimum I	no. of Founder Members fo	or a Co-operative Applicati	on:				
	Primary Co-operative			Secondary Co-	operative		Ter	<u>tiary Co-ope</u>	rative	
	Min of 5 Founding members			Min of 2 Primary Co-oper	atives as members	Min	of 2 Seco	ondary Co-operat	ives as member	5
Natural P	ersons of 5 (if only Natural m	embers)		Juristic Person member is by def	ault a Founding member	A Juristic F	Person me	mber is by defau	Ilt a Founding n	nember
Ju	ristic Persons of either 0 or 2									
Combination, Natural	of 3 and Juristic of 2 (if com	oo Natural & Jur	istic)							
Juristic Person	member is by default a Foun	ding member								
Natural Member:										
Number of Members Ado	led: 5		Number o	f Founders: 5	Number Of	Directors: 2				
+ Add Natural Person(s)	🥒 View/Update Natural P	erson 🗙 Re	move Natural Person	📐 Verify Natural Person						
FIRST NAME	SURNAME	SOUTH AFRICAN	ID NUMBER	PASSPORT NUMBER	CELLPHONE NUMBER	EMAIL ADDRESS		FOUNDER	DIRECTOR	VERIFIED
LUCILLE		Yes					ZA	Yes	Yes	Yes
LETTY MSUKELWA		No					ZA	Yes	No	No
DANIELLE		No					ом	Yes	No	No
SHIRLEY		No					GMAI	Yes	Yes	No
AUBREY		NO		×< < 1	>		[*]	Yes	NO	INO

🕂 Add Juristic Member		🗙 Delete Juristic Member	🔝 Verify Juristic Member	
ENTERPRISE NUMBER		ENTERPRISE NAME	VERIFIED	
		≪ < 1 >	Yes	
Juristic Members Representatives:				
Number of Juristic Members as Direc	tors: 1			
+ Add Juristic Representative as I	Director	× Delete		
FIRST NAME	SURNA	ME ENTERPRISE NUM	VIBER	
SHIRLEY				
		$\langle \langle \underline{1} \rangle$		
Auditors:				
Number of Auditory O				
Number of Auditors: 0				
+ Add Auditor X Remove Aud	itor			
PRACTICE NUMBER	STATUS	APPOINTMENT DATE	AUDITOR NAME AUDITO	R TYPE
		No tiens to display.		
Back) Amendments 🔞 Bu	Save & Close		N
Back Home C Services) Amendments () Bu	Save & Close		N
Back Back Home Services Mumber of Juristic Members as Dire Add Juristic Rep CIPC.COOP.S	Amendments Butters: 1 MOJ.RBA LIST	Save & Close		
Back Home Services Number of Juristic Members as Dire Add Juristic Rep CIPC.COOP.S Selected Filt	Amendments (a) Bu ctors: 1 SMO.IRBA LIST er: Default	siness Rescue	ڻ ڻ	
Back Back Home Back Bumber of Juristic Members as Direct Add Juristic Rep CIPC.COOP.S Selected Fitt FIRST NAME AUDITOR N	Amendments Bu ctors: 1 SMOJ.RBA UST er. Default IAME AL	Save & Close Siness Rescue Siness Rescue Cuick Search: All fields JDITOR SURNAME PROFESSION NO	✓ C PROFESSION CODE	
Back Home Services Home Control Juristic Members as Direct Add Juristic Rep CIPC.COOP.3 Selected Filt FIRST NAME SHIRLEY	Amendments Bu	Save & Close Siness Rescue	PROFESSION CODE PA-SA	
Back Back Home G Services Composition Home Composition Home Composition Compo	Amendments Bu tors: 1 MO.IRBA LIST er: Default IAME AL	siness Rescue	PROFESSION CODE PA-SA CA	
Back Back Home Services CIPC.COOP.3 Add Juristic Rep CIPC.COOP.3 CI	Amendments Bu tors: 1 SMOJRBA LIST er: Default IAME AL	Save & Close Siness Rescue	PROFESSION CODE PA-SA CA PA-SA PA-SA	
Back Back Home Constraints of Juristic Nembers as Direct Add Juristic Rep CIPC.COOP.S Selected Filt FIRST NAME SHIRLEY Auditors: J C J C J C I I I I I I I I I I I I I I	Amendments Bu Amendments Bu Amolinea Australian Ame Australian Am	siness Rescue	✓ ✓	
Back Back Home Constraints Add Juristic Remoters as Direct Add Juristic Remoters as Direct RIRST NAME RIRST NAME Auditors: Audi	Amendments Amend	Save & Close		
Back Back Home Back Home Back Back Back Back Back Back Back Back	Amendments Amendments MOJRBA LIST Constant Ame Attes Attes Attes Attes A	siness Rescue		
Back Back Home Back Home Control of Juristic Rep Home Control of Auditors Control of Auditors Control of Auditors Control of Auditors Control of Auditor Control of Audito	Amendments Bu tors: 1 SMO.IRBA LIST er. Default AME ATES NERS	Siness Rescue	✓ C PROFESSION CODE PA-SA CA	
Back Back Home Back Home Clean Back Back Back Back Back Back Back Back	Amendments Amendments Amendments Amendments Ame Amendments Ame Amendments Ame Amendments Ame Amendments Amendmendments Amendments A	siness Rescue	✓ Č PROFESSION CODE PA-SA CA PA-SA CA PA-SA CA PA-SA CA PA-SA CA	
Back Back Home Construct Services Home	Amendments Amendments MOJIRBA LIST	Save & Close Save & Close Siness Rescue	✓ C PROFESSION CODE PA-SA CA PA-SA CA PA-SA CA PA-SA CA PA-SA CA	
Back Back Home Good Home Home Home Home Home Home Home Home	Amendments Image: Second	siness Rescue	✓C PROFESSION CODE PA-SA CA	
Back Home Home SHIRLEY Add Juristic Rep Add Auditor A	Amendments Image: Constraint of the second of the se	siness Rescue	 PROFESSION CODE PRA-SA CA PA-SA PA-SA PA-SA PA-SA CA PA-SA CA CA CA CA PA-SA CA CA	

