

# Government of the Republic of Vanuatu Office of the Registrar of Cooperative & Business Development Services

## **Annual Report 2013**

Strong Cooperative, Strong People, Strong Communities





#### © Government of Vanuatu

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#### Year in Review 2013

Another productive year for the Office of the Registrar of Cooperatives and Ni-Vanuatu Business Development services. It turned out to be of one of sustained excellence with most of our goals achieved and with Compliance, reporting and training results exceeding our expectations.

This year annual report is therefore not only a reflection on our successes but also those of our Societies.

- ∞ Begun implementing its new Strategic Plan 2013

   2015.
- Continuing delivery of quality Education and Training programs to both the staff and clients.
- $\infty$  Have selected 60 societies to run Compliance check on them to improve the management of those societies
- Continuing interest on Cooperative movement with the increase of 10% registration annually of societies
- ∞ Conducted Financial Audits to 40% societies
- The Turnover and Dividend of the 40% continued to show progress.
- ∞ Successfully completed Taxi management project
- Microfinance scheme made profits 2 years in row when it started 2 years ago.
- Successful recruitment of qualified staff into Training and promotion section.

#### Year Ahead - Key priorities 2014

- ∞ Assist 50% of societies to have Business plans
- Continuing with the Staff training and development. This is essential for the development of the Office.
- Complete and obtain Public Service Commission approval for the new Structure and officers to new structure.
- Finalise the Small Business bill (MSMEs) and get the Minister to present it in the parliament
- $\infty$  Start preparation for the first ever Ni-Van Business and Cooperative Business Forum in 2015
- Establish National Savings and loan Society to provide accessible, affordable low interest loans to members.

#### **Reducing Ni- Van Business Disadvantages**

- ∞ Establish and negotiate with Funding bodies
- The office of Micro-finance is the cheapest finance available to Ni- Vanuatu Business. However, VCMB through the Ministry of Tourism and Commerce must Refund the Vt40, 000,000 borrowed by VCMB.
- The office Microfinance scheme must be supported and grow without political interference.

#### **Key Challenges**

- Continuing reduction of the office financial resources and there is never enough financial resources.
- Continuing delay by various authorities to recruit qualified officers to positions under the structure and have been budgeted for. The workload is too great to handle by current officers.
- Continuing financial challenges face by Ni-Van business to grow and expand businesses. It is still a challenge for Ni-Vanuatu Businesses to access funding's facility due to the issues of collateral and high interest rates charge by lending institutions.
- Continuing improvement to IT system to speed up services delivery. Office is working to modernise its office, however, financial resources is an issue inhibiting progress.

## LAST WORDS

Our ability to achieve increased productivity and efficiencies with reduced resources is evidence of the level of commitment of the ORCBDS Staff.

Sowany Joseph MATOU **Director/Registrar** 





#### **Our Vision**

'Vanuatu people building strong Communities through cooperative Societies

The ORCBDS is to be the leader in rural economic development by being responsive to society's business aspirations. The ORCBDS will help to create, improve and sustain Ni-Vanuatu Businesses so that they are able to compete effectively domestically and internationally'.

Strong Businesses, Strong People, Strong Communities

#### **Our Mission**

- 'To facilitate sustainability and strong growth in Co-operative and Ni-Vanuatu Business and to advance the interest of Vanuatu's citizens both domestically and internationally by:
  - Promoting increased rural saving and investment through savings and loan societies
  - Encourage the establishment and diversification of Ni-Vanuatu businesses
  - Supporting Ni-Vanuatu Businesses by providing advisory services

#### Certainty

- For the members, officers and employees of societies in their dealings with the society and each other
- For people outside societies in their dealings with those societies
- Take Ni Vanuatu communities tradition into consideration
- Ensure that public information about cooperative Societies is available on our public registry





### **OVERVIEW**



The year 2013 marked the beginning of the implementation of the new 3 Years Strategic plan (2013 -2015). It focuses on the external clients compare to the last 4 years strategic plan that focused on strengthening the institution. This report outlines the progress made by the Office of the Registrar of Cooperatives and Small Business Development Services (ORCBDS) in the period January to December 2013 against its Annual Work plan for the full year in more detail.

