

**Form CR No. I: Declaration of Election Result for Office Bearers of Cooperatives**

Mr./Ms. ....holding CID No.....have been elected as.....  
..... for a term of .....years beginning from .....during the  
.....session of the General Assembly of .....  
Cooperative held on ..... He/she has secured a majority of .....% of  
.....votes cast by the members present and voting.

Names and signatures of three Election Committee members certifying the result of election:

1. Name..... Signature.....

2. Name..... Signature.....

3. Name..... Signature.....

<b>List of the office bearers and members with ID and signature</b>
---------------------------------------------------------------------

On this day \_\_\_\_\_ (date, month and year), we as the members of the \_\_\_\_\_  
(name of the Proposed Cooperative) hereby confirm the followings:

1. That we have voluntarily formed the Cooperative for the members' common economic needs
2. That we have voluntarily agreed for the registration of our group as a Primary Cooperative.
3. That we as a Primary Cooperative will not engage in any unlawful activities and practices.

We hereby affix our confirmation with our name, ID number and signature.

		<b>Name of the Proposed Cooperative.....</b>							
		<b>Gewog.....</b>							
		<b>Dzongkhag.....</b>							
No.	Name	Village	ID Card No.	Gender (M / F)	Age	Qualification	Designation	Contact No	Signature
						<ul style="list-style-type: none"> <li>• NFE (Non-Formal)</li> <li>• ME (Monastic Education)</li> <li>• P (Primary education)</li> <li>• S (Secondary education)</li> <li>• &gt;S (higher than Secondary)</li> <li>• None</li> </ul>			

Email address of Office bearer if any

**Form CR No. II: Bond of Undertaking of Office Bearers**

I,.....holding CID No.....of  
.....village, under .....Geog, as a member of  
..... Cooperative and being duly elected by the General Assembly  
in its ..... session held on ..... for a duration of .....as an office bearer, shall  
work to achieve and fulfil the provisions of the Constitution and By-laws with dedication  
and sincerity and not be involved in any activity that contravenes the interest,  
Constitution and By-law of the Cooperative. I shall be held liable for any damages caused  
to the Cooperative, members and other persons directly or as a consequence of my  
actions as office bearer.

(Signature and affix legal stamp)

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**Business Plan.**

1. Name of the Cooperative.....
2. Gewog.....
3. Dzongkhag.....
4. What are the objectives / Purposes of forming the Cooperative?
5. What are the present activities carried out by the Farmers Group and what activities are planned for future?
6. Explain in a few sentences the operational pattern of the Farmers Group.
7. Explain in a few sentences the marketing plan that the Cooperative is undertaking at present including the future plans.
8. Explain in few sentences the benefits to the group as a whole and to the members.

Then define the following volume and profits

Volume of Production (last year):.....

Net Income (last year) Nu.....

Total highest payment to a member (last year) Nu.....

Total lowest payment to a member (last year) Nu.....

9. Project a financial plan of your Cooperative enterprise.

Financial statement for last two years		
Financial Heads	YEARS	
	2008 (Nu.)	2009 (Nu.)
<u>Revenue</u>		
<b>Total Revenue (A)</b>		
<u>Costs</u>		
<b>Total Costs (B)</b>		
<b>Profit (A) – (B)</b>		

Financial plan (projection) for three years			
Financial Heads	YEARS		
<u>Projected Revenue</u>			
<b>Total Projected Revenue (A)</b>			
<u>Projected Costs</u>			
<b>Total Projected Costs (B)</b>			
<b>Projected Profit (A) – (B)</b>			

**Signed by the Office Bearer**  
Name / Designation / Date

**Endorsed by the concerned Extension Officer**  
Name / Designation / Date

**Model Constitution and By-laws for Cooperatives**

**1. Title and Postal Address**

The .....Cooperative is hereby constituted according to the Cooperative (Amendment) Act of Bhutan, 2009 and in line with the Cooperatives Regulations of Bhutan, 2010.

The .....Cooperative is located at .....(location area).  
Gewog..... Dzongkhag.....

The postal address is.....

**2. Purpose of the Cooperative**

**3. Brief description of the activity / business under operation**

**4. Overall System of Governance**

**5. Membership**

**6. General Assembly (GA)**

**7. Board of directors (BoD)**

**8. Conciliation of disputes between members**

**9. Resource management**

**10. Commencement**

The .....Co-operative shall commence its activities under these constitution and by-laws on the day of  
.....

**11. Dissolution**

**Voluntary dissolution**

**Involuntary dissolution**

**12. Amendments and modifications of the constitution and the bylaws**

Dated..... ..

**Signature Chairperson**  
(Name)

**Signature concerned Sector Staff**  
(Name and Designation)

**Form CR No. III: Primary Cooperative Registration Application Form**

Name of Cooperative: 1.....

(Alternate name if any) 2. ....

Location:.....

Gewog:..... Dzongkhag:.....

Nature of business:.....

.....

Area(s) of operation:.....

.....

Key products/services:.....

.....

.....

.....

Summary of business plan: .....

.....

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.....

Number of members:.....

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**Registration documents included: (Tick in the box)**

- 2 copies of Form CR.No.II: Declaration of Election results for Office Bearers for Proposed Cooperative (or copies of minutes of the meeting or agreement that all members have elected the office bearers for formation of Cooperative)
- 2 copies of the list of office bearers with ID and Signature (This also provides an agreement that all members agreed to cooperate for their economic benefits)
- 2 copies of duly accomplished Constitution and By-laws
- 2 copies of Bond of Undertaking from Office Bearers
- 2 copies of Proof of a Bank Account
- 2 copies of a Business Plan including a simple Financial Plan

...../...../.....  
Date of submission

**Signature & Name of the Chairperson**

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**Endorsement at Gewog Administration**

**Signature (Gewog Cooperative Registrar)**

Official Seal / Name / Date

**Signature (Gup, Gewog Administration)**

Official Seal / Name / Date

**Form CR No. IV: Cooperatives Application Processing Form**

Name of Cooperative:.....

Location:.....

Gewog:..... Dzongkhag:.....

Nature of business:.....

Area(s) of operation:.....

Key products/services:.....

Summary of business plan:.....

.....

.....

Number of members:.....

Registration processed as follows:

**(Please tick relevant box to endorse and request for approval of registration).**

- All members are 'natural persons' and bonafide Bhutanese citizens
- Have duly accomplished Constitution and By-laws
- Meets all other registration requirements as required by the Cooperatives (Amendment) Act of Bhutan 2009

...../...../.....

Date of submission

**Dzongkhag Cooperative Registrar**  
(Signature / Name / Official Seal)

**Dzongdag**  
(Signature / Name / Official Seal)