14. The next screen will display all the members captured. You may remove a member, click on the member and click on the x remove natural member. You may save & close the application and continue at a later stage or continue by clicking on next.

		CIPC Electronic	Self Service		vveicome, LUCILLE i		Longut
							Logout
Home 🙆 Services (Amendments Business F	Rescue 🔞 Financials					
co-operative Details & Objectives	Co-operative Contact Details Co-o	operative Financial Details Co-operative Members	Application Summary				
					Refer	ence Number:	6000021272
		Minimum no. of Founder Members for	a Co-operative Applicati	ion:			
Prima	ry Co-operative	Secondary Co-o	perative	<u></u>	Tertiary Co-op	erative	
Min of	5 Founding members	Min of 2 Primary Co-opera	tives as members	Min of	2 Secondary Co-opera	atives as member	rs
Natural Persons	of 5 (if only Natural members)	Juristic Person member is by defa	ult a Founding member	A Juristic Per	on member is by defa	ault a Founding n	nember
Juristic P	ersons of either 0 or 2						
Combination, Natural of 3 an	d Juristic of 2 (if combo Natural & Juristic)					
Juristic Person membe	er is by default a Founding member						
latural Member:							
lumber of Members Added: 5	×	Number of Founders: 5	Number O	f Directors: 2			
🗕 Add Natural Person(s) 🛛 🖉 V	iew/Update Natural Person 🛛 🗙 Remov	e Natural Person 🛛 🔼 Verify Natural Person					
RST NAME SURN	AME SOUTH ID	NUMBER PASSPORT NUMBER	CELLPHONE NUMBER	EMAIL ADDRESS	FOUNDER	DIRECTOR	VERIFIED
JCILLE	Yes			A	Yes	Yes	Yes
ETTY MSUKELWA	No			24	Yes	No	No
ANIELLE	No			D	VI Yes	No	No
HIRLEY	No			G	MAI Yes	Yes	No
UBREY	No	A 7			Yes	No	No
		< <u> 1</u>	>				
uristic Members:							^
lumber of Juristic Members Added	:1	Number of Juristic Member Founders: 1					
🕇 Add Juristic Member		X Delete Juristic Member		📐 Verify Juristic Merr	ber		
ITERPRISE NUMBER		ENTERPRISE NAME		VERIFIED			
			3	Yes			
		1	>				
uristic Members Representatives:							^
lumber of Juristic Members as Dire	ctors: 1						
+ Add Juristic Representative as	Director	X Delete					
RST NAME	SURNAME	ENTER	PRISE NUMBER				
HIRLEY							
		≪ < <u>1</u>	>				
uditors:							^
lumber of Auditors: 1							
Add Auditor 🗙 Remove Au	ditor						
ACTICE NUMBER	STATUS	APPOINTMENT DATE	AUDITOR NAME	_	AUDITOR TYPE		