#### **Supporting Cooperatives**

- With a little review done to the Coop Act CAP 152, the Director of the department will be the Registrar. With it comes the formal change of the name *The Department of Cooperatives and Ni-Vanuatu Business* to the Office of the Registrar of Cooperative and Small Business Development Services. The limited review was done to address the issue of abused of registrar by appointed political appointees. Many of whom sell societies assets without keeping proper records. But most importantly, the change will allow the office to fully implement the Cooperative Societies ACT CAP 152.
- The ORCBDS has commenced implementing paper less project whereby we are trying to reduce the use of paper.
   We have also introduced automated system and we are now in the process of integration making sure we capture relevant and reliable data on a daily basis to enable proper assessment of our work.
- The ORCBDS has also completed the Small Business bill (MSME's), which is expected to go to Parliament in 2014.

#### **Education and training and promotion**

The ORCBDS values Education and Training for both clients and staff. The office conducted 41 trainings to 593 participants, and 803 awareness programs to over 1,000 people. Over 58% training participants came from established businesses, whilst the rest were beginners. The demand for trainings and awareness is growing conservatively placing a lot of pressure on the offices' limited resources.

#### **Ensure Compliance**

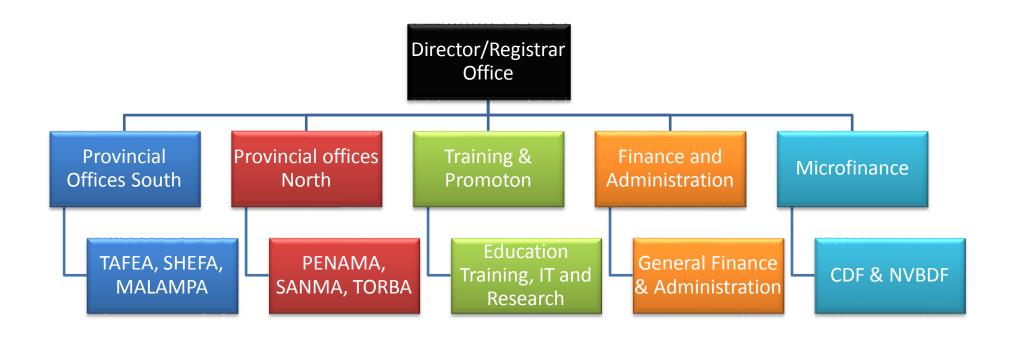
- The ORCBDS has developed Compliance Forms for societies to use and started implementing the initiative to ensure the societies adhere to their By-Laws, the Cooperative Act and the Universal Practices. The initiative is being introduced for the first time but the office is slowly but surely implementing it.
- In addition to this, the office has also developed an appraisal poster where societies can use as an appraisal tool. The Poster is being distributed to societies and the office is slowly monitoring its use.
- To ensure the compliance, each province has selected 10 societies as pilot project for this program. The 10 cooperatives will be monitored and ensure that they have filled in forms which will be analysed by the research section and recommend for more improvements.

#### Working Effectively

• The ORCBDS meets on a weekly basis to discuss its weekly affairs. We have 1 officer returned after completion of her bachelor studies. We have 3 other officers currently undertaking formal trainings. 1 doing Bachelor, 1 undertaking Master Study and one commences post graduate studies.



## **Organisational Chart**





## **Senior Management**



Sowany Joseph MATOU

Director/Registrar



Clentine RONSON
Principal North



Binson H IAKOU

Acting Principal South



Margaret LOWANE
Senior Finance &
Administration Officer



Ridley M JOSEPH
Principal Training & Promotion



John P TAHI

Manager

Microfinance CDF & NVBDF



## SOME HIGHLIGHTS OF 2013

#### Lenakel

Mr Fred, a member of the Lenakel Savings and Loans has been saving for 4 years and took a loan from his savings to purchase this vehicle which he now operates as a transport service in Lenakel Black man town.

