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GENERAL NOTICE

NOTICE 936 OF 2009

NATIONAL TREASURY

DRAFT CO-OPERATIVE BANKS ACT COMBINED RULES

Published for public comments

We, André Bezuidenhout and David de Jong, respectively appointed by the South African Reserve Bank and the Co-operative Banks Development Agency as supervisors of co-operative banks and Sifiso Ndwandwe, the Chairperson of the Board of the Co-operative Banks Development Agency, hereby publish for public comment, in terms of sections 46(1) and section 57(1) of the Co-operative Banks Act, 2007 (Act No 40 of 2007), the DRAFT CO-OPERATIVE BANKS ACT COMBINED RULES.

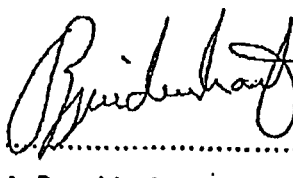
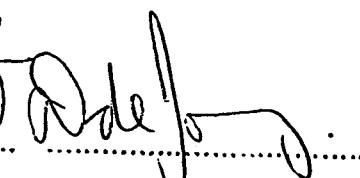
Written comments must be delivered personally, faxed or sent by e-mail no later than 31 July for the attention of Onke Mda to the following:

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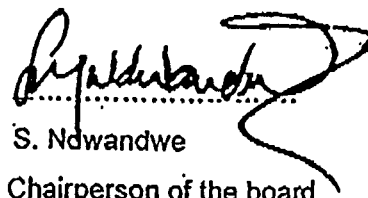
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A. Bezuidenhout
Supervisor: SARB

D. de Jong
Supervisor: CBDA



S. Ndwandwe
Chairperson of the board
duly authorised

CO-OPERATIVE BANKS ACT COMBINED RULES**POWER TO MAKE RULES**

The respective supervisors appointed by the South African Reserve Bank and the Co-operatives Banks Development Agency, in terms of section 46(1) of the Co-operative Banks Act, 2007 (Act No 40 of 2007), prescribe rules with regard to-

- “(a) any matter that is required or permitted to be prescribed in terms of this Act;
- and
- (b) any other matter for the better implementation of this Act or a function or power provided for in this Act”.

The Co-operatives Banks Development Agency (“the Agency”) may, in terms of section 57(1) of the Co-operative Banks Act, 2007 (Act No 40 of 2007), prescribe rules with regard to-

- “(a) the matters referred to in section 55(1)(d) to (h);
- (b) any matter that is required or permitted to be prescribed in terms of this Act;
- and
- (c) any other matter for the better execution of this Act or a function or power provided for in this Act.”

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CHAPTER 1: GENERAL INFORMATION

1. *Definitions and Interpretation*

1) In these Rules, “the Act” means the Co-operative Banks Act, 2007 (Act No. 40 of 2007), and any word or expression to which a meaning has been assigned in the Act shall have the meaning so assigned to it in the Act, unless the context indicates otherwise.

2) In these Rules, “Regulations” means the Regulations issued in terms of section 86 of the Act, and any word or expression to which a meaning has been assigned in the Regulations shall have the meaning so assigned to it in the Regulations, unless the context indicates otherwise, and-

“**Co-operative Regulations**” means the regulations issued under the Co-operatives Act in Government Notice No. R 366 dated 30 April 2007, as amended.

“**International paper size A4**” means paper of size approximately 298 millimetres by 207 millimetres.

“**Official Website**” means the official website of the supervisor appointed by the Agency, the official website of the supervisor appointed by the South African Reserve Bank, or the official website of the Agency, as may be applicable in the context of these Rules.

“**Rules**” means the Co-operative Banks Act Combined Rules issued by the respective supervisors appointed by the South African Reserve Bank and the Agency, which are primarily applicable to co-operative banks and rules issued by the Agency, which are primarily applicable to Support Organisations and Representative Bodies.

3) In the event of an inconsistency between any provision of these Rules and any provision of the Act or the Regulations issued in terms of the Act, the provision of the Act or the Regulations, as the case may be, prevails.

2. Communication and submission of information

- 1) All communications to the Agency or the respective supervisor, and all documents required to be sent to or lodged with the Agency or the respective supervisor, may be submitted personally, sent by post, or transmitted in an electronic format by electronic means, subject to the provisions of the operational requirements published on the Official Website, setting out the requirements, processes and procedures in respect of such electronic services.
- 2) The contact details, banking details, and other essential services, information and forms are available on the Official Website, which information may also be published otherwise by the respective supervisors or the Agency, as deemed necessary.
- 3) The forms and returns contained in Schedule 2 and Schedule 3 of these Rules must be used in all cases to which they apply, and must be completed and submitted in accordance with the instructions contained in these Rules and indicated on the forms and returns, as well as in accordance with any applicable guideline or directive issued by the respective supervisors or the Agency.
- 4) The forms and returns may be modified by the relevant supervisor or the Agency to meet other cases or as circumstances may require, and the amended forms and returns may be published on the Official Website.
- 5) Hard copies of the forms and returns are obtainable from the respective supervisor or the Agency, and may be downloaded from the Official Website. Unless specifically directed otherwise by the Agency or the respective supervisors, the use of reproductions is permissible, provided that it corresponds to the prescribed forms and returns in all respects.
- 6) All documents lodged with the respective supervisors or the Agency must be written in legible characters with deep permanent black ink on one side only of strong white paper of international size A4.
- 7) The respective supervisors or Agency may reject any document which—
 - a. is not suitable for purposes of record;
 - b. in the opinion of the relevant supervisor or the Agency, does not satisfy the operational requirements of the relevant supervisor or the Agency; or

- c. does not comply with any of the administrative requirements contained in these Rules.

3. Fees payable and cost relating to submission of additional information

- 1) The fees payable to the relevant supervisor and the Agency are prescribed in Schedule 1.
- 2) The relevant supervisor or Agency may call for any additional information that is relevant to a specific request, application, form or return as may be necessary, and the cost thereof shall be for the account of the applicant or entity involved.

4. Manner of payment

Any amount payable to the respective supervisor or the Agency must be made in accordance with the requirements published on the Official Website, which may also be published otherwise by the respective supervisors or the Agency, as deemed necessary.

CHAPTER 2: CO-OPERATIVE BANKS

5. Registration of primary co-operative bank, secondary co-operative bank or tertiary co-operative bank

(Act: Sections 5, 6, 41)

- 1) Only a financial services co-operative that is duly registered as such with the Registrar of co-operatives in accordance with the Co-operatives Act will be considered for registration as a co-operative bank by the relevant supervisor.
- 2) A proposed primary co-operative bank with at least 200 members, that hold deposits of R 1 million up to R 20 million, must lodge an application with the supervisor appointed by the Agency.
- 3) A proposed primary co-operative bank with at least 200 members and that holds deposits in excess of R 20 million, a secondary co-operative bank, or a tertiary co-operative bank must lodge an application with the supervisor appointed by the South African Reserve Bank.
- 4) To register as a co-operative bank, the proposed co-operative bank must complete and submit FORM-CBF1, together with all of the documents that are stipulated in that form, to either

the supervisor mentioned in Rule 5. 2), or to the supervisor mentioned in Rule 5. 3), as may be applicable.

6. *Certificate of registration as co-operative bank*

(Act: Section 8 (3))

- 1) Upon receipt of the application fee, and once the relevant supervisor is satisfied that the application qualifies for registration as a co-operative bank, a certificate of registration will be issued with a unique registration number, in the format outlined in FORM-CBF7.
- 2) Upon receipt of payment of the annual registration fee, the relevant supervisor shall, subject to the provisions of section 11 of the Act, issue a new certificate, reflecting the same registration number, for a further period.
- 3) The certificate must at all times be visible to members and prospective members in the main business area of the co-operative bank.
- 4) The registration certificate is not valid, unless it bears the original signature of the relevant supervisor and the seal or stamp of the office of the relevant supervisor.

