



6. Assistance in the Registration of Cooperatives

To extend assistance to associations/groups of people in their registration as a cooperative to Cooperative Development Authority

Office or Division:	Office of the Provincial Cooperative and Enterprise Development Officer-Cooperative Development Division
Classification:	Simple
Type of Transaction:	G2C- Government to Citizen
Who may avail:	Groups, Associations

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>Requirements to Cooperative Development Authority (Cooperative Development Authority):</p> <ol style="list-style-type: none"> 1. Pre Registration Seminar Certificate from CDA (4 photocopies) 2. Notarized Economic Survey (4 original) 3. Notarized Articles of Cooperation and By-Laws (4 original) 4. Surety bond of accountable officers (4 original) 5. Treasurer's Affidavit (4 original) 6. Bank Certificate (4 photocopies) 7. Registration Fee <p>Requirements to Provincial Cooperative and Enterprise Development Office:</p> <ol style="list-style-type: none"> 1. Request Letter for Cooperative Appreciation Seminar before the PRS 2. Request Letter for assistance in registering their cooperative 	<p>Requirements to Cooperative Development Authority (Cooperative Development Authority):</p> <ol style="list-style-type: none"> 1. Electronic Cooperative Registration Information System (ECoopRIS) Account - upon approval of CDA (https://cs.cda.gov.ph/ecoopris/users/login) <p>Requirements to Provincial Cooperative and Enterprise Development Office:</p> <ol style="list-style-type: none"> 1. Provided by client 2. Provided by client

CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PRO-CESSING TIME	PERSON RESPONSIBLE
1. Inquires the cooperative registration process and requirements	1. Provides basic information about cooperative and its purposes, principles and values and offers to provide a Cooperative Appreciation Seminar to their prospective members at their own convenient date, time and venue.	None	30 mins	<i>Area Account Officer</i> Cooperative Development Division
2. Attends Cooperative Appreciation Seminar (at least 15 members)	2. Conducts Cooperative Appreciation Seminar tackling Values, Principles and Purposes of a Cooperative in details. Discusses the steps in the registration of their coops if they decide that the cooperative is the right organization for them.	None	5 hours	<i>Area Account Officer</i> Cooperative Development Division



CLIENTS STEPS	AGENCY ACTION	FEEES TO BE PAID	PRO-CESSING	PERSON RESPONSIBLE
3. Submits Pre-Registration Seminar (PRS) to Cooperative Development Authority (for cooperatives) and Cooperative Education Transport Operations Seminar (CETOS) from Office of the Transport Cooperatives (OTC) (for transport cooperatives).	3. Assists in coordination and follow-up of PRS request to Cooperative Development Authority and CETOS to OTC.	None	30 minutes	<i>Project Development Assistant Cooperative Development Division</i>
4. Attends Pre-Registration Seminar/ CETOS based on the arranged/agreed schedule	4. Assists Cooperative Development Authority in conducting PRS. Helps answer queries and introduces PCEDO as an office mandated to foster cooperative development	None	5 hours	<i>Area Account Officer Cooperative Development Division</i>
5. Provides the necessary requirements and information needed for the Cooperative Development Authority's COOPRIS	5. Encodes and submit the requirements of group/client thru the ECOOPRIS.	None	4 hours	<i>Project Development Assistant Cooperative Development Division</i>
6. Waits for the approval of their registration	6. Cooperative Development Authority validates the submitted registration requirements	None	1 hour	Cooperative Development Authority
7. Sign and notarize printed documentary requirements generated from ECoopRIS account upon approval of CDA	7. Assists in the completion and signing of the final registration documents and submission of documentary requirements at CDA	None	30 mins	<i>Area Account Officer Cooperative Development Division</i>
8. Claims Copy of Registration Documents from Cooperative Development Authority	8. Releases registration documents		1 hour	Cooperative Development Authority
TOTAL:		None	2 days, 1 hour, 30 minutes	