Mr Eso Tari, Cooperative Officer giving an awareness talk on the Cooperative Movement.

Oxford Farm is working with the Cooperatives office to ensure farmers form cooperatives and get into money making projects as such shown in these pictures.

Farmers into poultry small scale business

Watermelon project small scale farmers





#### **Spencer's Project**

Spencer Noel, former Cooperative and Business Development officer did a loan from his own savings of 100,000VT to do this project.

Spencer together with his relatives agreed to build a cooperative. These pictures reflect Spencer (in green) got the loan and [purchased materials, together with his relatives at Holen fresh wind area, building a permanent and stock the Cooperative with items to sell.

The Cooperative building in now complete and this shot is taken on the dedication day

The Cooperative was officially opened by the Registrar of cooperative and is now in business.





#### **Mapest Cooperative Project**

Sarmette Cooperative project is a worthy example for business collaboration.

The Society is owned by and operated Mapbest Plantation Company limited employees. They resurrected the Society 2 years ago and in 2013 applied and received a loan from the Microfinance Scheme of the Office of the Registrar.

The funds received were used to build a brand new building that both gather for the needs of the Society and MAPBEST plantation.

The new building has five rooms. 1 for the retail, 1 for the Savings and Loans, 1 for MAPBEST front Office, 1 for MAPBEST conference room and a room is allocated to butchery business.







#### **Wai Cooperative**

Wai Cooperative is one of the leading cooperative in Penama Province. Wai cooperative has over 424 members. The state of the building was as shown in the picture.

Wai cooperative got a loan of 2 million vatu from CDF to improve their physical appearance of the building as shown on the picture on the right.

In its new state, Wai Cooperative employs 7 workers and has a turnover of 98, 897, 711 VT and in 2013 has paid a dividend of 8.6 million to its members.





#### **Sanma Cooperatives**

Toftof Savings and Loans Cooperatives belongs to a group of mothers from at Mavunlev village, South Santo, started this Cooperative with 17 members and now from over 35 households, the membership stands at 45 mothers.

Pictured are the mothers celebrating the first birthday of their cooperative and also got their dividends after one year in operation.

Port Olry is one of Samna's biggest Cooperatives, located at the eastern part of the island of Santo. It operates as a retail shop, it sells fuel, and it buys copra, and has a transport service as well.

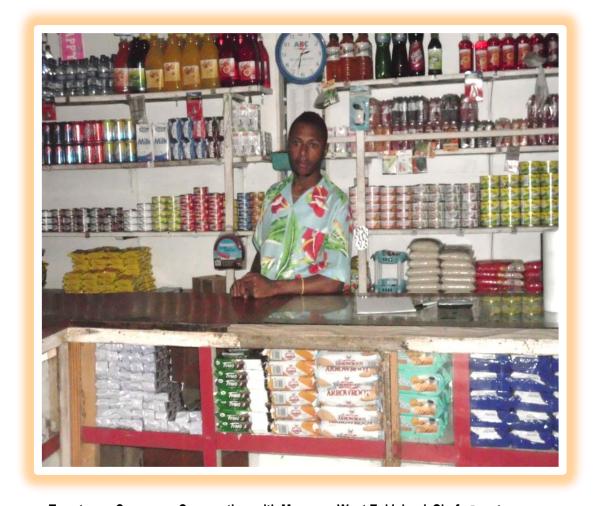
With 4 employs, and a 456 membership, it has a turnover of 39,768,940VT and has paid an amount of 4,290,000 VT to its members at the end of 2013.Port Olry Cooperative with its new sign board.