7. *Certification of documents submitted to relevant supervisor*

(Act: Sections 19(1), 83)

- 1) For purposes of certifying the information as correct when submitting documents to the relevant supervisor, the required wording has been incorporated on the forms prescribed in Schedule 2 and Schedule 3, which must be signed by the managing director of a co-operative bank.
- 2) The managing director must complete FORM-CBF0 when information that is submitted to the Registrar of co-operatives, informing, notifying or submitting notices, reports, returns and financial statements to the Registrar of co-operatives is also being submitted to the relevant supervisor in accordance with the Section 19(1) of the Act.
- 3) FORM-CBF0 must also be completed when other non-financial documents are submitted to the relevant supervisor.

8. Minutes of General Meeting

(Act: Section 19(2))

- 1) A co-operative bank must, within 30 days after a general meeting, submit a copy of the minutes to be kept in terms of section 31(1)(a) of the Co-operatives Act to the relevant supervisor.
- 2) The co-operative bank must complete FORM-CBF3 when submitting such information to the relevant supervisor.

9. Statement by individuals who are holding, or are proposing to hold, office of director, managing director or executive officer of a co-operative bank

(Act: Sections 7(c) and (d), 9(1), 16(2) (b))

Individuals who are holding, or who are proposing to hold, the office of a director, managing director or an executive officer of a co-operative bank, must complete and submit FORM-CBF2 to the relevant supervisor.

10. Details of directors and officers of the co-operative bank

(Act: Sections 9(1), 16(2) (b), 19(1))

- 1) FORM-CR2 must be completed and submitted to the relevant supervisor when—
 - a. a new director, managing director or executive officer has been appointed;
 - b. a director, managing director or executive officer has changed his or her address; or
 - c. a director, managing director or executive officer has vacated his or her office.
- 2) FORM-CR2 must be amended, if necessary, to indicate clearly whether the information relates to a director, managing director, or an executive officer.
- 3) In the case of sub-rule 1) a. above, FORM CBF2 must be completed by the director, managing director or executive officer and be attached to FORM-CR2 when it is submitted to the relevant supervisor.

11. Application for conversion of primary savings co-operative bank to primary savings and loans co-operative bank

(Act: Section 28(2) (a))

- 1) A primary savings co-operative bank may apply for conversion to a primary savings and loans co-operative bank.
- 2) A primary savings co-operative bank that wishes to convert to a primary savings and loans co-operative bank must complete FORM-CBF8, providing full details of the proposed conversion.

12. Application for approval of amalgamation, division of or transfer by co-operative bank

(Act: Section 29)

A co-operative bank that wishes to amalgamate with another co-operative bank and transfer assets, rights, liabilities and obligations to another co-operative bank in accordance with section 57 of the Co-operatives Act, must apply for approval for the amalgamation, division of or transfer by a co-operative bank on FORM-CBF5, providing therewith full details of the proposed scheme of arrangement(s).

13. Application for approval to amend constitution of co-operative bank

(Act: Section 13(3)(a))

- 1) The relevant supervisor must approve any proposed amendment to the constitution of a co-operative bank, prior to the co-operative bank submitting the amendment to the Registrar of Co-operatives for registration in accordance with section 18 of the Co-operatives Act.
- 2) A co-operative bank must apply for approval to the relevant supervisor to amend the constitution of the co-operative bank on FORM-CBF6.
- 3) Upon receipt of approval by the relevant supervisor, and after approval by the members by means of a special resolution, FORM-CR6 must be submitted to the Registrar of Co-operatives to register the amendment(s), and also to the relevant supervisor in compliance with section 19(1) of the Act.
- 4) FORM-CR6 must, if applicable, incorporate any conditions that may be stipulated by the relevant supervisor.

5) An amendment of a constitution of a co-operative bank may only come into operation on the date it is registered by the Registrar of Co-operatives.

14. Declaration by Auditor and confirmation of fees payable to auditor

(Act: Section 18)

1) A co-operative bank and the auditor must complete the required declaration and confirmation of the audit fees payable as indicated on FORM-CBF4.

2) FORM-CBF4 should be attached to FORM-CR4 when submitting the required information to the Registrar of Co-operatives, or it may be submitted separately to enable the Registrar of Co-operatives to approve/ disapprove the fees payable in accordance with Section 50(4A) of the Co-operatives Act.

15. Manner and periods within which co-operative bank is required to submit forms to relevant supervisor

(Act: Sections 4(1), 19(1), 45)

1) A co-operative bank must also, when informing, notifying or submitting notices, reports, returns and financial statements to the Registrar of Co-operatives in accordance with the Co-operatives Act, submit the same documents to the relevant supervisor, within the same periods.

2) Prescribed notices, returns and forms that must be lodged with the Registrar of Co-operatives in terms of the Co-operative Regulations include FORMS-CR2 to CR9.

3) These forms, as well as FORMS-CBF0 to CBF8, must be submitted to the relevant supervisor on the following basis, and within the periods indicated, unless an extension has been granted by the relevant supervisor following a written request from the co-operative bank:

Form number	Submit to relevant supervisor	Description	Period within which form must be submitted to the relevant supervisor
CR1	No	Application for registration of a primary, secondary or tertiary co-operative	
CR2	yes	Return relating to directors (to be accompanied by FORM-CBF2 when new director/managing director/executive officer has been appointed)	Within 30 days of such changes
CR3	Yes	Notice of addresses and contact particulars of co-operative and changes thereof	Within 15 days of such changes
CR4	Yes	Notice of appointment of auditor and consent to act as auditor, or resignation by auditor and removal of auditor (to be accompanied by FORM-CBF4)	Within 15 days of approval by the annual general meeting
CR5	Yes	Application for reservation of name or translated form or shortened form of name	
CR6	Yes	Special resolution	Within 15 days of passing

CR7	Yes	Lodgement of financial statements	Within 15 days of approval by annual general meeting
CR8	Yes	Application for exemption from full compliance with auditing requirements	
CR9	Yes	Special resolution for voluntary winding up of co-operative	
CBF0	Yes	Certification as correct	
CBF1	Yes	Application for registration of a primary, secondary or tertiary co-operative bank	
CBF2	Yes	Statement by individuals who are holding, or are proposing to hold, the office of a director, managing director or an executive officer of a co-operative bank	With application to register as a co-operative bank or within 15 days of appointment
CBF3	yes	Declaration in respect of copy of the minutes of the general meeting submitted to the relevant supervisor	Within 30 days of date of general meeting
CBF4	yes	Declaration by Auditor and confirmation of audit fees payable	
CBF5	yes	Application for the approval of the amalgamation, division of or transfer by co-operative bank	
CBF6	yes	Application for approval to amend the constitution of a co-operative bank	
CBF7	Not applicable	Certificate of registration as a co-operative bank	
CBF8	Yes	Application for conversion of a primary savings co-operative bank to a primary savings and loans co-operative bank	

16. Returns

(Act: Sections 45(c), 46(1), 51(1), 57(1))

- 1) All of the prescribed returns shall be based on and be reconcilable with the management accounts as presented to the management and board of the co-operative bank.
- 2) In the event of a conflict between any instructions, directives, guidance notes and interpretations relating to the completion of the prescribed returns and the manner in which the management accounts of the co-operative bank concerned are completed, the instructions, directives, guidance notes and interpretations shall prevail, provided that a co-operative bank may obtain the written approval of the relevant supervisor, in respect of any deviation in the manner in which the returns of the co-operative bank concerned are completed.
- 3) The same accounting practice applied by a co-operative bank in the compilation of its annual financial statements shall be applied by such co-operative bank in the compilation of the returns, taking into account any exemption from compliance with any requirement of Chapter 7 of the Co-operatives Act that has been granted by the Registrar of Co-operatives with the written concurrence by the relevant supervisor.

- 4) Returns must be submitted on a monthly basis to the relevant supervisor.
- 5) Depending on the nature and size of the co-operative bank, the relevant supervisor may exempt a co-operative bank from submitting returns on a monthly basis, but the relevant supervisor may not exempt a co-operative bank from submitting its annual audited returns, which must accompany its annual audited financial statements, when being lodged with the relevant supervisor under cover of FORM-CBR0.
- 6) Facilities will be specified and made available, whereby information and returns may be submitted through electronic means to the relevant supervisor.
- 7) Further details regarding the submission of information and returns by electronic means can be obtained from the relevant supervisor, which information may be published on the Official Website of the respective supervisors.