15. A screen will display the following:

If all information have been captured a correct mark (\checkmark) will display next to each category. If a cross reflects next to a category, kindly revisit the category and complete the capturing.

(a)Co-operatives details and objectives

(b)Co-operatives contact details

(c)Co-operatives financial details 🗸

(d)Co-operative members X

You may click on save & close and continue the application at a later stage.

You may apply for a B-BBEE certificate, Business Bank Account and Unemployment insurance. Click on the green bar to apply, or click on Submit.

		CIPC Electronic Self Service	(elcome, LUC
			Logout
Home Services Ame	naments	Business Rescue Di Financials	
Co-operative Details & Objectives Co-ope	rative Conta	t Details Co-operative Financial Details Co-operative Members Application Summary	Î
			Reference Number: 60000021272
Co-operative Details & Objec	~	During registration all members will receive an SMS and Email OTP, activate either one i order to proceed	n
Co-operative Contact Details :	~	It is important for each member to activate their OTP's as it authenticates their signature	
Co-operative Financial Details:	~	The Co-op1 and Constitution documents sent by Email must not be returned, but kept f your records	or
Co-operative Members:	~	All financial services Co-operatives and foreign national passport members will addition sent for Back Office for pre-approval	ally be
		You will receive email for payment pending of R125.00 to pay from your Shopping Cart 30 calendar days from pre-approval date	within
		30 calendar days from pre-approval date	within
		B-BBEE CERTIFICATES	
		File B-BBEE	
		BUSINESS BANK ACCOUNTS	
		Get a Bank Account	
		UNEMPLOYMENT INSURANCE FUND (UIF)	
		Register for Unemployment fund and Compensation Fund	
_			
Back		Save & Close	Submit

16. The next screen will display all the name reservations approved under your customer code.

Select the approved name and click on Use selected name. If the box are reflecting no names, you do not have any name reservations approved.

	CIPC Electronic Self Service	Welcome, LUCILL Logout
Home Go Services Go Amendments	Business Rescue Financials	
	CIPC CO-OPERATIVE REGISTRATION	□ × lart within
	Please note: Once you select a name and submit the application the name canno be used for any other applications. Only names that have been approved by the CIPC will appear in this list ! If the name you are looking for is not in this list please review the status of the application of your dashboard.	t and the second s
	KALIBANGAN	
	RAKHIGARHI	
	SANGRUR	
	UTTARAKHAND	
Back	Use Selected Name Cancel	Submit

17. A pop up screen message will display the following:

"Are you sure you want to submit the co-operative application for approval with the following Name: XX To proceed click OK.