# Performance Reporting

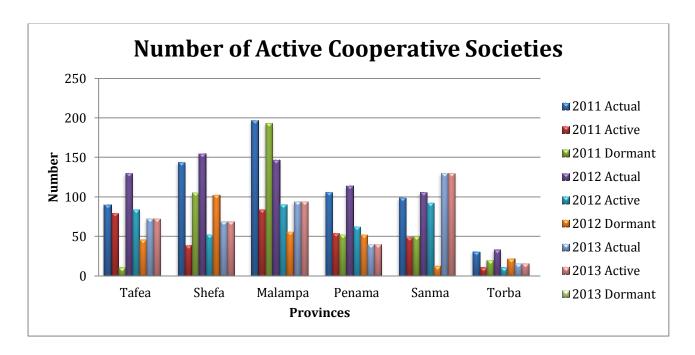


Tewetonga Consumer Cooperative, with Manager. West Epi Island, Shefa Province





Province	Province 2011		2012			2013			
	Actual	Active	Dormant	Actual	Active	Dormant	Actual	Active	Dormant
Tafea	90	79	11	130	84	46	72	72	0
Shefa	144	39	105	155	52	103	69	69	0
Malampa	197	84	193	147	91	56	94	94	0
Penama	106	54	52	114	62	52	40	40	0
Sanma	99	49	50	106	93	13	130	130	0
Torba	31	11	20	33	11	22	16	16	0
Total	667	316	351	685	393	292	421	421	0



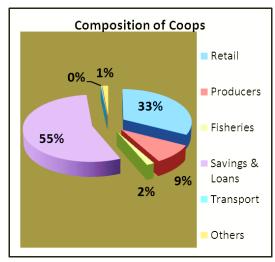
The year 2013 marks the first year that Cooperatives were deregistered since the movement began before Independence. Some 357 Cooperatives throughout Vanuatu were deregistered thus the number of active cooperatives is almost certain to be 421. This means that dormant cooperative is zero for 2013 and the actual number of cooperative is really the number of active cooperative surviving. Compared to the 2012 and 2011, without deregistration numbers vary as shown above.

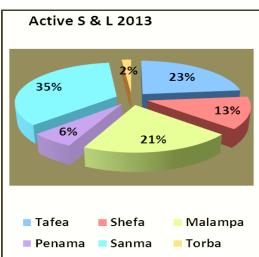


#### TYPES OF ACTIVE COOPERATIVE SOCIETIES

Types	Tafea	Shefa	Malampa	Penama	Sanma	Torba	Total
Retail	13	35	23	18	37	11	137
Producers	3	1	21	7	6	1	39
Fisheries	2	2	0	0	3	0	7
Savings &	54	30	48	14	81	4	231
Loans							
Transport	0	1	0	0	0	0	1
Others	0	0	2	1	3	0	6
Total	72	69	94	40	130	16	421

The number of Savings and Loans is still way ahead of all the other types of cooperatives. From the table above 231 of 421 cooperatives are savings and loans. The ORCBDS is pleased that this activities is findings it roots in most communities however, it presents the need for good management training and practices as it expands.



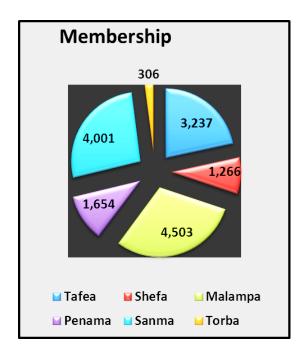


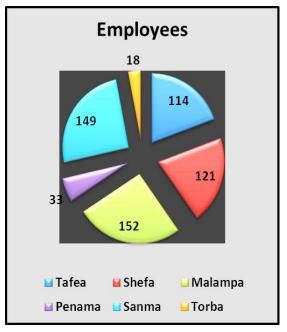
The composition by cooperative types shows that savings and loans are leading with 55 % and Retail Societies with 33 % .Other activities such as producers, fisheries, transport still need to be encourage and developed in all our provinces to promote diversification mainly within active cooperatives societies.



