

**[CDA MEMORANDUM CIRCULAR NO. 2004-09,
September 08, 2004]**

**ADDITIONAL GUIDELINES FOR THE REGISTRATION OF
COOPERATIVES THRU THE REGULAR LANE**

Pursuant to Section 3 (m) of Republic Act No. 6939, the following guidelines in addition to the guidelines approved by the Board of Administrators dated March 17, 1992 are hereby promulgated.

SECTION 1. Coverage - These guidelines shall cover all types and categories of cooperatives which shall undergo the regular registration of cooperatives.

SECTION 2. Documents Required - Applicant cooperative shall submit the following documents to the CDA Extension Office/Central Office having jurisdiction over the official address of the cooperative for evaluation and service.

- a. One (1) copy of the Name Verification Slip;
- b. Four (4) copies of each of the following:
 - 1. Economic Survey
 - 2. Articles of Cooperation
 - 3. Treasurer's Affidavit
 - 4. By-Laws
 - 5. Undertaking to Change Name
 - 6. Undertaking to Submit Reportorial Requirement
 - 7. Bond of Accountable Officers
 - 8. Certificate of Pre-Education Membership Training Seminar of duly accredited institution or CDA Regional / Provincial Office.

SECTION 3. Forms - The forms for Name Verification, Undertaking to Change Cooperative Name and Undertaking to Submit Reportorial Requirements under the Express Lane Registration shall also be used.

SECTION 4. Repeal - All previous circulars and / or guidelines issued by the Authority which are inconsistent herewith are hereby repealed, modified or amended accordingly.

Adopted: 8 Sept. 2004

(SGD.) RUBEN M. CONTI
Chairman
