[CDA MEMORANDUM CIRCULAR NO. 2010-3, S. 2010, July 22, 2010]

GUIDELINES ON THE PAYMENT OF REGISTRATION FEES

Pursuant to Republic Act No. 6939 and pursuant to BOA Res. No. 127 dated July 22, 2010, the Cooperative Development Authority hereby adopts and promulgates the following Guidelines on the Payment of Registration Fee.

SECTION 1. Scope – These guidelines shall apply to cooperatives registered under RA 9520.

SECTION 2. Definition of Terms - The following operational definition shall be applied in these guidelines.

a. Registration Fee – refers to the fee as prescribed by the Authority.
b. Full Payment - the equivalent sum of money prescribed in the scheduled of fees of the Authority which may be in cash, Manager's Check, and other forms of payment acceptable to the National Government.
c. Non-Negotiability - refers to a condition where the post dated check is refused negotiation by the depository bank of the Authority.
d. Post Dated Check – refers to a check that becomes payable and negotiable on a future date specified therein.
e. Payment by Installment - refers to a portion of a assessed registration fee which is divided into portions that are made payable at different dates as provided in Section 5 below, in the amounts and dates being stipulated.
f. Registration may be Nullified - refers to the condition that makes the modes of payment by installment void from the beginning and without any effect except for the paid portion which shall be forfeited in favor of the government.

SECTION 3. Modes of Payment - There shall be two modes in the payment of registration fees, to wit:

a. Full Payment
b. Payment by Installment

The applicant cooperative shall submit to the Authority the Board of Directors Resolution requesting Authority's approval of payment by installment, and indicating the following:

    b.1 valid reason of inability to pay the full amount;
    b.2 assessed amount required to be paid; and
    b.3 schedule and mode of payment in accordance with Section 4 below

SECTION 4. Amount and Schedule of Payment

Assessed Amount	Terms of Payment