



MINISTRY OF BUSINESS, TRADE AND COOPERATIVES

7th Floor, Block C, Secretariat Building, Sapele Road,
Benin City, Edo State, Nigeria.

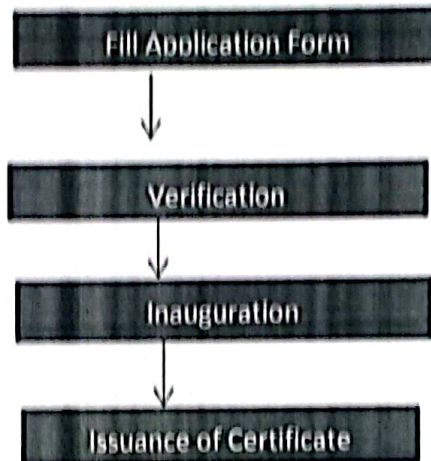


EDO STATE

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website: www.wcce.gov.ng

STEP BY STEP REGISTRATION OF COOPERATIVE SOCIETY IN EDO STATE



REQUIREMENTS FOR REGISTRATION OF COOPERATIVE SOCIETY IN EDO STATE

ATTACH TO APPLICATION LETTER;

- MINUTES OF MEETING
[INDICATING WHERE AND WHEN MEMBERS AGREED TO REGISTER AS COOPERATIVE]
- PASSPORT PHOTOGRAPH EACH OF EXECUTIVE MEMBERS
- LIST OF NAMES, POSITION, PHONE NUMBERS AND ADDRESSES OF MEMBERS.
- MEMBERS SHOULD NOT BE LESS THAN TEN.

●—VERIFICATION BY REGISTRARS [COMPULSORY]

AFTER SUBMISSION OF FORM ONLINE, A BANK SORT CODE WILL BE GENERATED THROUGH ERAS AND WILL BE SENT TO APPLICANT FOR FURTHER PAYMENT INTO DESIGNATED BANK.

- PAYMENT OF REGISTRATION FEE OF ₦20,000 (Twenty thousand naira) only to be paid direct INTO EDO STATE IGR ACCOUNT**

●—DESINATED BANK ACCOUNTS

FIRST BANK: 2006459257

OR

ZENITH BANK: 1130004993

PLEASE UPLOAD TELLERS

**—INUAGURATION OF COOPERATIVE SOCIETY BY DIRECTOR OF COOPERATIVES
(COMPULSORY)**

APPROVED FEES TO BE PAID

S/N	ACTIVITY	FEE	DURATION
1.	REGISTRATION	20,000	1-WEEK
	• Application form		1-day
	• Verification		2-days
	• Inauguration		2-days
2	SEARCH	1,000	
3	AMENDMENT	5,000	1-day
4	RE-CERTIFICATION	5,000	1-day
5	ARBITRATION	5,000	-
6	AUDIT FEE	10% of Audit fee	1-day

BELOW FEES ARE OFFICIAL APPROVED FEES BY EXCO CONCLUSION OF JANUARY,2009 FOR COOPERATIVE MATTERS IN THE MINISTRY OF BUSINESS TRADE AND COOPERATIVE.

S/N	ITEM(S)	COST PRICE(₦)
1	Cooperative Registration	20,000
2	Cooperative Amendment	5,000
3	Cooperative Re-Certification	5,000
4	Cooperative Search	1,000
5	Audit Fees	10% OF AUDIT FEES.

RELEVANT LAW

BENDEL STATE LAW OF 1976, UNDER CAP 45 APPLICABLE TO EDO STATE, Statutorily empowered the Registrar of Cooperative Society in the Ministry to Regulate as well as Monitor all activities as its relates to Cooperative Societies across the State.

Activities

1. **Registration of Cooperative:** This entails minutes of meeting where a unanimous agreement to register the prospective cooperative is taken, writing of application for the cooperative registration to the Ministry stating their trustee, meeting location or venue, furnishing the ministry with their by-laws, members list which must be 10 and above and members must be more than 18-years of age, after furnishing the Ministry with the necessary information required by the Cooperative Department, the society would need to pay an amount stated for such through a platform called Edo State Revenue Administrative System (ERAS).

Note: The Cooperative Society registered with Edo State Government must operate within the State.

Application Process:

Stage-1

Verification process: This has to do with a fact finding of the authenticity of a prospective Cooperative Society claims in the application submitted, such like verifying the fact of the numbers of members stated in their application physically, confirming the venue of the meeting and authenticating their claims relating to their operation of business .After confirming the facts, Certificate of Registration will be issued.