17. Declaration to accompany all returns submitted by co-operative banks to the relevant supervisor

(Act: Section 19(1))

- 1) In respect of monthly returns, but not in respect of annual audited returns, the Chief Financial Officer of the co-operative bank may sign returns, unless otherwise directed by the relevant supervisor.
- 2) The managing director and the Chief Financial Officer/Auditor of a reporting co-operative bank must sign and submit FORM-CBR0, together with all the returns to the relevant supervisor, whether submitted electronically or otherwise.

18. Reporting

(Act: Section, 19, 21(1), 22)

- 1) Unless an exemption from compliance with any requirement of Chapter 7 of the Co-operatives Act has been granted by the Registrar of co-operatives with the written concurrence thereof by the relevant supervisor, the annual financial statements of a co-operative bank shall be

compiled in accordance with generally accepted accounting practices in accordance with Chapter 7 of the Co-operatives Act.

2) FORM-CR7, and the accompanying documents which are lodged with the Registrar of co-operatives, must also be lodged with the relevant supervisor in compliance with Section 19(1) of the Act.

3) A co-operative bank must declare in its annual financial statements, all loans granted to employees, officials and directors of the cooperative bank or their direct family members or business associates, as defined in its lending policy, by including at least the following information:

- (a) Names and surnames of director /staff member and the family member/business associate;
- (b) Relationship of family member/business associate to the director / staff member;
- (c) Interest rate;
- (d) Period of loan;
- (e) Amount of loan granted;
- (f) Type of and value of security granted; and
- (g) Outstanding balance.

4) The furnishing of the returns referred to in these Rules, whether by way of the completion of hard copies of the prescribed forms or by electronic means, shall be done at the following intervals, unless otherwise directed by the relevant supervisor or an exemption to submit returns on a monthly basis has been granted in writing by the relevant supervisor:

Form number	Description	Reporting period
CBR0	Declaration must accompany all returns submitted to the relevant supervisor	Required as a control sheet and for purposes of making the required declaration
CBR1	Balance sheet	Monthly(a) Annually (d)
CBR2	Income statement	Monthly (a) Annually (d)
CBR3	Report on prudential requirements	Monthly (a,b) Annually (b,d)
CBR4	Report on related party loans	Monthly (a) Annually (d)
CBR5	Large exposures	Monthly (a) Annually (d)

CBR6	Maturity ladder	Monthly (a) Annually (d)
CBR7	Credit Risk	Monthly (a) Annually (d)
FORM- CR7	Audited financial statements	Annually (c, d)
The prescribed statements and returns shall be submitted within the periods indicated below, as follows: a) Within 20 business days immediately following on the month-end to which it relates, signed by the Chief Financial Officer and the Managing Director of the co-operative Bank. b) Immediately report new matters to the relevant supervisor, if the co-operative bank is unable to meet or maintain the prudential requirements, providing reasons therefore, and an indication of the manner and period within which the co-operative bank intends to rectify the situation. c) In terms of Section 19 (1) of the Act, also submit the financial statements lodged with the Registrar of Co-operatives under cover of FORM-CR7 of the Co-operative Regulations to the relevant supervisor, within 15 days after approval thereof at the General Meeting. d) Audited returns must be submitted together with the audited financial statements referred to in (c), which returns must also be signed by the Auditor.		

- 5) A co-operative bank that is unable to meet or maintain the prudential requirements must immediately report its inability, and the reasons therefore, to the relevant supervisor.
- 6) An indication of the manner in which, and the period within which, the co-operative bank intends to rectify the situation should also be provided to the relevant supervisor.
- 7) The date on which the matter was reported to the relevant supervisor must be reflected on FORM-CBR3 in the space provided.

19. *Services provided by co-operative banks*

(Act: Section 14(5))

No co-operative bank may charge a member a loan interest rate less than what a member may earn from a commercial/co-operative bank should those funds be placed on a fixed deposit of greater than 32-days notice.

CHAPTER 3: REPRESENTATIVE BODIES

20. *Registration of Representative Body*

For registration as a representative body, the application form (FORM-RB1), containing all the documents required in terms thereof, must be lodged with the Agency.

21. Certificate of registration as Representative Body

(Act: Section 33 (2))

If the Agency is satisfied with the application to register as a Representative Body, a certificate of registration will be issued with a registration number in the format outlined in FORM-RBF2

22. Requirements for continued registration

(Act: Section 34)

In order to retain its registration, a Representative Body must annually, within three months of the end of the financial year, re-apply on FORM-RBF1 and satisfy the Agency that it continues to meet the registration requirements.

CHAPTER 4: SUPPORT ORGANISATIONS

(Act: Chapter VII)

23. Registration of Support Organisation

(Act: Section 36(1))

For registration as a Support Organisation, the application form (FORM-SOF1), containing all the documents required in terms thereof, must be lodged with the Agency.

24. Certificate of registration as Support Organisation

(Act: Section 38 (2))

If the Agency is satisfied with the application to register as a Support Organisation, a certificate of accreditation will be issued with a registration number, in the format outlined in FORM-SOF2.

25. Requirements for continued accreditation

(Act: Section 39)

1) In order to retain its accreditation, an accredited Support Organisation, must-

(a) annually, within three months of the end of its financial year, re-apply on FORM-SOF1 for accreditation, and satisfy the Agency that it continues to meet the requirements for accreditation;

(b) include in it's submission under (a) above, the following:

- (i) a performance report; and
- (ii) a report on the support provided to each Co-operative Bank that it represents.

SCHEDULE 1 – FEES PAYABLE

DESCRIPTION	TARIFF/FEE
Application to register a co-operative bank, support organization or representative body	R2000
Annual re-registration fee payable 30 days prior to expiry-date of current registration certificate	R1000.00
Application to convert into a different type of co-operative bank	R2000
Application for the amalgamation of two or more co-operative banks	R2000
Application for approval to amend the constitution of a co-operative bank	R1000
Application for the transfer of assets, rights liabilities and obligations	R2000
Administrative costs, such as photocopies, certification of documents etc.	As published on the Official Website

SCHEDULE 2 – FORMS

PART A: CO-OPERATIVE BANKS

Forms CBF0 to CBF7 inclusive, are as follows:

FORM-CBF0 Certification of documents submitted to the relevant supervisor (Act: Section 83)			
I attach the following documents (Indicate with "X")			
DOCUMENT	"X"	REQUIRED ATTACHMENT	"X"
FORM-CR2		FORM-CBF2 (when new director, managing director or executive officer has been appointed)	
FORM-CR3			
FORM-CR4		FORM-CBF4	

FORM-CR5			
FORM-CR6		Apply for prior approval to amend the constitution (FORM-CBF6) and attach approval from relevant supervisor)	
FORM-CR8			
OTHER			

The information contained in the attached documents is, to the best of our knowledge and belief, correct

.....

Managing Director

Date:

FORM-CBF1 APPLICATION FOR REGISTRATION OF PROPOSED PRIMARY/SECONDARY/TERTIARY CO-OPERATIVE BANK (Act: section 69)	
INSTRUCTIONS FOR COMPLETION OF FORM	
a) Write, typewrite or print in legible characters with deep permanent black ink, and lodge one set of the documents (of international size A4) with the relevant supervisor b) The application form and every page of every document attached must be signed by the chairperson of the proposed co-operative bank (S.6(3)) c) An application, which does not comply with the requirements of the Act, the Co-operatives Act, Regulations, Co-operative Regulations, these Rules or the notes on this Form, may be rejected. d) Provide an explanation and motivation in respect of any of the required documentation listed below which is not submitted.	
Registered name under the Co-operatives Act:	
Registration number under the Co-operatives Act:	
Date of end of financial year:.....	
Name, address and telephone number of auditor : Name..... Address..... Telephone number:	
Type of proposed co-operative bank (Mark with an X)	
Primary Savings	Primary Savings and loans
Secondary	Tertiary
Number of members:	
Value of deposits held: R.....	
Postal address of the proposed co-operative bank (Act: Section 6(2)(h))	Physical address of the proposed co-operative bank (Act: Section 6(2)(h))
Village/Suburb:	Village/Suburb
Town/City:	Town/City:
Province:	Province:

