



International Organisation of  
Industrial and Service Cooperatives  
A Sector of the International  
Co-operative Alliance

## HOW TO JOIN: DOCUMENTS

Organisations requesting membership must send the following documents to CICOPA by e-mail or postal letter.

**1. A letter addressed to the CICOPA President** signed by the main legal representative of the organization and including the following contents:

- a. Declaration of interest to be member of CICOPA
- b. Commitment to fully abide by:
  - [the CICOPA Statute](#)
  - [the ICA Statement on the cooperative identity](#)
  - [the World Declaration on Worker Cooperatives](#)
  - [the World Standards of Social Cooperatives](#)

The documents can be consulted [here](#)

**2. A copy** (if in English, Spanish or French) or a translation (if in any other language) of **the statutes of the organisation** or any document having the same function (e.g. charter, bye-law).

**3. A copy** (if in English, Spanish or French) or a translation (if in any other language) of **the latest annual report** or, in the case of recently established organisations, a copy of the founding mission statement.

**4. The completed application form** (see annex below)

All requests for membership will be examined by the CICOPA Board.

For more information, contact our membership officer at [cicopa@cicopa.coop](mailto:cicopa@cicopa.coop) or call 003225431033.



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## APPLICATION FORM

### GENERAL INFORMATION

#### ORGANISATION

Name of organisation:

Postal address:

Telephone:

E-mail:

Website of organisation:

#### MAIN LEGAL REPRESENTATIVE

Name:

Function:

Telephone:

E-mail:

#### CONTACT PERSON

Name:

Function:

Telephone:



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E-mail:

SHORT DESCRIPTION OF THE ORGANISATION (max 500 words)

## ORGANISATION INFORMATION

1. Are you applying as\*:

Full member<sup>1</sup> → go to point 2

Associate member<sup>2</sup> → go to point 3

\*if you are not sure for which category you are applying, do not hesitate to contact us for clarification. The assigned category might change after analysis by the Secretariat of the whole documentation provided.

2. If you are applying as full member, mention:

a. The total number of industrial, artisan, service, social, producers', workers' cooperatives affiliated to your organisation

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<sup>1</sup> **Full members** are national representative organisations of worker and social cooperatives. Full members might be, in the absence of any representative national organisations, the regional organisations acting within their respective territory, or local federations of co-operatives in their respective administrative districts.

<sup>2</sup> **Associate members** can be :

- a. institutions whose mission is to support the creation and development of cooperatives of the types defined in Article 3;
- b. sectoral organizations of full member organizations;
- c. organizations which prevalently represent enterprises that are neither worker cooperatives or social cooperatives and are characterized by a majority participation of the workers or producers in the management and ownership of the enterprise.



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b. The total (exact or approximate) number of workers / members in them

c. Do you have other types of cooperatives affiliated, and in which sectors?

3. If you are applying as associated member:

a. What is the nature of your organisation (e.g. NGO, Public promotion organisation, Foundation, etc.)

b. Through which activities do you promote (or intend to promote) industrial, artisan, service, social, producers', workers' cooperatives

4. Main sources of financing in % (e.g. membership fees, subsidies from government, projects etc.)

5. Annual budget (if available)



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6. How is the General Assembly structured and how often is it convened?

7. How and how often is the Board elected? How often does it meet?

8. Is there a smaller decision-making body than the Board? How often does it meet?

DATE:

SIGNATURE: