

Ministry of Trade, Co-operatives, Micro, Small and Medium Enterprises and Communications

# CO-OPERATIVE BUSINESS INFORMATION SYSTEM [CBIS]

Members User Guide

# Table of Contents

Overview:	3
Users	3
Getting Started	3
Login	6
Dashboard	7
Consultation Request	8
Registration	8
Application	10
Message	13
Drawer Online Chat	13
Message Window	14
Support	15

## Overview

The Co-operative Business Information System (CBIS) aims to encapsulate all the department of Co-operative processes. CBIS streamlines co-operative business processes and allows co-operative members and department staff to easily perform several tasks such as, but not limited to submitting grant application, accessing grant application, co-operative registration, processing registration, request consultation, processing consultation request, online instant messaging, etc.

#### Users

- Co-operative Member
- Department of Co-operative Staff
- Head of Finance
- Director of Registrar of Co-operative
- Permanent Secretary Trade, Co-operatives, Small Medium and Micro Enterprises and Communications
- System Admin

# **Getting Started**

To submit consultation request using the CBIS, please do the following:

1. Using any web browser go to: <u>https://cooperative.mcttt.gov.fj/</u>



2. Click the "CONSULTATION" navigation link on the top right.

Enter full name of contact person		
Province: *		Valid ID: * Voter ID Joint Card Passport Drivers Lic
Select province		Browse No file selected.
Phone: *	Email: *	Residential Address: *
Enter phone contact	Enter email	Enter residential address
Note:*		
Please discuss more about your prop	posed co-operative and the business it intends to engage in.	

3. Fill in all the required fields. Upload voter ID or Joint Card or Drivers licence and click the "Submit Request" button.

ONGRATULATION!			
ou request for consultatio fficer will be contacting yc	has been submitted successfully. This request has l soon.	been logged into our database and v	vill be assigned to your divisional office. A designated
reference number: 1742	50488 has been assigned to your request. You can u	use this number to <u>check</u> your reque	st status.
our photo ID has been suc	essfully uploaded and record updated in the databa	se. An email notification has been s	ent to your registered email, piobaleicoqe@yahoo.com.

4. To check consultation request status you can click the link on the notification above or click the "CHECK STATUS" link on the navigation menu. Enter the reference number provided above:

ter Reference Number: *	
Enter name reference number	Check Status
ference Number: 1742850488	
ference Number: 1742850488	
ference Number: 1742850488	
ference Number: 1742850488 Submitted	
ference Number: 1742850488 Submitted Process: Application submitted.	
ference Number: 1742850488 Submitted Process: Application submitted. Processed By: James Peter Deter 35/07/2025	

5. You can also click on the link sent to your email to check your consultation request status. All admin process will be logged.



#### Login

To login to the CBIS a co-operative member user account status must be activated. If members account is not activated then use the mobile app, to activate user account.



1. If user account is activated then click on the login link on the navigation menu or go to: <u>https://cooperative.mcttt.gov.fj/auth/login</u>

	Sign In         Enter your registered email/username and password below         Email or Username         Password         Password         Forgot Password ?
Department of Co-operative Business	Contact Us

2. Enter your registered email address and password the click the "Sign In" button.

release rel	Multiple Membership the co-operative account you want to login to. o-operative Submit Cancel

3. If user have registered to more than one co-operative then the system will direct you to this page. Select the co-operative form the drop down box provided above then click "Submit" button.

## Dashboard

Dashboard display membership statistic, your most recent activity and Cooperative Development Funding application link.



## **Consultation Request**

To check consultation request of your co-operative, click the Consultation link on the side navigation menu on your left and click "Our Request" sub menu. This will display request detail and audit trail.

