



South African Reserve Bank

Co-operative Banking Supervision Unit  
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370 Church Street  
Pretoria  
0002



CO-OPERATIVE BANKS DEVELOPMENT AGENCY

Floor 27  
240 Vermeulen Street  
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0002

2011-04-10

GN2/2011

**GUIDANCE NOTE 2/2011 ISSUED IN TERMS OF SECTION 45(e) OF THE  
CO-OPERATIVE BANKS ACT, 2007**

**DECLARATION BY MANAGING DIRECTOR AND THE CHIEF FINANCIAL OFFICER /  
CHAIRPERSON IN RESPECT OF RETURNS SUBMITTED  
(FORM-CBR0)**

## 1. INTRODUCTION

Guidelines are provided for the completion of FORM-CBR0. FORM-CBR0 is part of the Co-operative Banks Act Supervisors' Rules (the Rules) as published in *Government Gazette* No.32860 dated 12 January 2010. These guidelines should be read in conjunction with the Co-operatives Act, 2006 (Act No.14 of 2005) (the Co-operatives Act), the Co-operative Banks Act 2007 (Act No.40 of 2007) (the Act), the regulations issued in terms of Section 86 of the Act (the Regulations) and the Rules.

## 2. FORM-CBR0

FORM-CBR0 must accompany all co-operative bank returns (CBR1 to CBR7) submitted to the relevant Supervisor as a cover sheet, whether such returns are submitted separately or collectively. Duly completed and signed FORM-CBR0 ensures compliance by co-operative banks with the requirements of Section 83 of the Act, i.e. to certify all returns and related financial information as correct by the Managing Directors and the Chief Financial Officers of co-operative banks. Extracts from FORM-CBR0 are provided in the shaded areas, followed by guidance notes in the non-shaded areas.

| The following statement(s) and return(s) are submitted herewith in the format indicated below. The control number refers to a number agreed to with the relevant supervisor.   |   |   |   |                         |
|--|---|---|---|-------------------------|
| Form number  | Heading of form                             | Format of information (circle which is applicable)<br>Hard copy /<br>Electronic | In the event of a query, the relevant supervisor may contact:<br>Name:<br>.....<br>Tel No:<br>..... |                         |
| Clearly indicate the manner in which the returns are submitted, e.g. by encircling "hard copy" when submitting returns via the post office or when hand delivered. Once a formal arrangement has been agreed to between a co-operative bank and the relevant Supervisor to submit returns electronically or to complete returns on-line, the control number(s) allocated to such co-operative banks must be reflected in the space provided in respect of each return submitted electronically or reported online. Reflect the name and telephone number of the contact person who the Supervisor may contact in the event of a query. |   |   |   |                         |
| <b>CBR0</b>  | Declaration in respect of returns submitted | .....<br>Number of pages attached   | .....<br>Control Number   | <i>For official use</i> |
| Reflect the total number of pages attached to FORM-CBR0 in respect of all the returns submitted, or the control number allocated if authorised to submit electronically.   |   |   |   |                         |