	CIPC Electronic Self Service	Welcome, LUCIL
Home Gevices Gevices Amendments	Business Rescue Financials	
	CIPC CO-OPERATIVE REGISTRATION Please note: Once you select a name and submit the application the name be used for any other applications. Only na CIPC CO-OPERATIVE REGISTRATION If the name you a CIPC CO-OPERATIVE REGISTRATIVE REGISTRATION If the name you a CIPC CO-OPERATIVE REGISTRATIVE REGISTRATIVE REGISTRATIVE REGISTRATIVE REGISTRATIVE REGISTRATIVE REGISTRATIVE REGISTRATIV	art within me cannot

18. A pop up message will dislay the tracking number of the application. OTP's has been sent to the filler and members for approval. Click on OK to proceed

	CIPC Electronic Self Service	Welcome, LUCILL CO.ZA)
(a) Home (a) Services (a) Amendment	ents 🔞 Business Rescue 🔞 Financials	
	You will receive email for payment pending of R125.00 to pay from	a your Shopping Cart within
	COOPS REGISTRATION	×
	Submit Application Your co-operative application has been submitted successfully! Reference No 60000021272 OTPs has been sent to the filer and members for approval You may review the status of the application from your dashboard	
Back	under the co-operatives section.	OK Submit

You will be re-directed to the landing page. The transaction will reflect under Pending Document Upload / OTP Verification

		CIPC Electronic Self Se	ervice 🛈	Welcome, LUCILL	D.ZA) Logout
Home Service	es 🙆 Amendments 🙆 Business	Rescue i Financials			
New Application Registered Co-operatives	Pending Document Upload / OTP Verification	Under Review By CIPC Awaiting Payment	Not Submitted / COOP Conversion	Rejected Applications	
Name Reservations	required for initiating a Cooperative Applicatio	n into draft state, but compulsory when submitting			
- Revisit your current name r	reservations by selecting Name Reservati Services > Name Reservations to ensure availa	ons ole approved names prior to starting a new Cooperati	ive application		
Registered Co-operatives:					
X Terminate Selected Appl					
Double Click a Co-opera	ative to view the Application and documer	tation			,

19. You will receive an email. The Constitution and CO-OP1 form will be attached. OTP's will be issued to the filer and all members via email and sms. Click on the link in the email received, to add the OTP numbers.

Cooperative Registration - Email OTP - Reference #60000024318						
QA@cipc.co.za	٢	← Reply	Reply All	→ Forward	i	J
				Fri 06,	/09/2024 17:23	4
Control with a control of the						
Dear Filer,						Î
We have received an application for Cooperative Registration, reference 6000 with details Submitted By: LUCILE						l
New Application Procedure - Application submitted and/or reworked when rejected in Back Office - OTP Approval by file rand all members incl issued COOP1 and Constitution documentation indicating what is agreed to and approved via OT - Documentation for COOP1 and Constitution should be kept for your records and not returned to the CIPC - Auto or Back Office pre-approval - Payment instruction issued for R125.00 - Application processed and documentation issued after payment is received	Ρ					1
New OTP Approval Process - OTPs are valid for 96 hours - OTPs for both SMS and Email will be issued to the filer and all members - OTPs fnat expire result in void applica - All OTPs are required to be verified to process an application - Auto approval applies by default, else manual Back Office approval when one or more foreign members specified or type financial category						•
Your Email OTP is E5577977 for identification						
Please use the verification links: desktop: https://k2qa.cipc.co.za/Runtime/Runtime/Form/CIPC.COOP.Form.Otp/?Reference=60000024318 mobile: https://k2qa.cipc.co.za/Runtime/Runtime/Form/CIPC.COOP.Form.Otp.Mobile/?Reference=60000024318						
Regards, CIPC Please do not reply to this email address for any queries. Contact the CIPC Call Centre at 086 100 2472.						
						w

20. You will be directed to the OPT Approval page. Click on Verification.

Cooperative:	3912
OTPs Total:	5
OTPs Verified:	1
Action:	OTP APROVAL PENDING
ctual Property Commission	
	OTPs Total: OTPs Verified: Action: ctual Property Commission

The next screenshot will reflect all members. Click on the members name, to add the OTP number.