Complete where available:			
	Code	Number	Contact Name
Contact Telephone Nos.			
Fax No.			
E-mail Address			
Website address			
DOCUMENTS ATTACHED			
The following documents are attached to this application:	Attached (Mark with an X)	Reference to the Act/Rules	
1. Certified copy of the registration certificate as a co-operative under the Co-operatives Act		Act: S.6(2)(b)	
2. Special resolution to amend the constitution of the co-operative to operate as a co-operative bank	FORM-CR6		
3. Two certified copies of the constitution of the proposed co-operative bank		Act: S.6(2)(a)	
4. Reservation of the full and abbreviated name of the proposed co-operative bank as well as any literal translation thereof ("co-operative bank" or "co-op bank" must be part of the name)	FORM-CR5	Act: S.6(2)(c) Act: S.10	
5. Declaration for each individual holding or proposing to hold office as a director/executive officer	FORM(S)-CB4	Act: S.9	
6. Attach: a) Business plan (including human, financial and operational capacity, list of products and cash flows) b) Projected financial statements for three years (based on FORM-CBR1 and FORM-CBR2) c) Lending policy, if applicable d) Savings policy		Act: S.6(2)(d) Act: S.6(2)(e) Act: S.6(2)(f) Act: S.7(b)	
7. Certified copy of the register of directors setting out: a) the name, address and identity number of each director, including former directors b) the date on which such directors became or ceased to be directors; and c) the name and address of any other co-operative, company or close corporation where both present and former directors are, or were, directors or members		Act: S6(2)(g)	
8. Certified copy of a register of directors' interests in contracts or undertakings		Act: S6(2)(g) S38 of the Co-operatives Act	
9. Statement describing the suitability of the premises from which the proposed co-operative bank will operate		Act: S6(2)(h)	
10. Proof that the prescribed application fee has been paid		Act: S6(2)(i)	
11. Statement of compliance with the definition of a "co-operative bank" as set out in the Co-operative Banks Act		Act: S.1	
12. Most recent audited financial statements			
13. Notice of appointment of auditor and consent to act as auditor, or resignation by auditor and removal of auditor	FORM-CR4		
14. Declaration by Auditor and confirmation of fees payable	FORM-CBF4		

Additional information required in respect of secondary and tertiary co-operative banks		
Certified copies of the registration certificates of all the members of the proposed secondary/tertiary co-operative bank either as a financial services co-operative registered under the Co-operatives Act or as a co-operative bank registered under the Act		Act: S.6(4)(a)
The information contained in the attached documents is, to the best of my knowledge and belief, correct Signature of Chairperson Name: Date: The information contained in the attached documents is, to the best of my knowledge and belief, correct Signature of Managing Director Name: Date:		
<i>The relevant supervisor may request any additional information/documents/report by the auditor on aspects relating to the application (Act: S. 6(4)(b), the cost thereof to be borne by the applicant</i>		
For official use		

FORM-CBF2 STATEMENT BY INDIVIDUALS WHO ARE HOLDING, OR ARE PROPOSING TO HOLD, THE OFFICE OF A DIRECTOR, MANAGING DIRECTOR OR AN EXECUTIVE OFFICER OF A CO-OPERATIVE BANK (Act: sections 9, 11(b), 16) Confidential: Not available to the public		
If insufficient space is provided, please attach a separate sheet. All fields must be completed (Where not applicable, inset words "Not applicable" or "N/A". All areas must be completed. Indicate with "x" in the block where applicable.		
Name of co-operative/proposed co-operative bank ("institution"):		
Surname:		
Full forenames:		
Former surname(s):		
Other names known by:		
Identity number:	Date of birth:	
Current residential address:	Previous residential address:	
Current postal address:	Previous Postal address:	
Email:	Tel:	Fax:
Place of birth (village, town or city):		
Nationality:		
Name of bank(s)/co-operative bank(s) and branch(es)/places where accounts have been held during the past 5 years:		
1) Bank/Co-operative bank.....at (branch).....(Time period:) 2) Bank/Co-operative bank.....at.....(Time period:) 3) Bank/Co-operative bank.....at.....(Time period:) 4) Bank/Co-operative bank.....at.....(Time period:) 5) Bank/Co-operative bank.....at.....(Time period:		

Qualification	Year obtained	School/Institution		
1. Attach as Annexure A , a copy of your <i>curriculum vitae</i> which must include your occupation and employment now and during the past 10 years, including the name of your employer in each case, the nature of the business, the position held and relevant dates.				
2. Attach as Annexure B the following details: The capacity in which you are completing this questionnaire (i.e. as a current or prospective director, executive officer or combination of these). State your full title and describe the particular duties and responsibilities attaching to the position(s) that you hold or will hold. If you are completing this form in the capacity of director, indicate whether, in your position as director, you have or will have executive responsibility for the management of the institution's business.				
3. Are you a former director or executive officer of a co-operative bank or any other bank? If "yes", give particulars:				
		<table border="1"> <tr> <td>Yes</td> <td>No</td> </tr> </table>	Yes	No
Yes	No			
4. Are you a director or an executive officer of any other entity? If "yes", give particulars, including whether you will continue in that capacity:				
		<table border="1"> <tr> <td>Yes</td> <td>No</td> </tr> </table>	Yes	No
Yes	No			
5. Do you or any direct family member hold an interest in any entity that has a business relationship with the co-operative bank? If "yes", give particulars:				
		<table border="1"> <tr> <td>Yes</td> <td>No</td> </tr> </table>	Yes	No
Yes	No			
6. Do you hold or have you ever held or applied for a license or equivalent authorisation to carry on any business activity in the Republic of South Africa or elsewhere? If "yes", attach detail, including whether such application was refused or withdrawn after it was made or any authorisation that was revoked:				
		<table border="1"> <tr> <td>Yes</td> <td>No</td> </tr> </table>	Yes	No
Yes	No			
7. Does any institution with which you are or have been associated as a director or executive officer hold, or has it ever held or applied for, a license or equivalent authorisation to carry on any business activity? If "yes", attach particulars, including whether such application was refused, or was withdrawn after it was made or an authorisation was revoked:				
		<table border="1"> <tr> <td>Yes</td> <td>No</td> </tr> </table>	Yes	No
Yes	No			
8. Within the previous 10 years, have you been convicted in the Republic or elsewhere of theft, fraud, forgery or uttering a forged document, perjury, an offence under the Prevention and Combating of Corrupt Activities Act, 2004 (Act No. 12 of 2004), an offence under the Financial Intelligence Centre Act, 2001 (Act No. 38 of 2001), or any offence involving dishonesty? If "yes", give particulars of the court by which you were convicted, the offence, the penalty imposed and the date of conviction:				
		<table border="1"> <tr> <td>Yes</td> <td>No</td> </tr> </table>	Yes	No
Yes	No			
9. Have you ever been convicted of an offence committed after the Constitution of the Republic of South Africa, 1993 (Act No. 200 of 1993), took effect, and been sentenced to imprisonment without the option of a fine? If "yes", give particulars of the court by which you were convicted, the offence, the penalty imposed and the date of conviction:				
		<table border="1"> <tr> <td>Yes</td> <td>No</td> </tr> </table>	Yes	No
Yes	No			
10. Have you ever contravened the provisions of any law the object of which is the protection of the public against financial loss? If "yes", give particulars:				
		<table border="1"> <tr> <td>Yes</td> <td>No</td> </tr> </table>	Yes	No
Yes	No			
11. Are you a former director or executive officer of a financial services co-operative, co-operative bank or any other bank where your actions contributed to the inability of that co-operative bank or other bank to pay its debts? If "yes", give particulars:				
		<table border="1"> <tr> <td>Yes</td> <td>No</td> </tr> </table>	Yes	No
Yes	No			