🗎 CBIS	«	Tavea Enterprise Co-operative Limited		Bula, <b>Emosi Tokaimasi</b> E
		Consultation Management View of	Dashboard +	
MODULES		Reference Number:	1	
Dashboard	``	Contact Person:	Admin	
🔔 User	>	Phone:	1234	
€ Consultation	~	District:	Nailaga	(a)
Our Request		Province:	Ba	
Registration	>	Division:	Western	
Application	>	Email:	admin@mcttt.gov.fj	
Message	>	Address:	Suva	
Support	>	Submission Date:	2024-09-12	
		Note:		
		Audit Trail		
		Submitted Process: Application submitted.		
		Processed By: Admin Date: 12/09/2024		

#### Registration

To view registration data click the Registration link on the side navigation menu on your left and click "Our Registration" sub menu. This will display request detail and audit trail. Click the "View Certificate" link to view PDF registration certificate.

🚊 CBIS	«	Tavea Enterprise Co-operative Limited		Bula, Emosi Takaimasi 🛛 E
		Registration Management View Ou	r Registration	[ ishboard +
MODULES				
Dashboard	>			
🔔 User	>	Our Registration		View Certificate
<b>#</b> Consultation	>	_		
Registration	~	Registered By:	Pio Baleicoge	
Our Registration		Co-operative Name:	Tavea Enterprise Co-operative Limited	
Application	>	Business Type:	Live Stock Farming	
Message	>	Business Sector:	Agriculture	
💲 Support	>	District:	Nailaga	
		Province:	Ва	
		Division:	Western	
		Phone:		
		Email:		
		Address:		
		Submission Date:	2025-03-13 04:31:13	

N0. 108
Reference to a final to a
REPUBLIC OF THE FILTISLANDS
CO-OPERATIVES ACT, 1996
CERTIFICATE OF REGISTRATION OF CO-OPERATIVE
It is hereby certified that the TAVEA ENTERPRISE CO-OPERATIVE LIMITED has been registered under the Co-operatives Act 1996, this 13th day of Mar, 2025 and that the liability of the members is Limited.
Amidia
Director & Registrar of Co-operatives
日本での作用に
Scan coae to verily certificate.

The QR code at the bottom of the certificate is used for verification of the certificate. Any tempered made to the certificate electronically or by any means can be detected by scanning the QR code provided above.

## Application

1. Click on the "Add Application" link Under the Application side navigation menu. Fill in all required fields.

🚊 CBIS	«	Tavea Enterprise Co-operative Limited			Bula, Emosi Tokaimasi	E		
		Registration Management View Our Registration Dashboar						
MODULES								
Dashboard	>	Compliance Detail						
📥 User	>							
光 Consultation	>	Note:				Ø		
Registration	>	Only fill in this section if your co-operative has been operating for 3 years	ars or more.			0		
Application	~	Here your Co-enception bears submitting its sudited senants/lingualed senaruts? *	Last user submitted?		Unland Audited Assesses			
<ul> <li>Add Application</li> </ul>		Yes     No	Enter vegr	^	Upload Audited Account			
Our Application			Linteryour	U.				
- Marrier		Has your Co-operative been conducting its AGM? *						
Message	<u>, , , , , , , , , , , , , , , , , , , </u>	Yes No						
💲 Support	>	Has your co-operative been submitting its Income Returns with FRCS? *						
		Yes No						
		Have you received any grant assistance from the Ministry in the last five years? *						
		Yes No						
		Business Detail						

2. Upload all required documents, check the declaration field and click the "Submit" button.

🚊 CBIS	«	Tavea Enterprise Co-operative Limited	Bulo, <b>Emosi Tokaimasi</b>	E
		Registration Management View Our Registration	Dashboard	•
MODULES		Upload Stakeholder Support Letter: *	Upload Other Relevant Document: *	
Dashboard		Drop files here, paste, browse files or import from:	Drop files here, paste, browse files or import from:	
🛓 User		My Device	My Device	
X Consultation		Camera	a Camera	
<ul> <li>Registration</li> </ul>				
Application				
<ul> <li>Add Application</li> </ul>				
		Declaration		
		Declaration: • The Information given in this document is to the best of our knowledge, accurate. No this application form.	faise information is provided, the Secretary is liable for any false information disclosed in	1
		Submit Cancel		

3. To check submitted application, click "Our Application" under Application on the side navigation menu. Under Action click on the setting icon to view action menus.