Application	Guidance Verificatio	n				
		CC	DOPERATIVE R OTP APPF	EGISTRATION ROVAL	٨	
Verificatio	on Steps					
- Select - Open - Select - Select	option Resend OTPs to recei and view an OTP record by d option Save to verify an SMS option Submit to process an	ve OTP information once more ouble clicking it 5 or Email or both OTPs application after all OTPs have been	verified			
OTP Infor	mation					
NO	IDENTIFICATION	FIRSTNAMES	LASTNAME	CELLPHONE	EMAIL	VERIFIED
3690		LUCILLE		64	io To	
3692		AUBREY		59		A B
3693		DANIELLE	GER	14	NO	и 🔒
3694	6	SHIRLEY	D	1	L	сом 🔒
			« 	>		
			Resend OTPs Companies and Intellectual F	Submit Property Commission		
			10 MAY 2024 02:	31:19 PM		

The next screen will reflect the members information. The filler or the member may either add the OTP number received via sms or email. Once added, click on Save. The OTP numbers will be validated by the system.

	COC	OTP APPROVAL	
Selected OTP Verification	Information		
Reference:	3690	Identification:	
Firstname:	LUCILLE	Lastname:	
Cellphone:		Email: L	
Capture OTP Information	(either SMS or Email or both) and select Save to verify		
OTP SMS:	Type a value	OTP Email: Type a vi	alue
		Cancel Save	

Once all OTP numbers are captured and validated by the system, a green tick will reflect next to the members name. The filler or members may click on submit.

		C	OOPERATIVE R OTP APPI	EGISTRATION ROVAL		
erificatior	n Steps					
- Select o	option Resend OTPs to	receive OTP information once more				
- Open a	and view an OTP record	by double clicking it				
- Select o	option Save to verify ar	1 SMS or Email or both OTPs				
- Select o	option Submit to proce	ss an application after all OTPs have be	en verified			
OTP Inform	nation					
10	м	FIRSTNAMES	LASTNAME	CELLPHONE	EMAIL	VERIFIED
595	37	LUCILLE		8		0
		LETTIE		-4		۲
596		DANIELLE		7	MAILCOM	•
696 697						
696 697 3698		AUBREY		59		•
696 697 3698 3699		AUBREY		59 84	м	0
3696 3697 3698 3699	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	AUBREY REMI	« « <u>1</u>	59 84 >	м	•

21. A pop up message will dislay the tracking number of the application. Click on OK to proceed.

OTP Information			-				
NO	ON	FIRSTNAMES	COOPS	REGISTRATION OTP APPROVALS	×		VERIFIED
3695	087	LUCILLE	Ð	Submit Application		N	۲
3696		LETTIE		The application was submitted successfull for processing!	у	4	۲
3697		DANIELLE		Reference 60000021871		MAILCOM	۲
3698		AUBREY					۲
3699		REMI		ок		м	۲
					_	_	
			Com	panies and Intellectual Property Commission	n		
				10 MAY 2024 03:21:27 PM			

22. (a) If all members have a SA ID, you will receive an email advising that the application has been approved by the CIPC and is now awaiting payment to complete the application process.

Cooperative Registration - Approved and Pending Payment - 60000021891								
svc_qak2srv <svc_qak2srv@cipc.co.za> To • Lucille</svc_qak2srv@cipc.co.za>	٢	← Reply	≪	\rightarrow	Forward Tue 14/	05/2024	•••• 4 10:37	
Dear Customer,								-
We have received and processed your Cooperative Registration with reference 60000021891 for detail: Submitted By: LUCILLE Submitted On: 14/May/2024 09:19:22 Name Reservation: 60000019726 Cooperative Name: KA								
Congratulations! Your application has been pre-approved and is pending payment to be processed to completed state.								
Please login to the system and navigate to your Shopping Cart to find the item generated for your Cooperative Registration, and follow the payment procedure to select it for payment and then option for Payment to continue and complete the payment transaction.								
Note: Kindly pay within 30 calendar days from pre-approval date. After 30 days the application will lapse.								
After the application was processed successfully, the necessary documentation for the Cooperative Registration will be issued for your records.								
Regards, CIPC Cooperatives.								
Please do not reply to this email address for any queries. Contact the CIPC Call Centre at 086 100 2472.								

22. (b) If some members making use of a passport number, the transaction wil reflect Under review by CIPC.

