

[CDA, March 17, 1992]

**GUIDELINES ON THE BOOKS AND DOCUMENTS OF
COOPERATIVES AND THE INSPECTION THEREOF**

Pursuant to the provisions of Section 3(e) and (o) of Republic Act No. 6939, the following guidelines are hereby adopted to govern the books and documents required to be kept by a cooperative and to provide a uniform system of inspection of such books.

SECTION 1. Coverage — These guidelines shall cover all duly registered cooperatives of all types and categories and newly registered cooperatives.

SECTION 2. Books to be Kept — In accordance with Article 53 of the Cooperative Code, among the books and documents to be kept by the cooperative are the following:

- a. A register of members of the cooperative;
- b. Books of the minutes of the meetings of the general assembly, the board of directors and the various committees;
- c. Share books where applicable;
- d. Books of accounts; and
- e. Such other books or documents as may be prescribed by law or the by-laws of the cooperative.

SECTION 3. Register of Members — The register of members will serve as a record of the names, addresses and status of membership of every member, whether regular or associate.

The register shall also contain the names of the persons whose membership was terminated, either voluntarily or involuntarily, and the action of the Board taken on such termination.

SECTION 4. Books of Minutes — The proceedings of each meeting, whether of the general assembly, the board of directors, and the various committees outlined in the cooperative's by-laws, shall be entered in a record book. All resolutions shall be consecutively numbered accordingly.

SECTION 5. Share Capital Books — All transactions concerning the share capital of any member shall be entered into a Share Capital Book. The Share Capital Book shall contain the date, name, number and value of the share contributed, and the serial numbers of the share certificates issued corresponding to such shares. Only