

**[ CDA MEMORANDUM CIRCULAR NO. 2004-03,  
February 09, 2004 ]**

**GUIDELINES FOR EXPRESS LANE REGISTRATION**

In line with the present trends, and the needs of the general public for a better, more efficient and effective method of the registration of cooperatives, the Cooperative Development Authority, through its Board of Administrators, herein adopts the Express Lane Registration of Cooperatives, as approved in BOA Resolution No. 03, s-2004 on January 9, 2004 and BOA Resolution No. 41, s-2004 on January 19, 2004, as quoted hereunder:

**RESOLUTION NO. 03, S-2004**

"RESOLVED, as it is hereby RESOLVED, to formally approve the adoption of the Express Lane Registration of Cooperatives with the CDA.

UNANIMOUSLY APPROVED."

**RESOLUTION NO. 41, S-2004**

"RESOLVED, as it is hereby RESOLVED, to approve the following items in connection with the creation of the Express Lane Registration of Cooperatives:

1. The Express Lane Registration Citizens' Guide;
2. Instructions - Express Lane Registration (For CDA Processor/Examiner Guide);
3. Express Lane Registration Forms (Sample Copy)
  - 3.1 Name Verification Slip
  - 3.2 Articles of Cooperation
  - 3.3 By-laws
  - 3.4 Treasurer's Affidavit
  - 3.5 Undertaking to Change Cooperative Name
  - 3.6 Undertaking to Submit Reportorial Requirements
  - 3.7 Notes to Articles of Cooperation
  - 3.8 Economic Survey
4. Pre-Membership Education Seminar Certificate (from duly accredited institutions or CDA Regional/Provincial Offices)