		CIPC Electronic Self Serv	ice 🛈 Welcon	me, LUCILLE ZA)
Home Services	Amendments Business Rescue	6 Financials		
Registered Co-operatives Pendin Co-operative Applications Under Re	g Document Upload / OTP Verification Unde	r Review By CIPC Awaiting Payment No	t Submitted / COOP Conversion Rejec	ted Applications
X Terminate Selected Application				
Selected Filter: Default	V 🔑 Quick Search:	All fields	<u>ل</u>	
REFERENCE NUMBER	COOPERATIVE NAME	EMAIL ADDRESS	CELLPHONE NUMBER	STATUS
6000009215	CY	.co.za		Currently Under Review
60000010228	NNESBURG	.co.za		Currently Under Review
60000016693		.co.za		Currently Under Review
60000016671		.co.za		Currently Under Review
60000016649	s	.co.za		Currently Under Review
60000016618	PRIMARY COOPERATIVE	.co.za		Currently Under Review
60000016623	NTS PRIMARY COOPERA	TIVE .CO.ZA		Currently Under Review

23. Your documents will be added to the co-operative registration queue immediately. Once the co-operative application has been registered, you will receive an email advising that the application has been approved by the CIPC and is now awaiting payment to complete the application process.

Cooperative Registration - Approved and Pending Payment - 60000021871						
svc_qak2srv <svc_qak2srv@cipc.co.za></svc_qak2srv@cipc.co.za>	٢	← Reply	(ゲ) Reply All	→ Forward Fri 10/	05/2024 1	•••• 15:41
Dear Customer,						
We have received and processed your Cooperative Registration with reference 60000021871 for detail: Submitted By: LUCILLE For the second secon						
Congratulations! Your application has been pre-approved and is pending payment to be processed to completed state.						
Please login to the system and navigate to your Shopping Cart to find the item generated for your Cooperative Registration, and follow the payment procedure to select it for payment and then option Payment to continue and complete the payment transaction.						
Note: Kindly pay within 30 calendar days from pre-approval date. After 30 days the application will lapse .						
After the application was processed successfully, the necessary documentation for the Cooperative Registration will be issued for your records.						
Regards, CIPC Cooperatives.						
Please do not reply to this email address for any queries. Contact the CIPC Call Centre at 086 100 2472.						Ī,

24. Complete the application payment process by logging into your CIPC profile and select Financials, Shopping Cart. When clicking on "Shopping Cart", all unpaid cart items will be listed. Select the transactions that you would like to pay, and click on "Add Item". The transactions will reflect under Selected items to pay and click on Payment.

Shopping Cart				
Financials - Shopping Cart - Unpaid Items	1			
🕂 Add Item 🛛 🗙 Remove Item				
Selected Filter: Default	V 👂 Quick Search: All fields	~	Ċ	
ITEM TYPE	ITEM DESCRIPTION	CREATED DATE	ITEM STATUS	AMOUNT
Cooperative Registration	60000021891	5/14/2024		1.00
Cooperative Registration	60000021871	5/10/2024	Not Paid	1.00
Cooperative Registration	60000016652	3/2/2023	Not Paid	1.00
Cooperative Registration	60000011066	4/14/2022	Not Paid	1.00
Financials - Shopping Cart - Selected Iten	is for Payment	< <u>1</u> >		
Payment 🔀 Remove Item				
Selected Filter: Default	V 🔑 Quick Search: All fields	~	Ċ	
ITEM TYPE	ITEM DESCRIPTION	CREATED DATE	ITEM STATUS	AMOUNT
Cooperative Registration	60000021891	5/14/2024	Selected To Pay	1.00
			Total Amou	nt Due : R1,00
	«			

