



Papua New Guinea Consolidated Legislation

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Co-operative Societies Regulation 2003

Unvalidated References:

This reprint of this Statutory Instrument incorporates all amendments, if any, made before 25 November 2006 and in force at 10 July 2003.

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Legislative Counsel
Dated 25 November 2006

INDEPENDENT STATE OF PAPUA NEW GUINEA.

No. 1 of 2003.

Co-operative Societies Regulation 2003

ARRANGEMENT OF SECTIONS.

1. Fees.
 2. Form of application for registration of a society.
 3. Certificate of registration.
 4. List of eligible persons.
 5. Statement of objects, etc., of society.
 6. Proposed board of directors.
 7. List of other elected officers.
 8. Signature of Directors to rules.
 9. Arrangement of meeting.
 10. Statement showing name of application.
 11. Registration's notice on application.
 12. Refund by registrar of membership subscription.
 13. Notification of publication of registration.
 14. Approval of rejections of rules.

15. Change of name of society.

Co-operative Societies Regulation 2003

MADE by the Head of State, acting with, and in accordance with, the advice of the National Executive Council under the Co-operative Societies Act 1982.

1. FEES.

Fees payable to the Registrar in respect of matters in the Act are shown opposite the description of each matter in Schedule 1.

2. FORM OF APPLICATION FOR REGISTRATION OF A SOCIETY.

An application for registration of a society shall be in Form 1 of Schedule 2.

3. CERTIFICATE OF REGISTRATION.

The certificate of registration of a society required by Section 28(a) of the Act shall be in Form 2 of Schedule 2.

4. LIST OF ELIGIBLE PERSONS.

The list of eligible persons, required by Section 25(d) of the Act to accompany an application for registration, shall be in Form 3 of Schedule 2 and shall be submitted in duplicate.

5. STATEMENT OF OBJECTS, ETC., OF SOCIETY.

The Statement, required by Section 22(b) of the Act, of the objects of a proposed society and of the reasons for believing that the society will be able to achieve its objects, shall be in Form 4 of Schedule 2.

6. PROPOSED BOARD OF DIRECTORS.

The list of proposed Directors, required by Section 25(c) of the Act to accompany an application for registration, shall be in Form 5 of Schedule 2 and shall be submitted in duplicate.

7. LIST OF OTHER ELECTED OFFICERS.

The list of other elected office –holders (if any), required by Section 25(e) of the Act to accompany an application for registration, shall be in Form 6 of Schedule 2.

8. SIGNATURE OF DIRECTORS TO RULES.

The form of signature by any two Directors to the proposed rules of a society, required by Section 25(b) of the Act to accompany the application for registration, shall be in Form 7 of Schedule 2.

9. ARRANGEMENT OF MEETING.

Notification of arrangement of a meeting under Section 22 of the Act shall be in Form 8 of Schedule 2.

10. STATEMENT SHOWING NAME OF APPLICATION.

The statement, required by Section 25(f) of the Act to accompany an application for

registration, shall be in Form 9 of Schedule 2.

11. REGISTRATION'S NOTICE ON APPLICATION.

The notice by the registrar of his actions under Section 26 of the Act shall be in Form 10 of Schedule 2.

12. REFUND BY REGISTRAR OF MEMBERSHIP SUBSCRIPTION.

The form to accompany the refund, under Section 27(1) of the Act, by the Registration of the amount subscribed by members of a proposed society whose registration is refused shall be in Form 11 of Schedule 2.

13. NOTIFICATION OF PUBLICATION OF REGISTRATION.

Notification of publication in the National Gazette of the registration of a society shall be in Form 12 of Schedule 2.

14. APPROVAL OF REJECTIONS OF RULES.

The notice of approval or rejection under Section 29 of the Act of the rules of a society shall be in Form 13 of Schedule 2.

15. CHANGE OF NAME OF SOCIETY.

(1) An application for a change of name of a society under Section 35(2) of the Act shall be in Form 14 of Schedule 2.