Stage-2

Inauguration process: This has to do with enlightening/educating the cooperators concerning the Cooperatives guidelines as stipulated in the Bye-Laws..

2. **Inspection:** This process takes place after a year of cooperatives registration. Inspection enables the Ministry to ascertain the viability through the checking of their financial books as to know where necessary assistants would be needed.
3. **Re-certification:** T This is the issuance of New Certificates with new security features such as bar-code in place of certificates still bearing the old Bendel State.

4. **Amendment**: Where there are changes in the name, address and nature of business of a Cooperative Society certificate will be issued bearing such amendments.
5. **Search**: Banks make search from the ministry to ascertain whether a cooperative is duly registered before doing business with such Society.
6. **Audit**: This is usually carried out by the certified registered accountants recognize by the state government to audit the account of an assigned cooperative society to ascertain their true position financially with the aim of rendering advice where necessary Ministry(Ministry of Industry, Trade and Cooperative)
7. **Annual General Meeting (AGM)**: AGM is compulsory for Cooperative Societies This is usually done yearly where reps of the Ministry and Cooperators of Cooperative Society meets to discuss way forward of the Cooperative Societies.
8. **Training**: Updating and Up skilling of the Cooperators by the Ministry.

NB.

Contact of the Director of Cooperatives

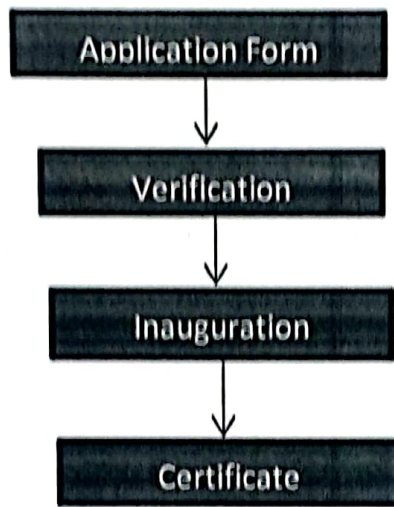
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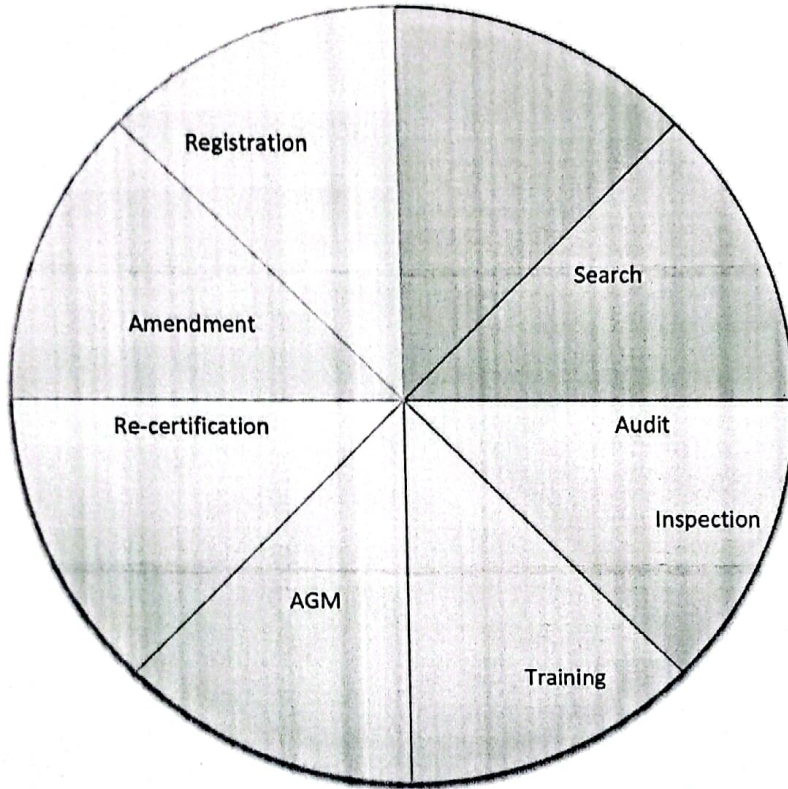

Bose Joy Igbinobaro (Mrs.)

Permanent Secretary

WORK FLOW OF REGISTRATION



ACTIVITIES DONE IN COOPERATIVE DEPARTMENT



■ Registration of New Cooperative Society ■ ■ 3rd Qtr ■ 3rd Qtr ■ 3rd Qtr ■ 3rd Qtr ■ 3rd Qtr ■ 3rd Qtr ■ 3rd Qtr