25. Complete required payment information and click on Pay.

Add Item X Remove Item					
elected Filter: Default		MENT INFORMATION			
EM TYPE	ITEM DE	Card Number	TEM	I STATUS	AMOUNT
operative Registration	6000000		Not	Paid	1.00
elected Items To Pay	z	zar			
	E	Expiry Date:	_		
ЕМ ТҮРЕ	ITEM DE	CVV Number:	TEM	I STATUS	AMOUNT
		00		Total Amoun	t Due : R0,00
	A	Amount:			
		R2.00			
		Pay Cancel			
🗿 Series 🔕 Amerimen 🌒 Francis 🥥 Astronom			Profie	Name Reservation Q	Company Registration
🗑 Serias 📵 Amedmans 👰 Frances 🥥 Autoration		eservation 🥥 Company Registration 🥥 Co-operatives 🜗) Profie (Name Reservation	Company Registration 🧿 Co-operatives 🧕
) foio:) Avenues) fracts) Avenues	4	eservation 🙆 Company Registration 🥥 Co-operatives) Invoice C	Name Reservation	Company Registration
Inter Tenter Internet Automation		eservation O Company Registration O Co-operatives (1 Invoice (SA	Name Reservation	Company Registration 🥥 Co-operatives 🗳
Series Ansatzen Series Frankel Antraston		eservation 🥥 Company Registration 🔘 Co-operatives (Invoice C SA	Name Reservation	Company Registration 🥥 Co-operatives 🧯
Inter Anternet I fraction Activation Internet I fraction I fraction Internet I fraction I fraction Internet I fraction I fraction Internet Internet Internet Internet Internet Internet Internet Internet Internet Internet Internet Internet Internet Internet Internet Intern		eservation Q Company Registration Q Co-operatives (SA Profix	Name Reservation	Company Registration 🧿 Co-operatives 🌘
Inica Restricts for function Restriction		eservation O Company Registration O Co-operatives O Co-operati	SA prove	Name Reservation	Company Registration 💿 Co-operatives 🌑
Jointor Anteractors Anteractors Sector Instruction Anteractors The cost ways produced with the cost sets can interact a structure. The sector many interaction and anteractory and the sector design and anteractory and the sector design and anteractory anteractory and anteractory anteractory and anteractory ante	- -	eservation O Company Registration O Co-operatives	SA ID Ch	Name Reservation	Corpany Registration Q Co-operatives Q
Initian Reserverse in Francis in Autoration	· · ·	eservation O Company Registration O Co-operatives	Dirvoice C SA prove natively iii men	Name Reservation	Conpany Registration Co-co-corative Company Registration Company
Initian Initian Initian Initian Initian Initian Initian Initian Initian Initian Initian Initian Initian Initian Initian Initian	· ·	exervation Organy Registration Organization	Dirivoice C Profile (SA Dirivoice C Dirivoice (Dirivoice C Dirivoice (Dirivoice (Dirivoice C Dirivoice (Dirivoice (Dirivoice C Dirivoice (Dirivoice (Di	Name Reservation	Company Registration 💿 Co-operatives 🔹
Anton Antonica		eservation Or Company Registration Or Co-operatives	Dirvoice C Profix C	Name Reservation	Company Registration Co-operatives Company Registration Co-operatives C

Home 🕲 Services 🔞 A	mendments 🕲 Financials 🔞	Authorization		
TEM TYPE	ITEM DESCRIPTION	CREATED DATE	ITEM STATUS	AMOUNT
Cooperative Registration	6000007022	19/02/2021	Selected To Pay	1.00
Name Reservation	6000005261	08/09/2020	Selected To Pay	1.00
Dear Custor	cipc	ard Holder Authenticated!	and navigate away from t	nis page.
	Yi hi Vi di	our payment information provided is been successfully authenticated. our payment is being processed. Please o not close or refresh your browser.		
		OK Cancel		

) Home 🔞 Services 🔞 Amendr	ments 🔞 Financials	Authorization		
Payment Successful				
Dear Customer, LUCILLE RANDALL				
Thank you for transacting with the CIPC.				
Your payment for the below listed cart items	were processed successfully!			
Items Successfully Paid	CIPC	×		
		Payment Successful!		
ITEM TYPE	ITEM DESCRIPTIC	Payment was successfully processed	ITEM STATUS	AMOUNT
Cooperative Registration	6000007022	lor your selected carrieris.	Paid	1.00
Name Reservation	6000005261		Paid	1.00
			Total Amount Paid :	R2,00
		OK Cancel		
Dear Customer, Pl	ease use the Menu Syst	em to continue transacting with CIPC	and navigate away from this	page.