(2) A notice of special resolution of a society to change its name shall be in form 15 of Schedule 2.

(3) A notice to the Government Printer for gazette of the change of a name of a society as required by the Section 35(1)(c) of the Act shall be in form 16 of Schedule 2.

(4) A notice from the Registrar to a society requiring the society to bring notice of change of name to interested or affected persons as required by Section 35(1)(d) of the Act shall be in Form 17 of Schedule 2.

SCHEDULE 1 – .

FEES

		Reg. Section 1
ITEM NO.	ITEM MATTER	FEES K.
1.	For an application to register a Co-operative Societies in accordance with Section 25	25.00
2.	For an application to reserve the name of a Cooperative Society	30.00
3.	For registration of a notice of adoption, alteration or revocation of a Rules under Section 25 or 53 of the Act.	50.00

4.	For an application under Section 76 of the Act to extend the period in which to hold meetings.	100.00
5.	For registration of documents to effect an amalgamation under Section 103 of the Act.	300.00
6.	For an application for the registrar to exercise the powers conferred by Section 106 of the Act.	200.00
7.	For application for the restoration of a Cooperative Society to register.	100.00
8.	For each search in relation to a particular Cooperative Society.	20.00
9.	For a document issued or displayed by the Registrar that contains information relating to a Cooperative Society;	10.00 (Original)
	(i) if the document contains only current information; or	15.00 (copy)
	(ii) if the document contains both current and non current information	
10.	For the inspection, production or certification of a document under Section 17 of the Act and, in addition, if the Registrar so requires, such other expenses as in the opinion of the Registrar, will be reasonably incurred in the inspection, production or certification of a document.	10.00 (search fee) 2.00 per copy
11.	For a certified copy of, or extract from any document.	2.00
12.	For a copy of, or extract for any document, in addition to any fee for certifying the same, for each A4 Sheet.	5.00
13.	For a certificate issued by the Registrar, of which a fee is not elsewhere prescribed.	25.00
14.	For the submission of any document after the time specified in the Act in respect of that document (whether or not any other fee is payable and in addition to any other fee so payable) –	

	(a) if submitted no later than one month after the expiration of the time prescribed	50.00
	(b) if submitted later than one month for which a fee is not otherwise prescribed.	90.00
15.	For the submission of any document for which a fee is not otherwise prescribed.	25.00
16.	For an act by the Registrar that he is required or authorized to do under the Act or the Regulation, and for which a fee is not elsewhere prescribed.	25.00

SCHEDULE 2

Co-operative Societies Act [1982](#)

Form 1	APPLICATION FOR REGISTRATION OF A CO-OPERATIVE SOCIETY	Act Section 24 Reg. Section 2
1. Name of proposed Co-operative Society.		
2. Location of proposed Co-operative Society.		
3. Postal Address of proposed Co-operative Society.		
4. Main business location of proposed Co-operative Society.		
5. The following Documents must be submitted with this Form		
A. List of eligible persons who applied for Membership (Form 3)		
B. Main Objectives of the Proposed Co-operative Society. (Form 4)		
C. Reasons for believing that the Proposed Society will be able to achieve its Objectives. (Form 4)		
D. Names and addresses of proposed Board of Directors. (Form 5)		
E. Names, addresses and office of other office holders (if any). (Form 6)		
F. Proposed Rules of the Co-operative Society. (Should be type written and attached)		

G. Consent of Directors to proposed Rules (Form 7).
H. Statement on meeting of proposed Co-operative Society (Form 8).
6. Declaration and Signature:
‘I certify that the information in this Form is True and Correct, and the Documents submitted with this Form are True and Correct’.
Signature of Applicant:
Name of Applicant:
Note: This application must be signed by a proposed Director of the Co-operative Society.

