

## CO-OPERATIVES: CIS APPLICATION CHECKLIST

Name of Co-operative: \_\_\_\_\_

No.	LIST OF CHECKS	DOCUMENTS SUBMITTED ✓
1	Completed & signed Application Form	
2	SARS Tax Clearance Certificate- Original & Valid	
3	Detailed business plan	
4	Co-operative resolution to apply for CIS grant	
5	Three competing and comparable quotations	
6	Copy of Co-operative Constitution signed by founder members	
7	Directors' copies of CV's and certified copies of IDs	
8	Copy of Co-operative registration certificate	
9	Motivation letter for choosing higher quotation(s)	
10	Motivation letter for submitting one quotation	
11	Bank Statement for start-up (confirmation letter from the Bank) Bank Statement for expansion (3 months statement)	
12	Projected Financial Statement for (Start-ups) Financial Statement for Expansions (Existing)	

Chairperson: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_