#### **EMPLOYEE'S AND MEMBERSHIP**

Province	Total N	umber of Emp	oloyees	٦	Total Membership		
	2011	2012	2013	2011	2012	2013	
Tafea	96	95	114	3,790	3,692	3,237	
Shefa	55	107	121	1,091	1,091	1,266	
Malampa	108	143	152	2,961	4,258	4,503	
Penama	56	25	33	1,670	2,027	1,654	
Sanma	62	118	149	1,828	2,972	4,001	
Torba	15	16	18	276	142	306	
Total	392	504	587	11,616	14,182	14,967	





Malampa and Sanma again are the strongest provinces when it comes to Cooperative activities. As reflected above, more people are getting into form cooperatives of their own. For Sanma, one out of every 10 people is a member of a cooperative society.

The ORCBDS is pleased that the general public is realizing the importance of the Cooperative Movement and are getting involved in it.



#### **ACTIVE SAVINGS & LOANS COOPERATIVE SOCIETIES**

Province	2011	2012	2013	Savings (2013)	Loans Disbursed (2013)	Dividend (2013)
Tafea	56	57	54	33,940,643	17,668,691	444,359
Shefa	14	22	30	3,118,604	1,917,585	108,753
Malampa	39	48	48	22,068,086	17,085,887	1,387,397
Penama	18	23	14	7,004,330	4,981,640	316,127
Sanma	13	57	81	15,910,206	8,122,803	864,599
Torba	3	3	4	216,930	0	0
Total	143	210	231	82,258,799	49,776,606	3,121,235

Province	Savings (VT)	Loans Disbursed (VT)	CSL Turnover	Total Memberships
	2013	2013	2013	2013
Tafea	33,940,643	17,668,691	33,940,643	2,686
Shefa	3,118,604	1,917,585	3,118,604	382
Malampa	22,068,086	17,085,887	22,068,086	1,810
Penama	7,004,330	4,981,640	7,004,330	979
Sanma	15,910,206	8,122,803	15,910,206	2,113
Torba	216,930	0	216,930	112
Total	82,258,799	49,776,606	82,258,799	8,082

Savings and loans activity has increased in 2013. There have been more of these societies set up than any other type of cooperatives. However, dividend and employees of savings and loans has dropped while its membership increases. This is due to the fact that more savings and loans were newly set up thus they are not audited. In addition, not all the 231 savings and loans were audited.

Savings and loans membership is on the rise; the ORCBDS is pleased that 85% of the members are women. Promoting women in business is one core functions of the ORCBDS thus the initiative savings and loans. This encourages first and foremost savings and then loaning from your savings to carry out your business aspirations.



#### FINANCIAL STRENGTH OF AUDITED COOPERATIVE SOCIETIES

Province	Total Turn Over (VT)				Total Dividend Shared (VT)			Profit
	2011	2012	201	13	2011	2012	2013	2013
			CS	CSL				
Tafea	29,160,262	40,266,084	20,366,173	34,068,473	1,899,402	919,541	909,339	5,403,339
Shefa	48,328,480	107,180,471	76,208,965	3,118,604	3,277,730	5,511,184	17,287,674	25,203,525
Malampa	381,599,510	341,364,539	557,882,872	22,068,086	20,883,013	17,800,528	3,839,843	6,669,541
Penama	93,047,359	124,412,405	145,461,474	7,004,330	4,735,745	8,167,758	10,588,634	18,525,891
Sanma	153,152,101	155,780,837	113,813,693	15,910,206	8,796,457	9,287,042	8,594,179	20,232,874
Torba	5,078,265	6,471,157	13,541,675	216,930	13,887	54,865	171,270	641,699
Total	710,365,977	774,021,309	926,118,452	82,258,799	39,606,234	41,740,918	44,512,174	76,676,869

The total turnover for 2013 is **926,118,452 VT** which is an increase from 2012 by **16%.** Also the total dividend shared amongst cooperative members for 2013 is **44,512,174 V**T which is an increase from 2012 by **6.2%.** 

Please note that this result is only for the 209 Societies that were audited. With limited human resources and budget, ORCBDS is yet to achieve 100% audit and upon that achievement, the full strength of this activity will be presented.