12. Have you, in the Republic or elsewhere, been censured, disciplined, warned as to future conduct, or made the subject of a court order at the instigation of, any regulatory authority or any professional body to which you belong or belonged, or have you ever held a practicing certificate subject to conditions? If "yes", give particulars:	Yes	No
13. Have you, or has any body corporate, partnership or unincorporated institution with which you are, or have been, associated as a director or executive officer been the subject of an investigation, in the Republic or elsewhere, by or at the instigation of a government department or agency, professional association or other regulatory body? If "yes", give particulars:	Yes	No
14. Have you, in the Republic or elsewhere, been dismissed from any office or employment, or subjected to disciplinary proceedings by your employer or barred from entry to any profession or occupation? If "yes", give particulars:	Yes	No
15. Have you ever been declared insolvent (either provisionally or finally) by a court in the Republic or elsewhere, or has a bankruptcy petition ever been served on you? If "yes", give particulars:	Yes	No
16. Have you in connection with the formation or management of any body corporate, partnership or unincorporated institution, been adjudged by a court in the Republic or elsewhere, civilly liable for any fraud, misfeasance or other misconduct by you towards such a body or company or towards any members thereof? If "yes", give particulars:	Yes	No
17. Have you ever been convicted (whether in the Republic or elsewhere) of theft, fraud, forgery, perjury or any offence involving dishonesty in connection with the formation or management of a co-operative or other corporate entity? If "yes", give particulars:	Yes	No
18. Has any body corporate, partnership or unincorporated institution with which you were associated as a director or executive officer, in the Republic or elsewhere, been wound up, made subject to an administration order, otherwise made any compromise or arrangement with its creditors or ceased trading, either while you were associated with it or within one year after you ceased to be associated with it, or has anything analogous to any of these events occurred under the laws of such, other jurisdiction? If "yes", give particulars:	Yes	No
19. Have you been concerned with the management or conduct of the affairs of any institution that, by reason of any matter relating to a time when you were so concerned, has been censured, warned as to future conduct, disciplined or made the subject of a court order at the instigation of any regulatory authority in the Republic or elsewhere? If "yes", give particulars:	Yes	No
20. Do you, or does any related party of whom you are aware, undertake business with this institution? If "yes", give particulars:	Yes	No
21. Are you currently, or do you, other than in a professional capacity, expect to be, engaged in any litigation in the Republic or elsewhere? If "yes", give particulars:	Yes	No
22. Do you have a basic knowledge and understanding of the risks to which co-operative banks are exposed? If "no", please describe how you intend to gain the necessary knowledge and understanding within a period of one year.	Yes	No
23. Have you acquainted yourself with, and do you understand, the extent of the rights and powers, as well as your responsibilities and duties as contained in Section 16 of the Co-operative Banks Act, Act No 40 of 2007? (To be completed only by directors or prospective directors.)	Yes	No
24. Have you acquainted yourself with, and do you understand, the extent of your responsibilities and duties as outlined in the Regulation 9 issued in terms of the Co-operative Banks Act, Act No 40 of 2007 (To be completed		

only by directors or prospective directors of the entity) <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="padding: 2px 10px;">Yes</td> <td style="padding: 2px 10px;">No</td> </tr> </table>	Yes	No
Yes	No	
DECLARATION		
I.....hereby declare the following: This statement and attachments consist ofpages, each signed by me. The content of this declaration is true, to the best of my knowledge and belief. I am aware that should it be submitted as evidence and I know that something appears therein that I know to be false or believe not to be true, I may be liable to prosecution. I undertake that, as long as I continue to be a director or executive officer of the institution, I will notify the relevant supervisor of any material changes to, or affecting the completeness or accuracy of, the information supplied by me as soon as possible, but in no event later than 30 days from the day that the changes come to my attention. I agree that the relevant supervisor may request any person to assist him or her in assessing if a person is fit and proper to act as a director, managing director or executive officer of a proposed co-operative bank in accordance with section 9(2) of the Act. I know and understand the content of this declaration. I have/do not have objections to taking the prescribed oath. I consider the prescribed oath to be binding*/not binding on my conscience. SIGNATURE OF INDIVIDUAL WHO ARE HOLDING OR ARE PROPOSING TO HOLD THE OFFICE OF A DIRECTOR OR AN EXECUTIVE OFFICER OF A CO-OPERATIVE BANK		
COMMISSIONER OF OATHS: I certify that the above statement was taken by me and that the deponent has acknowledged that he/she knows and understands the content of this statement. This statement was sworn to/affirmed before me and the deponent's signature was placed thereon in my presence at.....on thisday of20..... Detail or stamp FULL NAMES: EX OFFICIO: AREA: ADDRESS:		

DECLARATION BY CHAIRMAN OF THE CO-OPERATIVE BANK/PROPOSED CO-OPERATIVE BANK

I, the undersigned,being
chairman of the board of directors of:

.....
confirm that I have carefully studied all information supplied in this statement and, after discussion with the applicant
and all other members of the board, and after having taken into account any other information at my disposal or that
has come to my attention, am of the opinion that the applicant is fit and proper to take up office in this institution with
effect from.....

NAME.....

SIGNED.....

DATE.....

For official use

FORM-CBF3 (Act: section 19 (2)) Declaration in respect of copy of the minutes of the general meeting submitted to the relevant supervisor
Name of co-operative bank:
Registration number:
Date of General Meeting:
DECLARATION I, the undersigned, hereby declare that the copy of the minutes attached is a true reflection of the meeting that was held, and that the meeting was conducted in accordance with the provisions of the Co-operatives Act and Co-operative Banks Act. Signature of Chairperson Name: Date: The information contained in the attached documents is, to the best of my knowledge and belief, correct Signature of Managing Director Name: Date:
Every page of the attached copy of the minutes must be signed or initialled by the chairperson of the co-operative bank.
For official use

FORM-CBF4 DECLARATION BY AUDITOR AND CONFIRMATION OF FEES PAYABLE TO AUDITOR (Act: Sections 18, 83)
Name of co-operative bank:
Part A: (To be completed by the auditor of the co-operative bank)
I,, auditor of the abovementioned co-operative bank declare that: a) I will provide the relevant supervisor with a copy of any report submitted to the Regulatory Board in terms of section 45 of the Auditing Profession Act, 2005 (Act No. 26 of 2005), that contains a statement referred to in section 45(3)(c)(i)(cc) of that Act. b) I will inform the relevant supervisor in writing of any matter relating to the affairs of a the co-operative bank of which I became aware in the performance of my functions as auditor of the abovementioned co-operative bank that, in my opinion, may negatively impact on the co-operative bank's ability to continue as a going concern or put deposits held by the abovementioned co-operative bank at risk contrary to principles of sound management (including risk management). c) I am aware that the audit fees receivable are subject to the approval of the Registrar of co-operatives with the written concurrence of the relevant supervisor in terms of section 50(1)(4A) of the Co-operatives Act, 2005. d) I am aware that all loans granted to employees, officials and directors of the co-operative bank or their direct family members or business associates, as defined in its lending policy, are to be declared in the annual financial statements of the co-operative, in the manner prescribed by the relevant supervisor. Date..... Signature of auditor..... Practice number.....
Part B: (To be completed by the Co-operative bank for approval in terms of Section 50. (4A) of the Co-operatives Act) The fees payable to the abovementioned auditor are as follows (attach additional sheets) if necessary):
The information contained herein is to the best of my knowledge and belief correct Managing Director Date:

FORM-CBF5 APPLICATION FOR THE APPROVAL OF THE AMALGAMATION, DIVISION OF OR TRANSFER BY CO-OPERATIVE BANK (Act: Section 29(1))
I, the undersigned, being the managing director of, duly empowered thereto, hereby apply for approval of the proposed amalgamation or division or transfer of assets, rights, liabilities and obligations. I am aware that the requirements of Chapter 8 of the Co-operatives Act must be complied with, and attach a fully motivated application herewith, including certified copies of the documents called for in Section 57 of the Co-operatives Act. I am aware of the requirements and provisions of Chapter V of the Act. The information contained in the attached documents is to the best of my knowledge and belief correct Evidence of payment of the prescribed fee is enclosed with this application. Managing director Date:
<i>The relevant supervisor may request any additional information/documents/report by auditor on aspects relating to the application, the cost thereof to be borne by the applicant.</i>
<i>For official use</i>

