

**MINISTRY OF INDUSTRIAL DEVELOPMENT, SMEs AND COOPERATIVES
(COOPERATIVES DIVISION)**

APPLICATION FORM

BOOST TO LOCAL PRODUCTION SCHEME FOR COOPERATIVE SOCIETIES

A. DETAILS OF APPLICANT COOPERATIVE SOCIETY:

1. Name of cooperative society:
2. Address of cooperative society:
3. Registration No.:
4. Telephone No. :Fax No. : Email:.....
5. Name of President :.....
6. Address of President :.....
7. Telephone No. : Fax No. : Email:
8. Name of Secretary :.....
9. Address of Secretary :.....
10. Telephone No. : Fax No. : Email:
11. Projects/Activities of the cooperative society.....
.....

C. DOCUMENTS TO BE SUBMITTED TOGETHER WITH APPLICATION FORM:

- A copy of Certificate of Registration of the society
- A copy of the Minutes of Proceedings of the meeting where the society has approved the following:
 - (a) The project to be undertaken by the cooperative, details of the project (description, location, cost, financing etc.) and the amount of financial assistance being sought under the scheme; and
 - (b) Relevant quotations.
- Relevant quotations and appropriate documents in the name of the cooperative society
- Proof of funds of the remaining 10% or otherwise which would be used to finance the project
- A copy of Audited Financial Statements for the last two years (where applicable)

D. DECLARATION:

We certify that:

- (a) The cooperative society is not under inquiry or involved in any case of conflict;
- (b) The cooperative society has the relevant permits/clearances/licences/card (where applicable) for the activities being undertaken; and
- (c) To the best of our knowledge and belief the particulars given in this application form are true.

E. UNDERTAKING CONDITIONS:

Upon benefiting from financial assistance under this scheme, the cooperative society undertakes to:

- (a) make use of the “Co-op Moving Forward Together” Logo on its letterheads, signage, products and website;
- (b) register all the items financed by this scheme in its name and inventory;
- (c) submit to the Ministry copies of receipts and all other relevant documents regarding items financed by this scheme;
- (d) ensure proper management of its farm/site; and
- (e) collaborate for the monitoring exercise to be carried out by concerned officers.

SIGNATURE OF PRESIDENT:

SIGNATURE OF SECRETARY:

Date: Seal of Society:

The duly completed application form, with all required documents, have to be submitted to the Permanent Secretary (Attn: Mr. D.Sobnath), Ministry of Industrial Development, SMEs and Cooperatives (Cooperatives Division), 3rd Floor, LIC Centre, John Kennedy Street, Port Louis.

For Office use

(i) Copy of Certificate of Registration	
(ii) Copy of the Minutes of Proceedings	
(iii) Quotations from suppliers	
(iv) Proof of funds of the remaining 10% or otherwise which would be used to finance the project	
(v) Copy of Audited Financial Statements for the last two years (where applicable)	