

**[CDA Memorandum Circular No. 2015-05,
September 16, 2015]**

**GUIDELINES FOR THE REGISTRATION OF AGRICULTURE
COOPERATIVE**

*Adopted: 16 September 2015
Date Filed: 22 September 2015*

Pursuant to the powers vested by Republic Act No. 6939 and RA 9520, the Cooperative Development Authority (CDA) hereby promulgates the following Guidelines for the Registration of Agriculture Cooperatives:

Section 1. Title

These Guidelines shall be known as the "Guidelines For The Registration of Agriculture Cooperative".

Section 2. Legal Bases

These Guidelines are hereby promulgated consistent with the following:

1. Article 2 Declaration of Policy of R.A. 9520

" It is the declared policy of the State to foster the creation and growth of cooperatives as a practical vehicle for promoting self-reliance and harnessing people power towards the attainment of economic development and social justice" ;

2. Section 3 (a) of RA 6939

" Formulate, adopt and implement integrated and comprehensive plans and programs on cooperative development consistent with the national policy on cooperatives and the overall socio-economic development plans of the Government";

3. Article 23 (1) (u) of RA 9520

" Other types of cooperative as maybe determined by the Authority".

Section 3. Purpose

These Guidelines shall provide for the orderly registration of proposed primary agriculture cooperative in compliance with the requirements as provided in RA 9520,

its Implementing Rules and Regulations and other pertinent laws.

Section 4. Scope

These Guidelines shall cover proposed primary agriculture cooperatives that will engage in raising, culture of plants, animals for gainful objectives.

Section 5. Definition of Terms

As used in these Guidelines, the following terms shall mean:

- (i) *Area of Operation* – refers to the area where the cooperative operates and where its members come from as provided for in their Articles of Cooperation and By-laws
- (ii) *Associate Member* – refers to a member of a cooperative who has no right to vote nor be voted upon and is entitled only to limited rights, privileges and membership duration as provided in the By Laws of the cooperative, the Philippine Cooperative Code of 2008, and its Implementing Rules and Regulation.
- (iii) *Authority* – refers to Cooperative Development Authority.
- (iv) *Authorized Share Capital* – refers to the capitalization of the cooperative as provided in the Articles of Cooperation and as approved by the Authority.
- (v) *Bond of Membership* – refers to the condition where members group themselves to attain their common goals and objectives which may either be residential, occupational, associational or institutional
- (vi) *Cooperative* – refers to an autonomous and duly registered association of persons, with a common bond of interest, who have voluntarily joined together to achieve their social, economic, and cultural needs and aspirations by making equitable contributions to the capital required, patronizing their products and services and accepting a fair share of the risks and benefits of the undertaking in accordance with universally accepted cooperative principles.
- (vii) *Agriculture Cooperative* – refers to a primary cooperative which or whose members are involve/engage in raising/culture of plants, animals, fungi, and other living organism for productive and economic purpose and in related activities that lead to the reduction of cost and/or value addition of outputs.
- (viii) *Agriculture* – refers to the art and science of raising/culture of plants, animals, fungi and other living organisms for economic purposes.
- (ix) *Registration* – refers to the operative act of the Authority granting juridical personality to a proposed cooperative and is evidenced by the Certificate of Registration.
- (x) *Regular Member* – refers to one who has complied with all the membership requirements and is entitled to all the rights and privileges of membership.
- (xi) *Share* – refers to a unit of capital in primary cooperative the par value of which is fixed at a minimum of One Hundred Pesos (P100.00) to a maximum of One Thousand Pesos (P1,000.00) which may be divided into common share capital and preferred share capital.
- (xii) *Share Capital* – refers to the money paid or required to be paid by the members for the conduct of the operation of the cooperative.

Section 6. Jurisdiction

Agriculture Cooperatives shall file their application for registration with the CDA Extension Office, which shall have jurisdiction over the said cooperatives.

Section 7. Documentary Requirements

The following documents shall be submitted to the Authority in four (4) copies except for item (1) below:

1. Original copy of Cooperative Name Reservation Notice (CNRN);
2. Economic Survey;
3. Articles of Cooperation and By-Laws;
 - 3.1 All original;
 - 3.2 The Articles of Cooperation shall be signed by all the co-operators on each and every page; and
 - 3.3 The By-Laws shall be signed by all the members on the adoption page.
4. Treasurer's Affidavit;
5. Surety Bonds of Accountable Officers;
6. Certificate of Pre-Membership Seminar (PMES) signed by the cooperative Interim Chairman, as validated by the Authority;
7. Undertaking to change name;
8. Undertaking to comply with the auditing and accounting standards prescribed by the Authority;
9. Undertaking to comply with other requirements prescribed by the other regulatory authority when applicable;
10. Tax Identification Number (TIN) of all co-operators; and
11. Registration Fee.

Section 8. Cooperative Business Activities

The cooperative may engage in all or any of the following activities:

1. Raising, culture of plants, animals;
2. Facilitating the procurement of farm inputs/implements for the members;
3. Processing and marketing of the members products/produce;
4. Any other activities that lead to the reduction of cost and/or value addition of outputs.

The cooperative, in addition to the above mentioned activities may also engage in providing allied services such as but not limited to storage and transport of members' products/produce.

Section 9. Form and Style of Documentary Requirements

The documents required for registration shall be printed in an 8.5" x 13" or 8.5" x