Nonetheless, the number of audits ORCBDS done has been increasing since 2010.

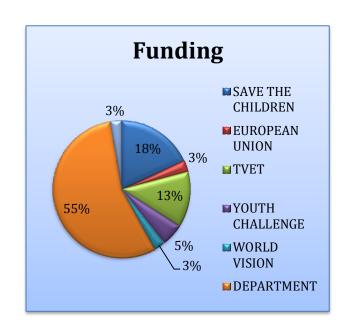


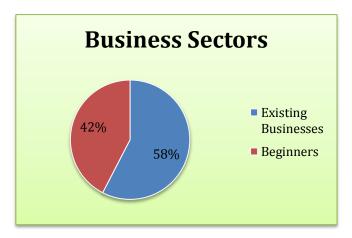


#### **BUSINESS TRAINING**

2013-Business Trainings							
Provinces		Trainings				ant	
	2011	2012	2013	2011	2012	2013	
Malampa	5	4	5	99	86	96	
Penama	2	3	4	15	34	70	
Samna	8	2	9	136	48	199	
Shefa	5	3	12	44	32	84	
Tafea	3	2	7	48	25	91	
Torba	1	0	4	20	0	51	
<b>Grand Total</b>	24	14	41	365	225	591	

TRAINING STATISTICS' PERFORMANCE' 2013								
ACCREDITED COURSES								
BUSINESS IDEAS GENERATION AND	7							
PLANNING								
MICRO AND SMALL BUSINESS	4							
MANGEMENT								
COOPERATIVE ACCOUNTING AND	5							
MANGEMENT STAGE 1								
BOOKEEPING FOR SMALL STORES	2							
SAVINGS AND LOANS	4							
TOTAL TRAINING CONDUCTED	22							
NON ACCREDITED COURSE	S							
GOOD GOVERNANCE	12							
SAVINGS AND LOANS	4							
TOTAL TRAINING CONDUCTED	16							
OVERALL TRAINING CONDUCTED	38							





The ORCBDS in 2013 had delivered 41 trainings to 591 participants. The training modules used are as listed in the accredited course table. Funding for these trainings come from different organizations as presented above. 58% of the participants who have attended training come from existing business while 42% are new interested men and women wanting to start their own businesses. This is presented in the business sector graph





#### **COMPREHENSIVE AWARENESS PROGRAM**

	Number of Awareness Programs	Details
Tafea	257	77 CSP, 114 CSL & 66 Small businesses
Shefa	124	14 CSP, 3 NGO's & 107 awareness on offsite visits
Malampa	303	121 on site awareness on CSP & CSL 182 off site awareness on CSP & CSL
Penama	17	Awareness program conducted on Maewo, East Ambae and North Pentecost.
Sanma	99	29 new small businesses 28 CSP 42 CSL
Torba	20	CSL on Loh Island
Total	803	CSP — Consumer Societies Producers CSL — Cooperative Savings and Loans NGO — Non Government Organization

#### **BUSINESS ASSISTED**

Province	2012	2013
Tafea	16	66
Shefa	88	134
Malampa	18	6
Penama	-	1
Sanma	30	21
Torba	2	2
Total	156	230

The ORCBDS assisted private businesses in areas such as business plan/cash flow projections/business advisory/book keeping checks/loan applications etc ...