26. A pop up message will display that the payment was successful.

Home 🙆 Services 🔞	Amendments 🔞 Financials 🔞	Authorization		
Payment Successful				
Dear Customer, LUCILL				
Thank you for transacting with the C	IPC.			
Your payment for the below listed ca	art items were processed successfully!			
Items Successfully Paid				
ITEM TYPE	ITEM DESCRIPTION	CREATED DATE	ITEM STATUS	AMOUNT
Cooperative Registration	6000007022	19/02/2021	Paid	1.00
Name Reservation	6000005261	08/09/2020	Paid	1.00
			T	

27. The registration documents will be emailed.

-o-operative Registration for STRYRYSTER - 60000023952 Completed !	
svc_qak2srv <svc_qak2srv@cipc.co.za> To ● Lucille #</svc_qak2srv@cipc.co.za>	\bigcirc \bigcirc Reply \bigcirc Reply All \rightarrow Forward \bigcirc Tue 27/08/2024 00:3
You forwarded this message on 27/08/2024 11:16.	
STRYKYSTER-COOP11.pdf 535 KB	
ear LUCILLE R	
ank you for your Co-operative application dated: 2024/08/27 12:32:04 AM	
o-operative Details:	
ame: RYKYSTER	
imber:	
2024000026 aference Number:	
000023952	
ur application has been successfully completed and the Co-operative has been registered.	
dly find attached to this email the Co-operative registration certificate document.	
jards,	
с	
ase do not reply to this email address for any queries. Contact the CIPC Call Centre at 086 100 2472.	
claimer: Upon submission of this application along with all the required supporting documentation, the responsibil suracy and integrity of information is maintained. The CIPC does not accept responsibility for information that is inc	ity remains with you the Customer, to ensure that the quality orrectly captured and will not amend such.

- 28. You may also retrieve all documents under your profile. Click on Services, then documents. All successful registrations will reflect under registered co-operatives. Click on the transaction and the documents will reflect. You may download the documents free of charge within 30 days of the registration date. Thereafter you will be require to make a payment of R30.
- 29. If your application has been rejected, you will receive notice via email, advising you of the reasons and request you to rectify your application. Log into your profile and accessing the application which is currently in a "Not submitted" status.

Dear LUCILL	
Thank you for your Co-operative application dated: 2020/01/28 11:06:18 AM. Co-operative details: SHIRLEY AND KIDS - 60000000788	
Your Co-operative application has been rejected for the following reason(s):	
No alterations or correction fluid are allowed on forms. Omitted to attach Co-op 1 form.	
Kindly rectify the error(s) in your application by logging into your CIPC profile and accessing the application which is currently in a "not yet submitted" status.	
Please resubmit your corrected Cooperative application with all the necessary updated documentation.	
Regards,	
CIPC Cooperative Team	
Please do not reply to this email address for any queries. Contact the CIPC Call Centre at 086 100 2472.	
Disclaimer: Upon submission of this application along with all the required supporting documentation, the responsibility remains with you the Customer, to ensure that the quality, accuracy and integrity of information is maintained. The CIPC does not accept responsibility for information that is incorrectly captured and will not amend such.	¥

30. Click on the registration you want to rectify and thereafter on Edit Selected Application. Complete the process and submit again.

Home Service	es 🙆 Amendments 🙆 Fina	ancials 🙆 Authorization			
Registered Co-operatives	Pending Document Upload Under R	eview By CIPC Awaiting Payment	Not Submitted		
Unsubmitted/Open Co-operative Applications :					
Edit Selected Application					
Selected Filter: Default	<u> </u>	Quick Search:All fields	<u> </u>	Ċ	
REFERENCE NUMBER	COOPERATIVE NAME	EMAIL ADDRESS	CELLPHONE NUM	ER	STATUS
6000005311	Application Not Submitted				Application In Progress
6000005314	DEBELENE	4			Application Rejected
6000005318	Application Not Submitted				Application In Progress

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