FORM-CBF6	
APPLICATION FOR APPROVAL TO AMEND THE CONSTITUTION OF A CO-OPERATIVE BANK	
(Act: Section 13(3)(a))	
I, the undersigned, being the managing director of duly empowered thereto, hereby apply for approval to amend the constitution. I am aware of the requirements and provisions of Part 2 of Chapter 2 of the Co-operatives Act and Section 13 of the Act. I enclose a copy of the proposed constitution (including the proposed amendments). With reference to the previous constitution lodged with the relevant supervisor under cover of FORM-CR6 dated, the proposed amendments refer to the following parts/sections/paragraphs: 1. 2. 3. 4. 5. 6. 7. 8. 9. 10. Upon receipt of approval by the relevant supervisor, FORM-CR6 will be submitted to the Registrar of Co-operatives to register the amendment(s) and, if applicable, will incorporate any conditions that may be imposed by the relevant supervisor. A copy of the same documents will also be submitted to the relevant supervisor in accordance with section 19(1) of the Act under cover of FORM-CR6. I am aware that the amendment(s) may only come into operation on the date that it is registered by the Registrar of Co-operatives. All of the pages of the attached documents have been signed by me. The information contained in the attached documents is, to the best of my knowledge and belief, correct. Evidence of payment of the prescribed fee is enclosed with this application. Managing Director Date:	
<i>For official use</i>	

FORM-CBF7

(Act: Section 8(3))

CERTIFICATE OF REGISTRATION AS A CO-OPERATIVE BANK

Co-operative Banks Act, 2007 (Act No. 40 of 2007)
Delete parts that are not applicable

Certificate No:

I hereby certify that

previously known as.....

has in terms of section 8 of the Co-operative Banks Act, 2007 (Act No. 40 of 2007) been registered as a PRIMARY SAVINGS/ PRIMARY SAVINGS AND LOANS/ SECONDARY/ TERTIARY co-operative bank, and may operate as such until....., subject to any conditions imposed in terms of section 8(2) of the Act, and the provisions relating to suspension or de-registration prescribed in section 11 of the Act.

Issued atthis.....day of2.....

Signature of the supervisor of Co-operative Banks

.....
Name of the relevant supervisor of Co-operative Banks

Seal/ stamp of Office of the relevant supervisor of Co-operative Banks

This certificate is not valid unless it bears the seal/stamp of the relevant supervisor

FORM-CBF8 APPLICATION FOR CONVERSION OF A PRIMARY SAVINGS CO-OPERATIVE BANK TO A PRIMARY SAVINGS AND LOAN CO-OPERATIVE BANK (Act: Section 28(1))	
I, the undersigned, being the managing director of duly empowered thereto, hereby apply for the conversion of primary savings co-operative bank into a savings and loans co-operative bank, with the proposed name Upon approval, the relevant supervisor is hereby requested to cancel its registration as a primary savings co-operative bank and to record its conversion. All of the pages of attached documents have been signed by me. The information contained in the attached documents is, to the best of my knowledge and belief, correct Evidence of payment of the prescribed fee is enclosed with this application. Managing Director Date:	
Documents to be included	Mark with "X"
Fully motivated report, including a) Business plan (including human, financial and operational capacity and products offered); b) Projected financial statements and cash flow projections for next three years; and c) Lending policy.	
Proposed special resolution	
FORM-CR-5	
Other	
<i>The relevant supervisor may request any additional information/documents/report by auditor on aspects relating to the application, the cost thereof to be borne by the applicant.</i>	
<i>For official use</i>	

SCHEDULE 2 – FORMS

PART B: REPRESENTATIVE BODIES

<u>FORM-RBF1</u> APPLICATION FORM FOR PROPOSED REPRESENTATIVE BODY ☐ OR APPLICATION FOR CONTINUED REGISTRATION AS REPRESENTATIVE BODY ☐	
Tick appropriate application	
INSTRUCTIONS FOR COMPLETION OF FORM	
a) Write, typewrite or print in legible characters with deep permanent black ink, and lodge one set of the documents (of international size A4) with the Agency. b) The application form and every page of every document submitted must be signed by the executive officer of the proposed support organization. c) An application, which does not comply with the requirements of the Act, the Regulations or these Rules, or the notes on this Form, may be rejected. d) Provide explanation and motivation in respect of any of the required documentation listed below which is not submitted.	
Registered name:	
Registration number:	
Relevant Act under which the registration was done:	
Number of co-operative bank currently represented:	
Representative Body Postal address	Representative Body Physical address
Village/Suburb:	Village/Suburb
Town/City:	Town/City:
Province:	Province:
I confirm to the best of my knowledge and belief that the information submitted in terms of this application is correct	

Signed on thisday of at			
.....			
Executive officer of the proposed representative body			
Complete where available:			
Contact telephone Nos of executive officer and directors	Code	Number	Contact Name
Fax No.			
E-mail Address			
Website address			
The following documents are attached to this application:		Attached (Mark with an X)	Reference to the Act
(1) List of representative co-operative banks			S.31(1)(a)
(2) Documentary evidence of representation of co-op banks in (1). (Names and registration numbers)			S.31(2)(b)
(3) Proof of payment of application fee paid			S.31(2)(c)
(4) Interactions with organs of state, the private sector and stakeholders to date			S.32(a)
(5) Demonstration to the effect that the proposed representative body has the requisite experience, knowledge, qualifications and competence to represent Co-operative Banks			S.37(b)
(6) Demonstration that the proposed representative body has sufficient human, financial, and operational capacity to function efficiently and competently			S.37(c)
I confirm to the best of my knowledge and belief, that the information submitted in terms of this application is correct			
Signed on thisday of at			
.....			
Executive officer the proposed representative body			

FORM-RBF2

(Act: Section 33 (2))

CERTIFICATE OF REGISTRATION AS A REPRESENTATIVE BODY

Co-operative Banks Act, 2007 (Act No. 40 of 2007)

Certificate No:

I hereby certify that

has in terms of section 31 of the Co-operative Banks Act, 2007 (Act No. 40 2007), been registered as a Representative Body and may operate as such, subject to the conditions of sections 32 and 34 of the Act.

Done atthis.....day of2.....

Signature of the Chairperson of the Co-operative Banks Development Agency

.....
Name of the Chairperson of the Co-operative Banks Development Agency

Seal/ stamp of Office of the Co-operative Banks Development Agency

This certificate is not valid unless it bears the seal/stamp of the Agency

SCHEDULE 2 – FORMS

PART C: SUPPORT ORGANISATIONS

FORM-SOF1 APPLICATION FORM FOR PROPOSED SUPPORT ORGANISATION ☐ OR APPLICATION FOR CONTINUED REGISTRATION AS SUPPORT ORGANISATION ☐	
Tick appropriate application	
INSTRUCTIONS FOR COMPLETION OF FORM	
a) Write, typewrite or print in legible characters with deep permanent black ink, and lodge one set of the documents (of international size A4) with the Agency. b) The application form and every page of every document submitted must be signed by the executive officer of the proposed support organization. c) An application, which does not comply with the requirements of the Act, the Regulations or these Rules or the notes on this Form, may be rejected. d) Provide explanation and motivation in respect of any of the required documentation listed below which is not submitted.	
Registered name:	
Registration number:	
Relevant Act under which the registration was done:	
Number of co-operative bank currently supported:	
Postal address of support organization	Physical address of support organization
Village/Suburb:	Village/Suburb
Town/City:	Town/City:
Province:	Province:
I confirm to the best of my knowledge and belief that the information submitted in terms of this application is correct	

Signed on thisday of at			
.....			
Executive officer of the proposed support organisation			
Complete where available:			
Contact telephone Nos.	Code	Number	Contact Name
Fax No.			
E-mail Address			
Website address			
The following documents are attached to this application:		Attached (Mark with an X)	Reference to the Act
Copies of at least two support agreements			S.36(a)
Documentary proof that the Support organisation has the prerequisite experience, knowledge, qualifications and competence to give effect to its obligations in terms of the support agreements			S.36(b)
A business plan (include human, financial and operational capacity to function efficiently and competently			S.36(c)
Certified copy of its certificate of registration as a co-operative under the Co-operatives Act			S.36(d)
A certified copy of its constitution			S.36(e)
A list of its members and its directors; and			S.36(f)
The application fee as prescribed by the Agency			S.36(g)
List of co-operative bank represented (Names and Registration numbers)			S.37(a)
I confirm to the best of my knowledge and belief that the information submitted in terms of this application is correct			
Signed on thisday of at			
.....			
Executive officer the proposed support organisation			

FORM SOF 2

(Act: Section 36 (2))

CERTIFICATE OF ACCREDITATION AS A SUPPORT ORGANISATION

Co-operative Banks Act, 2007 (Act No. 40 of 2007)

Certificate No:

I hereby certify that

has in terms of section 31 of the Co-operative Banks Act, 2007 been registered as an accredited Support Organisation and may operate as such, subject to the conditions of sections 37 and 39 of the Act.