Province Quarterly report	Completed Business Plans	Loans Assisted by Dept. Officer	Approved	Total Loan Applications (VT)	Value (VT) Approved
Tafea	24	24	11	6,680,000	2,790,000
Shefa	37	37	24	5,719,000	2,219,000
Malampa	4	4	0	3,450,000	0
Penama	5	5	1	1,550,000	50,000
Sanma	3	3	0	2,850,000	0
Total	78	78	36	20,579,000	5,059,000



Provinces	2013		Total	Call
	Off site	In site		Reports
Tafea	161	96	257	183
Shefa	113	301	414	
Malampa	121	353	474	138
Penama	23	25	48	29
Sanma	62	1,229	1,291	134
Torba	35	30	65	26
Total	515	877	1,392	510

These figures represent client visits done by officers where clients either come to the office (In site) or officers go to their businesses (off sites)

January to December						
Provinces	Training	Business Plans	Audits	Admin & other admin	Registration Fee	Total
Tafea	31,500	0	61,500	137,850	2,800	233,650
Shefa	43,000	5,000	10,000	327,070	6,400	391,470
Malampa	93,000	0	648,000	210,050	7,600	958,650
Penama	85,000	0	115,000	16,980	1,600	218,580
Sanma	221,500	5,000	325,000	213,640	12,000	777,140
Torba	51,600	0	0	240,990	1,200	293,790
Total	525,600	10,000	1,159,500	1,146,580	31,600	2,873,280

The above table provides some indication on the various activities that the office derived its direct revenue. The other important component of the revenues is the indirect revenue collected through taxes such as VATs and Duties from clients.

#### **Total Turnover and Indirect Revenue Contribution by Cooperatives Societies**

(All figures are based on the number of audits done. For 2013, based on 209 audited societies)

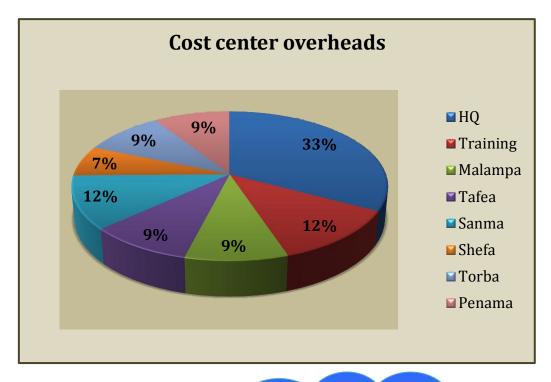
YEAR	2011	2012	2013
TOTAL TURNOVER (VT)	710,365,977	774,021,309	926,118,452
INDIRECT REVENUE (VT)	88,734,894	96,752,663	115,764,806



**Cost Centres** Expenditures Payroll Overheads HQ 13,925,797 6,453,433 7,472,364 **Training** 9,673,981 6,930,054 2,743,927 Malampa 5,516,402 3,438,348 2,078,054 Tafea 8,592,713 6,482,023 2,110,690 Sanma 6,604,721 3,974,876 2,629,845 Shefa 7,147,626 5,644,502 1,503,124 Torba 4,383,711 2,218,796 2,164,915 Penama 4,860,783 2,785,137 2,075,646 Total 60,705,734 37,927,169 22,778,565

Mind you, all heads including provinces have operational budget as seen in the Cost centre Overheads column.

