

Registration of a Co-operative Society

Overview

A Co-operative Society is an autonomous association of persons who voluntarily come together to meet their common economic, social and cultural needs and aspirations through a jointly owned and democratically controlled enterprise.

Who is eligible?

- Group of ten (10) people or more, aged eighteen (18) years and above, for all other types.
- Group of twenty (20) people or more, aged eighteen (18) and above, for Financial co-operatives.

How do I get this service?

Visit the Co-operatives office in your locality and submit an application for registration made to the Director on the [application form for co-op](#) which shall be signed by all members.

- If satisfied that the society has met all the requirements and approves registration, the Director shall issue a certificate of registration to the society together with a certified copy of the bye-laws.
- If the Director refuses to register a society, he/she shall give reasons for the refusal in writing to the applicants.
- If not happy with the decision of the director, lodge an appeal with the Minister within one (1) month. The Minister's decision on the appeal shall be final.

What supporting documents are required?

- 3 copies of bye-laws [i.e. rules set by the members in order to guide in carrying out the day to day activities of a Co-operative Society, formulated prior to registration and must be in line with the Co-operative Act] written in English
- A report on the viability of the proposed Co-operative which shall be in the prescribed form

How long will this service take?

Fourteen (14) working days.

How much does it cost?

BWP 20.00

Where can I obtain this service?

Ministry of Investment, Trade and Industry
Department for Co-operative Development
Head Office and Regional Offices

Where can I get more information on this Service

Department for Co-operative Development
Gaborone Head office
Ministry of Investment, Trade and Industry
Annex Building

Plot 54380, Central Business District, Gaborone
P O Box 86
Gaborone
Tel: 3994600/3102315
Fax: 3951657

Regional Co-operative Officer Gaborone Regional Office Private Bag 0083 Gaborone Tel: 3121090 Fax: 3121060	Regional Co-operative Officer Gantsi Regional Office P O Box 152 Gantsi Tel: 6596271 Fax: 6596177
Regional Co-operative Officer Francistown Regional Office P O Box 304 Francistown Tel: 2412339 Fax: 2421551	Tsabong Co-operative Officer Tsabong Regional Office P O Box 249 Tsabong Tel: 6540026 Fax: 6540087
Regional Co-operative Officer Maun Regional Office P O Box 403 Maun Tel: 6860419 Fax: 6861622	Regional Co-operative Officer Kasane Regional Office P O Box 222 Kasane Tel: 6250339 Fax: 6251068
Regional Co-operative Officer Molepolole Regional Office Private Bag 23 Molepolole Tel: 5920529 Fax: 5920300	Regional Co-operative Officer Selibe Phikwe Regional Office Private Bag 47 Selibe Phikwe Tel: 2610629 Fax: 2613339
Regional Co-operative Officer Serowe Regional Office P O Box 61 Serowe Tel: 4630292 Fax: 4633070	District Co-operative Officer Letlhakane District Office Private Bag 20 Letlhakane Tel: 2976754 Fax: 2978426
Botswana Co-operative Training Centre P O Box 86 Gaborone Tel: 3712438 Fax: 3951609	Hukuntsi District Officer Hukuntsi District Office Private Bag 001 Hukuntsi Tel: 6510380

District Co-operative Officer Mahalapye District Office Private Bag 71 Mahalapye Tel: 4713432 Fax: 4713253	Mochudi District Officer Mochudi District Office Private Bag 003 Mochudi Tel: 5777644/57 Fax: 577733
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Opening hours: 07:30 to 12:45 and 13:45 to 16:30 Monday to Friday, except public holidays.