

**OFFICE USE ONLY**

Date of lodgement: \_\_\_\_\_

Date of approval: \_\_\_\_\_

ANZSIC Code: \_\_\_\_\_



**Application for Approval of Member Disclosure and Rules  
for a Non Trading Co-operative**

Co-operatives Act 1992, Section 17(1) and 18 (1)

Please read the instructions on the back of the application before completing

PLEASE COMPLETE USING BLOCK LETTERS

**PART A**

(1) This is a

Non trading co-operative (Complete Part A, C & D)  Non trading co-operative with shares (Complete A, C & D)

(2) I, John Kapen of 292 Gordon Road North, Koonorigan. 2480  
(Full name of applicant) (Residential Address of Applicant) (Postcode)

02 66899375 john@ecomartaustralia.org  
(Telephone Number) (Fax number) (Email Address)

(3) make application for the approval of member disclosure and rules for a proposed co-operative under the name of:

ECOMART NORTHERN RIVERS CO-OP LTD

(4) This is:

a new co-operative  an association converting to a co-operative  a company converting to a co-operative

(5) What is the purpose of the co-operative and how will members be involved?

- To build strong connections between local producers of goods and consumers, in order to promote economic viability, social justice and ecological sustainability in the Northern Rivers region.
- Enable Northern Rivers consumers, Northern Rivers-owned retail outlets, institutions, food processors and restaurants who are members of the co-op to purchase local produce and goods with minimal distribution fees.
- Allow producers to determine the price of their goods and assist them in marketing their products or services locally, and regionally.
- Promote urban agriculture and home-based enterprises.
- Encourage and assist in the formation of additional local distribution centres and/or regional cooperatives with compatible aims.

(6) What will be the main activities of the co-operative?

- To provide and maintain an internet based facility assisting co-op members to buy and sell locally produced goods, and to provide extensive product and enterprise information.
- To facilitate the distribution and payment of goods with minimal distribution fees related to the distance goods are transported.
- To procure a range of goods for sale to co-op members that cannot be supplied by the co-op members.

(7) The proposed co-operative has attached a copy its rules for approval

(8) The person named below has agreed to be responsible for the auditing of the co-operatives accounts:

Paul Morris On Track Chartered Accountants  
(Full name of auditor) (Business name/Company name)

PO Box 159 Alstonville NSW 2477 T: 6629 5555 | F: 6629 5577  
(Business Address) (Postcode)

the auditors letter of consent is attached.

(9) The financial year of the co-operative will end on: 30<sup>th</sup> of June

(10) The person named below has agreed to be the secretary of the co-operative

Effie Margaret Ablett, 519 Pearce's Creek Rd, Alstonville, 2477  
(Full name ) (Residential address) (Postcode)

(11) The number of persons who have indicated their intention to join the co-operative are 100 persons

(12) If the co-operative has shares what is the cost per member \$ \_\_\_\_\_

(13) Will any of the directors have a conflict of interest or duty within the provisions of Section 234 of the Co-operatives Act 1992? (Please refer to the instruction titled Item 13)

Yes (please provide details of this interest by annexure)  No

(14) Will the co-operative be responsible under any contracts, guarantees and indemnities or have other contingent liabilities that are not disclosed in the financial documents forming part of this application. (Please refer to the instruction titled Item 14)

Yes (please provide details of this interest by annexure)  No

**CERTIFICATION:**

We the undersigned, certify that this is a copy of the disclosure statement which was presented to the formation meeting on ..... (date) for the purpose of forming a co-operative to be known as:

..... (name of co-operative)

..... Chairperson of Formation Meeting  
Signature

..... Secretary of Formation Meeting  
Signature

Note: This certification is signed at the Formation meeting which is held ~~after~~ the draft formation documentation which includes the Rules and the Disclosure Statement have been approved by the Registry and returned to the sponsors of the proposed co-operative.

**DISCLAIMER OF LIABILITY:**

No responsibility as to the contents of: (i) the Disclosure Statement and attachments and annexures that form part of this document; and (ii) the associated Rules which all collectively make up the formation documentation, is to be taken by the Registrar of Co-operatives, the Department of Fair Trading or by any of its servants or agents.

Each prospective member is advised to make any investigations (including the obtaining of professional advice) which that person believes to be necessary to satisfy himself or herself about the contents of this formation documentation or the decision of whether or not to join the proposed co-operative.

It should be clearly known that the Registrar of Co-operatives, the Department of Fair Trading or any of its agents or servants are ~~not~~ engaged in the provision of legal or other professional services to the public, prospective members or co-operatives. If legal or other expert advice is required, the services of a competent professional person should be sought.

**PART C**

**CASH FLOW BUDGET**

For the First Year of Operation

<b>Cash In</b>	<b>Opening Bank Balance</b>		<b>\$ 0</b>
	Grants		<b>\$ 0</b>
	Annual Subscriptions		<b>\$ 6,000</b>
	Donations		<b>\$ 0</b>
	Share capital		<b>\$ 0</b>
	Commercial Revenue		<b>\$ 15,000</b>
<b>TOTAL</b>	<b>RECEIPTS</b>		<b>\$ 21,000</b>
<b>Cash Out</b>	Materials	<b>\$ 1,000</b>	
	Volunteer discount	<b>\$ 3,500</b>	
	Transport	<b>\$ 2,500</b>	
	Rent	<b>\$ 5,000</b>	
	Insurance	<b>\$ 537</b>	
	Repairs and maintenance	<b>\$ 0</b>	
	Administration expenses	<b>\$ 1,077</b>	
	Sundries	<b>\$ 100</b>	
	Audit	<b>\$ 500</b>	
	Formation Expenses	<b>\$ 754</b>	
	Equipment	<b>\$ 1,179</b>	
	Cold room hire	<b>\$ 2,500</b>	
	Goods lost	<b>\$ 396</b>	
<b>TOTAL</b>	<b>PAYMENTS</b>	<b>\$ 19,043</b>	
<b>Total Receipts –</b>			
<b>Total payments =</b>	<b>CLOSING BANK BALANCE</b>	<b>\$ 1,957</b>	

**PLEASE COMPLETE THE BACK OF THIS FORM**

**Please Note**

**The cashflow budget sheet provided is only an example. You may wish to include additional items appropriate to your proposed co-operative.**

**In the space provided below please show how you have derived each figure and any assumptions that have been made**

<b>ITEM</b>	<b>EXPLANATION</b>
Annual Subscriptions	100 members x \$20 joining fee plus \$40 annual subscription
Commercial Revenue	20% service fee on \$75,000 goods distributed (50x \$30 orders per week)
Materials	Ice \$20 per week
Volunteer discount	10 hr per week at \$7 per hr
Transport	\$50 per week (10 boxes by local courier)
Rent	\$100 per week, community hall hire, one day a week
Insurance	Quote for public liability insurance from CGU, for distributing groceries up to \$100,000 pa.
Administration expenses	Bank fees \$50, bad debts \$69, wireless broadband\$165,prepaid mobile phone \$500, website domain \$130.30 and host \$162.80,
Sundries	Stationary for distribution centres
Audit	Estimate from Paul Morris
Formation Expenses	Incorporation fee \$134, promotion – Lismore Show \$370, hall hire for 9 public meetings \$150, signs \$70.
Equipment	Eskies \$800, mobile phone \$80, data projector \$300, broadband router \$99
Cool room hire	\$50 per week
Goods lost	0.53% of gross sales