

MINUTE OF PROCEEDINGS

Minute of proceedings of -----
(name of cooperative) held on ----- (day & date) at
----- (time) hours at -----
----- (address)

Were present:	
President	
Secretary	
Members	

The Chairperson welcomed the members present and informed the committee that the Ministry of Industry, SME and Cooperatives (Cooperatives Division) is operating a Boost to Local Production Scheme for Cooperative Societies for Financial Year 2026/2027 whereby the scheme is providing a grant of 80% of the approved cost of the following new items up to a maximum of Rs300,000 per cooperative society:

- a) Agricultural equipment and machinery;
- b) Manufacturing/production equipment and machinery;
- c) Agro-processing equipment and machinery;
- d) Value-addition equipment and machinery;
- e) Cold storage/room and related equipment; and
- f) Other relevant equipment/machinery.

2. Following discussions on the scheme, it is agreed that the society would apply for the following under the Boost to Local Production Scheme:

Items	Details
a) Project to be financed by the Scheme	
b) Description of Project	
c) Location of Project	

Items	Details
d) Total Cost of Project	Rs:.....
e) Financing of Project	The Scheme: Rs..... (Grant applied for) The cooperative: Rs.....

3. The society would acquire the following equipment/machinery/items under the scheme:

Items	Quantity	Cost per unit (Rs)	Total Cost (Rs)	Grant applied for (Rs)
TOTAL				

4. The Committee took note of all the conditions of the Boost to Local Production Scheme and agreed to adhere to same. The Committee also agreed for the President and Secretary of the cooperative society to sign an Undertaking and Declaration Form in the event the application for the grant would be approved.

5. The meeting ended at hours.

Note of meeting approved by:

President:.....

Secretary:.....

Signature:

Signature:

Date: -----/-----/-----

SEAL OF SOCIETY