|  |                               |                                      |                         |                         |
|--|-------------------------------|--------------------------------------|-------------------------|-------------------------|
| <b>CBR1</b>  | Balance sheet                 | .....<br>Number of pages<br>attached | .....<br>Control Number | <i>For official use</i> |
| Reflect the number of pages attached in respect of FORM-CBR1 or the control number allocated if authorised to submit electronically. |                               |                                      |                         |                         |
| <b>CBR2</b>  | Income statement              | .....<br>Number of pages<br>attached | .....<br>Control Number | <i>For official use</i> |
| Reflect the number of pages attached in respect of FORM-CBR2 or the control number allocated if authorised to submit electronically. |                               |                                      |                         |                         |
| <b>CBR3</b>  | Prudential Requirements       | .....<br>Number of pages<br>attached | .....<br>Control Number | <i>For official use</i> |
| Reflect the number of pages attached in respect of FORM-CBR3 or the control number allocated if authorised to submit electronically. |                               |                                      |                         |                         |
| <b>CBR4</b>  | Board and Staff Related Loans | .....<br>Number of pages<br>attached | .....<br>Control Number | <i>For official use</i> |
| Reflect the number of pages attached in respect of FORM-CBR4 or the control number allocated if authorised to submit electronically. |                               |                                      |                         |                         |
| <b>CBR5</b>  | Large exposures               | .....<br>Number of pages<br>attached | .....<br>Control Number | <i>For official use</i> |
| Reflect the number of pages attached in respect of FORM-CBR5 or the control number allocated if authorised to submit electronically. |                               |                                      |                         |                         |
| <b>CBR6</b>  | Maturity Ladder               | .....<br>Number of pages<br>attached | .....<br>Control Number | <i>For official use</i> |
| Reflect the number of pages attached in respect of FORM-CBR6 or the control number allocated if authorised to submit electronically. |                               |                                      |                         |                         |
| <b>CBR7</b>  | Credit Risk                   | .....<br>Number of pages<br>attached | .....<br>Control Number | <i>For official use</i> |
| Reflect the number of pages attached in respect of FORM-CBR7 or the control number allocated if authorised to submit electronically. |                               |                                      |                         |                         |
| <b>CR7</b>   | Audited financial statements  | .....<br>Number of pages<br>attached | .....<br>Control Number | <i>For official use</i> |
| Reflect the number of pages attached in respect of FORM-CR7 or the control number allocated if authorised to submit electronically.  |                               |                                      |                         |                         |

**NOTE:** The only form that is not submitted on a monthly basis, and therefore not always attached to FORM-CBR0, is the audited financial statements of the co-operative bank. The audited financial statements of a co-operative bank must be submitted to the Registrar of Co-operatives in terms of the Co-operatives Act, Act No.14 of 2005, under cover of FORM-CR7 of the Regulations issued under the Co-operatives Act No.14 of 2005. All CR-Forms are available on the website of the Companies and Intellectual Property Registration Office (CIPRO) at <http://www.cipro.co.za>.

In terms of Section 19(1) of the Act, a copy of the completed FORM-CR7 and the audited financial statements must also be submitted to the relevant Supervisor (under cover of FORM-CBR-0) within 15 days after approval thereof at the General Meeting.

|   |  |
|---|--|
| <p>.....<br/>Name of Managing Director</p> <p>.....<br/>Signature of Managing Director</p> <p>Date: .....</p> |  |
|---|--|

|  |  |
|--|--|
| <p>.....<br/>Name of Chief Financial Officer or Chairperson</p> <p>.....<br/>Signature of Chief Financial Officer or Chairperson</p> <p>Date: ..... Contact Number .....</p> |  |
|--|--|

Should the Managing Director also be the Chief Financial Officer, the Chairperson must sign the monthly returns with the managing director. All the pages attached to FORM-CBR0 must be initialled by both signatories.

### 3. SUBMISSION DATE

FORM-CBR0 and all the attachments must be hand delivered, sent by registered mail or in the manner agreed to with the relevant Supervisor. The returns consisting of the declaration (FORM -CBR0) and attachments CBR1 to CBR7 must be submitted on a monthly basis, within 20 business days (excluding weekends) immediately following the month-end to which it relates, unless specifically agreed to with the relevant Supervisor. For example, for the period ending 31 January 2011, the return must be submitted not later than the 28<sup>th</sup> of February 2011. The date indicated by the Post Office on the postage will serve as confirmation of the date on which the documents were submitted by the co-operative bank and not the date(s) reflected on the returns/documentation itself. If hand delivered or couriered to the relevant Supervisor, the date on which the documents have been received by the relevant Supervisor or the date received by the courier services will apply, respectively.



SARB Supervisor  
André Bezuidenhout



CBDA Supervisor  
David de Jong