Done atthis.....day of2.....

Signature of the Chairperson of the Co-operative Banks Development Agency

.....
Name of the Chairperson of the Co-operative Banks Development Agency

Seal/ stamp of Office of the Co-operative Banks Development Agency

This certificate is not valid unless it bears the seal/stamp of the Agency

SCHEDULE 3 – RETURNS

PART A: CO-OPERATIVE BANKS

Forms CBR0 to CBR7 inclusive, are as follows:

FORM-CBR0

(Act: Section 83)

Declaration by Managing Director and the Auditor and confirmation of in respect of returns submitted

(Must accompany all returns submitted by co-operative banks)

Name of co-operative bank:

Period ended:

We, the undersigned, hereby declare as follows in respect of each of the statements and returns (identified and rendered in the manner indicated in the space provided for such purposes on page 2 of this form) submitted herewith in respect of the period indicated above:

- The information contained in the statements and returns is, to the best of our knowledge and belief correct.
- The statements and returns have been compiled in accordance with the provisions of the Rules and Regulations relating to co-operative banks and the provisions of the Co-operatives Act and the Co-operative Banks Act.
- The statements and returns reflect the management accounts as presented to the management and board of the co-operative bank.
- All loans granted are approved in accordance with the approved lending policy and the loan policy was reviewed during the past 365 days. (Only applicable to savings and loans co-operative banks).

The following statement(s) and return(s) are submitted herewith in the format indicated below. The control number refers to a number agreed with the relevant supervisor.

Form number	Heading of form	Format of information	In the event of a query, the relevant supervisor may contact:	
		Hard copy	Electronic	
CBR0	Declaration in respect of returns submitted	Number of pages attached	Control Number	For official use
CBR1	Balance sheet	Number of pages attached	Control Number	For official use
CBR2	Income statement	Number of pages attached	Control Number	For official use
CBR3	Prudential Requirements		Control	For official use

		Number of pages attached	Number	
CBR4	Related party loans	 Number of pages attached	 Control Number	For official use
CBR5	Large exposures	 Number of pages attached	 Control Number	For official use
CBR6	Maturity Ladder	 Number of pages attached	 Control Number	For official use
CBR7	Credit Risk	 Number of pages attached	 Control Number	For official use
CR7 (Co-operative regulations)	Audited financial statements	 Number of pages attached	 Control Number	For official use

.....
Name of Managing Director

.....
Name of Auditor

.....
Signature of Managing Director

.....
Signature of Auditor

Date:

Date:

.....
Name of Chief Financial Officer

.....
Signature of Chief Financial Officer

Date:

.....Contact Number.....

FORM-CBR1		
BALANCE SHEET		
Name of co-operative bank:		
As at (ddmmyyy):		
1. ASSETS		
2. EARNING ASSETS		
3. Loans to members		
4.	Short term (<=1 year)	
5.	Medium term (1-3 year)	
6.	Long - term (>3 years)	
7.	Other special loans	
8.	Loan loss allowance	
9.	Total net loans	
10. Liquid investments		
11.	Liquid investment 1	
12.	Liquid investment 2	
13.	Liquid investment 3	
14.	Liquid investment 4	
15.	Liquid investment 5	
16.	Total Liquid Investments	
17.	Liquid investment allowance	
18.	Total liquid investments	
19. Financial investments		
20.	Shares - league/affiliation	
21.	Long term second tier or agency deposit	
22.	Long term Bank Deposits	
23.	Government Bonds	
24.	Investments 1	
25.	Investments 2	
26.	Investments 3	
27.	Total financial investments	
28.	Financial investment allowances	
29.	Total financial investments	
30. Non financial investments		
31.	Various	
32.	Non financial investment allowance	
33.	Total non financial investment	
34. Total earning assets		
35. NON EARNING ASSETS		
36. Liquid Assets		
37.	Cash and equivalents	
38.	Current Account (Checking)	

39.	Foreign Currency (If specifically authorised)	
40.	Other Liquidity reserves 1	
41.	Other Liquidity reserves 2	
42.	Other liquid assets	
43. Total liquid assets		
44. Accounts receivable		
45.	Debtors	
46.	Interest receivable	
47.	Notes receivable	
48.	Payroll deductions receivable	
49.	Interbranch loans receivable	
50.	Other accounts receivable	
51.	Receivable loss allowance	
52. Total accounts receivable		
53. FIXED ASSETS		
54.	Land	
55.	Buildings (cost)	
56.	Leasehold improvements	
57.	Furniture and equipment	
58.	Revaluation of fixed assets	
59.	Acc. Depreciation – buildings	
60.	Acc. Depreciation - leasehold impr.	
61.	Acc. Depreciation - furn. and quip.	
62.	Acc. Depreciation – revaluations	
63. Total net fixed assets		
64. Other Assets		
65.	Assets in liquidation	
66.	Organisational expenses	
67.	Prepaid expenses	
68.	Other Deferred assets	
69.	Revaluation of other assets	
70.	Accumulated Amortization	
71. Total other Assets		
72. Problem Assets		
73.	Doubtful assets	
74.	Sundry – Assets	
75.	Other problem assets	
76.	Problem asset allowance	
77. Total problem Assets		
78. Total non earning assets		
79. TOTAL ASSETS		
80. LIABILITIES		
81. INTEREST BEARING LIABILITIES		
82. Savings Deposits		
83.	Regular Savings	
84.	Fixed deposits > 1y	
85.	Youth savings	

86.	Special savings (incl. Xmas/education)	
87.	Pledged savings	
88. Total Savings Deposits		
89. External credit		
90.	External Credit STB/Agency (<=1 Year)	
91.	External Credit STB/Agency (>1 year)	
92.	External Credit – Banks	
93.	External Banks - Development inst.	
94.	Interbranch Loans	
95. Total external credit		
96. Total interest bearing liabilities		
97. NON INTEREST BEARING LIABILITIES		
98.	Short Term Accounts payable (<=30 days)	
99.	Interbranch deposits account payable	
100.	External credit payments (<=30 days)	
101.	Provisions (e.g. Employee benefits)	
102.	Sundry – liabilities	
103.	Other Liabilities	
104. Total non interest bearing liabilities		
105. TOTAL LIABILITIES		
106. CAPITAL		
107. Share Capital		
108.	Mandatory Shares	
109.	Voluntary Shares	
110. Total Members Share Capital		
111. Transitory Capital		
112.	Asset Revaluations	
113.	Education and social reserves	
114.	Monetary reserves	
115.	Other Reserves	
116.	Sundry – Capital	
117.	Undistributed Net Income	
118.	YTD Net Income (loss)	
119. Total Transitory Capital		
120. Institutional Capital		
121.	Statutory and legal reserves	
122.	Retained earnings	
123.	Other reserves	
124.	Donations	
125.	Undistributed losses	
126.	YTD Net Income (loss)	
127. Total Institutional Capital		
128. TOTAL CAPITAL		
129. TOTAL LIABILITIES AND CAPITAL		

FORM-CBR2	
YEAR TO DATE INCOME STATEMENT	
Name of co-operative bank:	
For the period (dd/mm/yyyy to dd/mm/yyyy):.....	
200. INCOME FROM LOANS	
201.	Interest income from loans
202.	Delinquent penalty Interest income from loans
203.	Commissions/fees from loans
204.	Insurance premiums for loans
205.	Net loan income
206.	Income from liquid investments
207.	Income from financial investments
208.	Income from non-financial investments
209.	Fees, commissions income (loan-unrelated)
210.	Income from other sources
211.	Gross Income
212. COSTS/EXPENSES	
213. FINANCIAL COSTS	
214.	Interest expenses on savings deposits
215.	Insurance premiums for savings
216.	Taxes on interest paid for savings
217.	Financial costs – savings deposits
218.	Financial costs on external credit
219.	Financial costs on interbranch loans
220.	Dividend expenses on shares
221.	Insurance premiums for shares
222.	Taxes paid on dividends paid on shares
223.	Financial costs – shares
224.	Other financial costs
225.	Total Financial Costs
226.	GROSS MARGIN
227.	Operating Expenses
228.	Personnel
229.	Governance
230.	Marketing
231.	Administration
232.	Auditing
233.	Depreciation
234.	Total Operating Expenses
235.	Provision for Risk Assets
236.	NET INCOME FROM OPERATIONS
237.	Other income/Expenses
238.	Income from grants

239.	Previous periods adjustments (Net)	
240.	Extraordinary income (Net)	
241.	Total Other Income Expenses	
242.	Income Tax	
243.	NET INCOME/LOSS	

FORM-CBR3 REPORT ON PRUDENTIAL REQUIREMENTS					
Name of co-operative bank:					
Total value of deposits held: R					
Number of members:					
Period:					
Reference to Regulation	Prudential requirements (see note 1)	Actual %	Regulatory standard	Date reported (See Note 13)	Notes
4.1	Minimum capital adequacy	%	Min 6%		1
4.1 liq. (a)	Fixed and non earning assets/total assets	%	Max 5%		2
4.1 liq. (b)	Liquid investments < 32 days	%	Min 10%		3
4.1 liq. (c)	Deposits held with the Agency or higher tier co-operative bank	%	Min 2.5%		4
4.1 liq. (d)(ii)	Total loans/total assets*	%	Max 80%		5
3.1	Total external borrowing	%	Max 15%		6
4.1 liq. (e)	Loans granted from cash donations as % of deposits*	%	Max 15%		7
Loan loss provisioning					
4.1 (a)(i)	Current loans*	%	2%		8
4.1 (a)(ii)	Delinquent between 1 to 6 months*	%	35%		9
4.1 (a)(iii)	Delinquent between 6 and 12 months*	%	50%		10
4.1 (a)(iv)	+ 12 months*	%	100%		11
	Accumulated provision for period	R			12
4.1 liq. (e)	Total value of loans granted to members that was sourced from cash donations*			R	
4.1 liq. (e)	Total value of loans granted to members that was sourced from cash donations and subsequently written off as bad debts. (Audit trail must be presented during on-site inspections)*			R	
Act: S. 21	Inability to meet prudential requirements			See note 13	
* Only applicable to savings and loans co-operative banks					
Note	Description and calculation of percentages.				
1 – 12	The respective supervisors will issue guidance notes as to the purpose and calculation of the various prudential standards, which must be read in conjunction with the Act, Regulations and these Rules				
13	This return must not be construed in any way as a report to the relevant supervisor regarding its inability to meet the prudential standards as contemplated in section 21(1) of the Act. A co-operative bank that is unable to meet or maintain the prudential requirements must immediately report its inability and the reasons therefore to the relevant supervisor. An indication of the manner in which and the period within which the				

	co-operative bank intends to rectify the situation should also be provided in such a report. The date on which the matter was reported to the relevant supervisor must be reflected in the space provided, if applicable.
<i>For official use</i>	

FORM-CBR4 REPORT ON RELATED PARTY LOANS (Add additional pages if necessary)	
Name of borrower:	
State whether director, management or staff member, or direct family member	
If family member, state name of director, management or staff member the borrower is related to and the nature of the relationship	Name: Relation:
Date issued	
Term of the loan (months)	months
Disbursed amount	R.....
Current balance	R.....
Arrears (m)	months
Name of borrower:	
State whether director, management or staff member, or direct family member	
If family member, state name of director, management or staff member the borrower is related to and the nature of the relationship	Name: Relation:
Date issued	
Term of the loan (months)	months
Disbursed amount	R.....
Current balance	R.....
Arrears (m)	months
Name of borrower:	
State whether director, management or staff member, or direct family member	
If family member, state name of director, management or staff member the borrower is related to and the nature of the relationship	Name: Relation:
Date issued	
Term of the loan (months)	months
Disbursed amount	R.....
Current balance	R.....
Arrears (m)	months
Name of borrower:	
State whether director, management or staff member, or direct family member	
If family member, state name of director, management or staff member the borrower is related to and the nature of the relationship	Name: Relation:
Date issued	
Term of the loan (months)	months
Disbursed amount	R.....
Current balance	R.....
Arrears (m)	months

FORM-CBR5 Report of large exposures (Confidential)					
Name of co-operative bank					
Date					
Exposure (Include total facilities granted)					
Names of 5 members with largest loans	Total value of loans granted to member	Value of security held	Unsecured balance	Total loans as a % of total assets	As a % of capital
1.					
2.					
3.					
4.					
5.					
Investments					
Investments held that exceed the lesser of 10 percent of the total assets held by or 25 percent of the capital of the co-operative bank (Name of bank/second tier co-operative bank, entity, etc.)	Type(s) of investments	Total value of investments	As a % of total assets	As a % of capital	
1.					
2.					
3.					
4.					
5.					
ATTACH details where the co-operative bank has made an investment with any one person or related person* or has granted a loan to any one member or related person, which investment or loan, alone or together with all existing investments or loans made or granted to that member and related person, exceeds the lesser of 10 percent of the total assets held by or 25 percent of the capital of the co-operative bank, unless it is the same information reflected above.					
YES	NO	(Mark with "X") If yes, attach reference to the correspondence with the relevant supervisor in each case.			
Deposits					
Names of members with 5 largest deposits	Type of deposit	Term	Current balance	As a % of total assets	As a % of capital
1.					
2.					
3.					
4.					
5.					
ATTACH detail where the co-operative bank holds deposit(s) from any one member or related person*, which deposit, alone or together with all existing deposits received from that member or related person*, exceeds the lesser of 10 percent of the total assets held by or 25 percent of the capital of the co-operative, unless it is the same information reflected above.					
* "Related person" means a person or member who is directly or indirectly controlled by the same person or member or a person or member who is so interconnected with another person or member that should one of them experience financial					

difficulties, one or all of them would be likely to experience a lack of liquidity.

FORM-CBR6

LIQUIDITY RISK - MATURITY LADDER

(Confidential and not available for inspection by the public)

Name of co-operative bank:

Month ended.....2.....

(All amounts to be rounded off to the nearest R'000)

	Line no.	Month End Balance Total	0 - 31 days	32 - 60 days	61 - 91 days	92 - 181 days	182 - 365 days	Longer than 365 days
	1.	1	2	3	4	5	6	7
Assets	2.							
Money	3.							
Loans and advances	4.							
Investments	5.							
Other	6.							
	7.							
	8.							
	9.							
	10.							
Liabilities	11.							
Borrowings from STB or Agency	12.							
External Borrowings	13.							
Deposits	14.							
Other	15.							
	16.							
	17.							
	18.							
	19.							
Mismatch (Assets less liabilities)	20.							
To be funded as follows	21.							
	22.							
	23.							
	24.							
	25.							
	26.							
	27.							

FORM-CBR7

Credit Risk

(Confidential and not available for inspection by the public)

Name of co-operative bank

Mont ended19

(All amounts to be rounded off to the nearest R'000)

CREDIT RISK	Line no.	Repayable in instalments		Other loans and advances	Total
		Mortgage loans	Instalment sales and leases		
		1	2	3	4
Delinquency amounts					
Indicate when loan policy of Co-operative bank stipulates an amount is delinquent	1	months	months	months	
Gross amount delinquent at beginning of the month	2				
Less: Recovered during the month	3				
Add: Delinquencies that arose during the month	4				
Less: Loan loss provisions	5				
Net amount delinquent at end of the month	6				
Market value of security held	7				
Total (net delinquency net of security held)	8				
Amounts written off during the financial year	9				
Against provisions	10				
Income statement	11				
General debt provision (gross)	12				

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