🊊 CBIS	«	Tavea Enterprise Co-opera	ive Limited					Bula, Em	si Tokaimasi	E	
		Application Management Add New Application + View Our Application Listing						Dashboard			
MODULES											
Dashboard	>										
🚢 User	>	A The table below of	lisplay the applicati	on listing submitted by	the co-operative.						
H Consultation	>									G	2
= Registration	>	Our Application	Listing							¢	۵
Application	~										
Add Application		Show 10 ¢ entries					Search:				
Our Application		Submitted By	Date ↑↓	Time ↑↓	Total Cost ↑↓	Ammount Requested	Contribution 1	Status 🍾	Actions	†1	
Message	>	Emosi Tokaimasi	25/03/2025	5 seconds ago	50000	50000	10000	Submitted	0		
Support	>							CHOOSE AN ACTION			
		Showing 1 to 1 of 1 entrie	S					View		>	
								De Audit Trail			
								🖉 Edit			
								Delete			
						2025 © Ministry of Trade, Co	-operatives, Small and		mmun	ications	

4. Click the view menu to view submitted application.

🚊 CBIS	~	Tavea Enterprise Co-operative Limited		Bula, <b>Emosi Tokaimasi</b>	E
		Registration Management View Our Registration		Dashboard	•
MODULES					
🔛 Dashboard	> >	Rill in all required detail in the form below marked with * and click the "Submit" buttor	n to submit form.		
X Consultation	>				Ø
- Registration	>	View Application Detail			0
Application	Ý				
<ul> <li>Add Application</li> <li>Our Application</li> </ul>		Compliance Detail			
Message	>	Has your Co-operative been submitting its audited reports/financial accounts? *	Last year submitted?	Uploaded Audited Account	
Support	>	Ves No	2021	doc_67e21f8920015.jpg @	
		Has your Co-operative been conducting its AGM? * Yes No Has your co-operative been submitting its income Returns with FRCS? * Yes No			

5. Click the view audit trail link to view application trail.

注 CBIS	«	Tavea Enterprise Co-operative Limited	Bula, Emosi Tokaimasi 🛛 E
		Application Management Audit Troll - Application Listing - View Our Application	Dashboard
MODULES			
Dashboard	>		
🛓 User	>	The audit trail for the application is shown below.	
<b>#</b> Consultation	>		Ø
Registration	>	Audit Trail	٢
Application	~		
Add Application		12:00 O 16 hours ago . on 25 Mar, 2025 Emosi Tokaimasi Submit a new grant application submitted am	
Our Application		12:00 O 15 hours ago . on 25 Mar, 2025 Emosi Tokaimasi View application detail submitted	
Message	>	un	
Support	>		
		2025 © Ministry of Trade, Co-operatives, Small and Medium	Enterprises and Communications

6. Click the Edit link to edit application data.

🏦 CBIS	«	Tavea Enterprise Co-operative Limited	Bula, <b>Emosi Tokaimasi</b>	E	
		Registration Management View Our Registration		Dashboard	<b>R</b>
MODULES					
Dashboard	,	Business Detail			
🚢 User	2				
H Consultation	>	Note:			Ø
Registration	>	New co-operative can submit forecaste	kd report.		0
Application	•	Enter monthly sales/revenue. *	Enter monthly expense.	Upload Business Plan: * View File	
<ul> <li>Add Application</li> </ul>		2013	500 0	Upload Business Plan	
Our Application		List your business assets and value. Click the '+' button or	the right to gdd a new input row		
Message	>				
Support	2	Asset Description	Asset Vale	Action	
		Computers	5863		
		Stationery	5000	⊿ @	
		Furnitures	8700	⊿ 🖻	

7. Click the Delete link to delete application. This will delete application data and all associated files and documents as well as trail data.