#### **COST CENTRE OVERHEADS**







#### Fact: Differences between Cooperatives, Corporations and Non-Profit Organisations.

Attributes	Co-operatives	Investor –owned Corporations	Non-profit Organizations
Ownership	Member owned	Investor owned	Not owned by any person or members
Control	Democratically controlled; One member one vote; Equal voice regardless of share Members involved in operation	Controlled by shareholders Business decision and policy made by board of directors and corporate officers	Maybe controlled by members who elected the board; Board of director may elect its own successors Control maintained by those not receiving services
Board membership & Compensation	Made up of co-op members elected by the members. Usually, they do not work for the co-op. Cost reimbursed for board meetings. Board members usually serve on an uncompensated. Volunteer basis.	Board is comprised of a combination of independent directors, management and other directors with financial or business ties to the organization. CEOs may serve as the board chair. Significant financial compensation is provided for board service.	Board is generally made up of people who do not receive the services, usually chosen for philanthropic or political reasons. Board members usually serve on a volunteer basis.
Board Nomination & Elections	Candidates nominated by membership either directly, or by a nominating committee made up of members. Usually, any member can nominate a director candidate. Board is elected by the members on a one-member, one vote basis.	Candidates nominated by the board of directors and management, often by a nominating committee. Shareholders have limited ability to nominate and elect director candidates.	Either by members or the board of directors.
Accountability	The board is directly accountable to members through nomination and election procedures.	Board election and nomination procedures afford little oversight opportunity to shareholders. Shareholders are not likely to be able to remove board members.	Generally accountable to members of the organization and those who provide the funding to the organization.
Earnings/Dividends	Any surplus revenues (profits) earned by the co-op are reinvested in the business and/or returned to members based on how much business they conducted with the co-op that year. Many co-ops are obligated to return a portion of their "surplus revenues" to members each year. Members share losses and earnings.	Profits returned to shareholders based on ownership share. Corporations are generally not obligated to pay out dividends. Timing and amount of dividend payout are determined by the board of directors.	Re-invest any profits they make in their public benefit purpose and their own operations.
Purpose/Motivation	Maximize customer service and satisfaction.	Maximize shareholder returns.	Primary motivation is to serve in the public interest. Redistribute resources to provide educational, charitable and other services.
Source of funds/Generation of Money	Raise resources through the equity of members: 1) direct investment; 2) retained margins; and 3) per-unit capital retains (capital investments based on the number of physical units handled by the co-op or on a percentage of sales).	Typically raise money through capital markets.	Typically funded by donations from the private or public sector or the government. Tax-exempt.
Community	Promote and assist community development.	May engage in selected community philanthropic activities.	Serve as a mechanism for collective action based on a common good.



### **Cooperative Principles**

The Cooperative Principles are guidelines by which Co-operatives put their values into practice.

#### 1. Voluntary and Open Membership

Co-operatives are voluntary organizations, open to all people able to use its services and willing to accept the responsibilities of membership, without gender, social, racial, political or religious discrimination.

#### 2. Democratic Member Control

Cooperatives are democratic organizations controlled by their members, who actively participate in setting their policies and making decisions .Men and women serving as elected representatives are accountable to the membership. In Primary Cooperatives memberships have equal voting rights (one member, one vote) and cooperatives at other levels are also organized in a democratic manner.

#### 3. Members' Economic Participation

Members contribute equally to, and democratically control, the capital of the cooperative. At least, part of that capital is usually the common property of cooperative .Members usually receive limited compensation, if any on capital subscribed as a condition of membership. Members allocate surpluses for any or all of the following purposes: developing their co-operative, possibly by setting up reserves, part of which at least would be indivisible, benefiting members in proportion to their transactions with the cooperative, and supporting other activities approved by the membership.

#### 4. Autonomy and Independence

Cooperatives are autonomous, self-help organizations controlled by their members. If the enter into agreements with other organizations, including government, or raise capital from external sources, they do so on terms that ensure democratic control by their members and maintain their cooperative autonomy.

#### 5. Education, Training and Information

Cooperatives provide education and training for members, elected representatives, managers and employees so they can contribute effectively to the development of their cooperative. They inform the general public particularly young people and opinion leaders- about their nature and benefits of cooperation.

#### 6. Cooperation among Cooperatives

Cooperatives serve their members most effectively and strengthen the cooperative movement by working together through local, national, regional and international structures.

#### 7. Concern for Community

Cooperatives work for the sustainable development of communities through policies and programs accepted by the members.



#### Office of the Registrar of Cooperatives & Ni-Vanuatu Business Development Services



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# Building Strong Businesses