Co-operative Societies Act 1982

Form 2	CERTIFICATE OF INCORPORATION	Act Section 28,30,37 Reg. Section 3
		COSO NUMBER
I certify that		
.....Co-operative Society Limited located at		
is on theday of20		
registered under the Co-operative Societies (Amended) Act 1985.		
Given under the hand and seal.		
Registrar		

Co-operative Societies Act 1982

Form 3	LIST OF ELIGIBLE PERSONS WHO APPLIED FOR MEMBERSHIP	Act. Section 23(b), 25(d) Reg. Section 4.
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	Reg. Section 6.
We the persons whose names appear in Form 3 have duly elected the following to be the Board of Directors of Co-operative Society.	
1. Given Names: (Mr/Mrs/Miss)	
Surname:	
Date of Birth:	
Occupation:	
Contact Address:	
Signature of Proposed Director Date.....	
2. Given Names: (Mr/Mrs/Miss)	
Surname:	
Date of Birth:	
Occupation:	
Contact Address:	
Signature of Proposed Director Date.....	
3. Given Names: (Mr/Mrs/Miss)	
Surname:	
Date of Birth:	
Occupation:	
Contact Address:	
Signature of Proposed Director Date.....	
4. Given Names: (Mr/Mrs/Miss)	
Surname:	
Date of Birth:	
Occupation:	
Contact Address:	
Signature of Proposed Director Date.....	
5. Given Names: (Mr/Mrs/Miss)	
Surname:	
Date of Birth:	

Occupation:
Contact Address:
Signature of Proposed Director Date.....
6. Given Names: (Mr/Mrs/Miss)
Surname:
Date of Birth:
Occupation:
Contact Address:
Signature of Proposed Director Date.....
7. Given Names: (Mr/Mrs/Miss)
Surname:
Date of Birth:
Occupation:
Contact Address:
Signature of Proposed Director Date.....
Note: Directors should not be less than three (3). Should be 3 or more.

Co-operative Societies Act 1982

Form 6	ELECTION OF OTHER OFFICERS	Act Section 25(c) Reg. Section 7.
We the persons whose names appear in Form 3 have elected the following officers as office holders of Co-operative Society.		
1. Given Names: (Mr/Mrs/Miss)		
Surname:		
Date of Birth:		
Proposed Position:		
2. Given Names: (Mr/Mrs/Miss)		
Surname:		
Date of Birth:		
Proposed Position:		

3. Given Names: (Mr/Mrs/Miss)
Surname:
Date of Birth:
Proposed Position:
4. Given Names: (Mr/Mrs/Miss)
Surname:
Date of Birth:
Proposed Position:
5. Given Names: (Mr/Mrs/Miss)
Surname:
Date of Birth:
Proposed Position:
6. Given Names: (Mr/Mrs/Miss)
Surname:
Date of Birth:
Proposed Position:
7. Given Names: (Mr/Mrs/Miss)
Surname:
Date of Birth:
Proposed Position:

Co-operative Societies Act 1982

Form 7	CONSENT OF DIRECTIONS (2) TO PROPOSED RULES	Act Section 25(b) Reg. Section 8.
We the undersigned Directors of Co-operative Society have consented to the Rules of the said Co-operative Society which are attached		
1. Name Of Director Signature		
2. Name Of Director Signature		
Witnessed by:		
NAME:		

OCCUPATION:
SIGNATURE:
DATE:

Co-operative Societies Act 1982

Form 8	STATEMENT ON ARRANGMENT OF MEETING	Act Section 22(a) Reg. Section 9
1.	M/F of	
2.	M/F of	
3.	M/F of	
4.	M/F of	
5.	M/F of	
6.	M/F of	
7.	M/F of	
NAME:		
OCCUPATION:		
SIGNATURE:		
DATED:		

Co-operative Societies Act 1982

Form 9	STATEMENT OF NAME OF SOCIETY	Act Section 25(f) Reg. Section 10.
NAME:		
COSO NUMBER [For Office Use Only]		
MEETING RESOLUTION NUMBER of 20..... (copy attached)		
DATE:		
NAME OF DIRECTOR: SIGNATURE:		
DATED:		