🏦 CBIS	«	Tavea Enterprise Co-operative Lim	Confirm	Confirm Delete ×						si Tokaimas	E			
		Application Management				Dashboard						e.		
MODULES			Are you sure you want to delete role. There is no undo after clicking the confirm button.											
Dashboard														
🚢 User		The table below display				Close Confirm								
₭ Consultation			-											
Registration		Our Application Listin	ng											0
Application		Channel 10 th ambridge												
<ul> <li>Add Application</li> </ul>		snow to 🗢 entries						Sec	arcn:					
Our Application		Submitted By Dat	te ↑↓	Time ↑↓	Total Cost	Ammount Requested	t ti	Contribution	↑↓	Status	↑↓	Actions	†↓	
Message		Emosi Tokaimasi 25/	/03/2025	16 hours ago	50000	50000		15000		Submitted		0		
🔹 Support		Showing 1 to 1 of 1 entries										< 1	>	
						2025 © Ministry o	f Trade, Co	-operatives, Small	and	Medium Enterpr	rises a	nd Commur	nicat :	ons

#### Message

#### **Drawer Online Chat**

To use drawer online chat click on the message floating icon
 Incated on the right of your screen. This will open the user
 Isting. You can scroll through the list or use the search field to find the user you wish to chat to.



2. Select the user you want to communicate with and use the text field to type your message. You can also send image files and documents. Click send button to send message. The other user will receive message instantly.

🚊 CBIS	«	Tavea Enterprise Co-opera	Bula, <b>Emosi Tokaimasi</b> E					
		Application Manager	nent Add New Appl	lication + View Our A		Dashboard +		
MODULES							Lemeki Sailo 🚥	
Dashboard	>							×
🛓 User	>	nhe table below	display the application	on listing submitted	by the co-operative.			Register Nord Our Year Ard Register Auxili Yea
# Consultation	>							Ð
Registration	>	Our Applicatio	n Listing					۷
Application	>	Show 10 + entries						
🛒 Message	~						Lemeki Sailo	
Online Chat		Submitted By	Date ↑↓	Time ↑.	Total Cost ↑↓	Ammount Requeste	Thanks	
Support	>	Emosi Tokaimasi	25/03/2025	16 hours ago	50000	50000	×	
							1 minute ago	
		Showing 1 to 1 of 1 entri	95				Type a message here	
							.,,	li.
							Ó	SEND
						2025 © Ministry o	r trade, co-operatives, small and medium	Enterprises and Communications

#### Message Window

1. On the side navigation menu click on the "Online Chat" link this will open similar windows to the drawer chat but with wider screen.





2. Click on the Ellipsis Menu "..." on the top right of the chat window to view user profile, print chat transcript or delete conversation. This feature is also available on the drawer chat window.

#### Support



To contact us either click on the floating support icon

on the right of your screen or click on the "Contact Us" link on the left side navigation menu under Support menu.

🚊 CBIS	«	Tavea Enterprise Co-operative Limited	Bula, <b>Emosi Tokaimasi</b>	E	
		Support Management Contact Us	Dashboard	+	
MODULES					
Dashboard		- Contract Lie Form			
🔔 User		Condition Point			
<b>#</b> Consultation		Subject		6	Ø
Registration		Enter subject			0
Application		Message			
Message		Enter message			
Support					
Contact Us					
			h	11.	
		Submit Cancel			

Fill in all required fields and click the "Submit" button. This message will be sent to us as an email and our team will respond to your query.

#### Contact Us

For more information please contact:

The Department of Co-operative Ministry of Trade, Co-operatives, Small Micro and Medium Enterprises and Communications Level 2, Civic Tower, Victoria Parade, Suva Phone: +679 3305411 Email: <u>support@mcttt.gov.fi</u>