

[CDA OFFICE ORDER NO. 2009-04, March 23, 2009]

PROCEDURAL GUIDELINES IN THE RE-REGISTRATION OF COOPERATIVES

Pursuant to Article 144 of RA 9520, otherwise known as the "**Philippine Cooperative Code of 2008**", the Cooperative Development Authority hereby issues the following Procedural Guidelines in the RE-REGISTRATION of cooperatives.

SECTION 1. Scope - This procedural guideline shall cover step-by-step procedures in the **RE-REGISTRATION** of cooperatives in compliance with RA 9520 and MC issued for this purpose.

SECTION 2. When to Register - Qualified cooperatives may file application for re-registration from March 22, 2009 to March 23, 2010.

SECTION 3. Who May Register - All registered and confirmed cooperatives with the Authority regardless of types and categories in compliance with RA 9520. Cooperatives that have been cancelled or ordered dissolved are disqualified to re-register.

SECTION 4. Where to Register - All application for Re-Registration of primary and secondary cooperatives shall be filed at the concerned CDA Extension Office (EO) where the cooperative was registered. Tertiary and special types of cooperatives shall file their application at CDA Central office.

However, cooperative that has officially transferred its operation and principal office to another region shall re-register in the EO that has jurisdiction over their present principal office address.

SECTION 5. Requirements - All qualified registered and confirmed cooperatives shall submit the following documents to the nearest Extension Office of the Authority, to wit:

- 1) photocopy of certificate of registration or certificate of confirmation including certificate of amendment/s if applicable;
- 2) photocopy of registered articles of cooperation including registered amendment/s;
- 3) photocopy of registered by-laws including registered amendments;
- 4) original copy of latest (2008) audited financial statements; and
- 5) Registration Fee of Php200.00.

SECTION 6. How to Register - The applicant needs to have on-line/internet access to fill-up application form and secure notification with checklist of requirements to

complete the re-registration process.

After securing the notification and checklist on-line, all required documents for Re-registration of cooperatives should be filed at the concerned CDA Office where the cooperative was registered.

SECTION 7. On-Line Procedures - To be able to use the web-based Re-Registration process, a cooperative must have a 10-digit Cooperative Identification Number (CIN) issued by the Authority. The following steps shall be followed in accessing the Re-registration System:

A. For the COOPERATIVES

1. Getting Started

Visit www.cda.gov.ph and click the Re-Registration link. The link will take you to the Re-Registration site.

2. The Cooperative Identification Number (CIN) page

Enter the CIN on to the CIN field and click OK. A cooperative was issued a 10-digit CIN by the Authority that has jurisdiction over it. Make sure that the correct CIN is entered.

3. The Application Form page

If you have entered the correct CIN, you will be directed to the Application Form page. However, if the cooperative is tagged as non-operating, a notification can be viewed online directing the applicant to proceed to the concerned CDA Office for further evaluation of its status. If Form is displayed, enter the following information as discussed below:

General Information Section

Name of Cooperative

Enter your latest amended Name here. Capitalize only the first letters.

BIR TIN

Enter your BIR TIN if available.

Contact Person

Enter the name of the coop's primary contact person. Capitalize only the first letters of first and family name.

Designation

Enter the designation of the Contact Person. Capitalize the first letter.

Mobile Number

Enter the mobile/cellphone number of the Contact Person.

Telephone Number

Enter the landline number of the coop including the area code.

Street Address

Enter ONLY the street address (number, name of street, barangay)

Region

The region field is locked because it is pre-determined by your CIN. For example, if your CIN was issued by Region 1, the default value of the Region field would be Region 1.

Sub Category/ Type

Select the cooperative type from the dropdown list.

Province

Select the province where your coop is located. Once you have selected a province, the page will refresh automatically which means that the appropriate Districts have been loaded to the District dropdown list. You will experience a flicker but this is normal. The flicker also depends on the speed of your internet connection.

District

Select the district where your coop is located. Once you have selected a district, the page will refresh automatically which means that the appropriate cities/municipalities have been loaded to the City/Municipality dropdown list. You will experience a flicker but this is normal. The flicker also depends on the speed of your internet connection.

City/Municipality

Select the city or municipality where your coop is located.

Email Address

Enter a valid email address.

Total Assets

Enter your Total Assets as of December 2008.

4. Submission

After completing the Application Form, click the Submit button. A pop-up will then appear containing the Notification for re-registration and instructions for next actions. Print the message for reference.

B. For The AUTHORITY

1. For Operating Cooperative

1.1 The CDA Staff shall receive the documents submitted by cooperative applicants.

Sr. CDS

1.2 Sr. CDS will Sign-in to the Re-Registration Page

1.3 Open submitted records and validate the entries using the requirements submitted by the cooperatives