DATED: Day of 20

Co-operative Societies Act 1982

Form 10	REGISTRAR'S NOTICE ON APPLICATION	Act Section 26(c) Reg. Section 11.
Name of the Co-operative Society:		
Your application is acknowledged with appreciation, however we advise the following:		
1. It has been return for		
2. It has been held pending legal clearance.		
3. It will be registered pending file creation.		
Name:		
Occupation:		
Signature:		
Date:		

Co-operative Societies Act 1982

Form 11	REFUND OF MEMBERSHIP SUBSCRIPTION AFTER REGISTRAR'S REFUSAL TO REGISTER	Act Section 27(i) Reg. Section 12				
NAME OF CO-OPERATIVE SOCIETY:						
Name	M/F	ADDRESS	AMOUNT SUBSCRIBED	LESS COSTS	AMOUNT REFUNDABLE	REMARKS

	CERTIFICATION BY THE REGISTRAR	Section 27(i)
I Registrar of Co-operative Societies certify that the amount incurred in connection with the above named Co-operative Society is fair and reasonable.		
..... REGISTRAR		
Dated: Day of 20		

Co-operative Societies Act 1982

Form 12	PUBLICATION OF REGISTRATION	Act Section 28(b) Reg. Section 13.
TO THE GOVERNMENT PRINTER, NEWTOWN, PORT MORESBY.		
IGIVE NOTICE THAT		
CO-OPERATIVE SOCIETY HAS BEEN REGISTERED UNDER THE CO-OPERATIVE SOCIETIES ACT. PLEASE CAUSE AN IMMEDIATE PUBLICATION.		
DATE: DAY OF 20		
..... REGISTRAR.		

Co-operative Societies Act 1982

Form 13	REGISTRAR'S APPROVAL OR REJECTION OF PROPOSED RULES	Act Section 22(b)(iii), 29 Reg. Section 14
I Registrar of Co-operative Societies Approve/Reject the Whole/Part of the rules of the Co-operative Society.		
DATED: DAY OF 20		

.....
REGISTRAR.

Co-operative Societies Act 1982

Form 14	NOTICE OF CHANGE OF NAME	Act Section 34, 35 Reg. Section 15(1)
We the Directors whose names and signatures appear below give notice that Co-operative Society has on the day of 20 change it's name from Co-operative Society to Co-operative Society.		
Name of Director: Signature		
Name of Director: Signature		
DATED DAY OF 20		

Co-operative Societies Act 1982

Form 15	SPECIAL RESOLUTION FOR CHANGE OF NAME	Act Section 34(1) Reg. Section 15(2)
On the day of20..... at a special/general meeting it was resolved by resolution number of 20 that Co-operative Society Limited COSO number change it's name to Co-operative Society Limited.		
Name of Director:Signature		
Name of Director:Signature		
DATED: DAY OF 20		

Co-operative Societies Act 1982

Form 16	NOTICE TO GOVERNMENT PRINTER FOR GAZETAL OF CHANGE OF NAME	Act Section 33(e) Reg. Section 15(3)
TO THE GOVERNMENT PRINTER;		

I the Registrar of Co-operative Societies give notice that Co-operative Society Limited COSO number has on theday of.....20..... change it name toCo-operative Society Limited.

Please cause an immediate publication.

.....
REGISTRAR.

DATED: DAY OF20

Co-operative Societies Act 1982

Form 17	NOTICE TO SOCIETY REQUIRING APPROVAL OF CHANGE OF NAME	Act Section 35(1)(d) Reg. Section 15(4)
I Registrar of Co-operative Societies give notice that Co-operative Society Limited is to immediately inform all parties who have business in connection with Co-operative Society Limited has changed it's name to Co-operative Society Limited.		
..... REGISTRAR.		

Office of Legislative Counsel, PNG

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