

GUIDELINES ON THE PAYMENT OF REGISTRATION FEES

Read online (full-text search, related cases, audio case brief): <https://batas.org/library/002fca6e90e2/>

Pursuant to Republic Act No. 6939 and pursuant to BOA Res. No. 127 dated July 22, 2010, the Cooperative Development Authority hereby adopts and promulgates the following Guidelines on the Payment of Registration Fee.

SECTION 1. Scope – These guidelines shall apply to cooperatives registered under RA 9520.

SECTION 2. Definition of Terms - The following operational definition shall be applied in these guidelines.

- a. Registration Fee – refers to the fee as prescribed by the Authority.
- b. Full Payment - the equivalent sum of money prescribed in the scheduled of fees of the Authority which may be in cash, Manager's Check, and other forms of payment acceptable to the National Government.
- c. Non-Negotiability - refers to a condition where the post dated check is refused negotiation by the depository bank of the Authority.
- d. Post Dated Check – refers to a check that becomes payable and negotiable on a future date specified therein.
- e. Payment by Installment - refers to a portion of a assessed registration fee which is divided into portions that are made payable at different dates as provided in Section 5 below, in the amounts and dates being stipulated.
- f. Registration may be Nullified - refers to the condition that makes the modes of payment by installment void from the beginning and without any effect except for the paid portion which shall be forfeited in favor of the government.

SECTION 3. Modes of Payment - There shall be two modes in the payment of registration fees, to wit:

- a. Full Payment
- b. Payment by Installment

The applicant cooperative shall submit to the Authority the Board of Directors Resolution requesting Authority's approval of payment by installment, and indicating the following:

- b.1 valid reason of inability to pay the full amount;
- b.2 assessed amount required to be paid; and
- b.3 schedule and mode of payment in accordance with Section 4 below

SECTION 4. Amount and Schedule of Payment

Assessed Amount Terms of Payment

100,000.00 and below Full payment upon registration

Above 100,000.01 – 200,000.00 Payable within three (3) months

Above 200,000.01 – 300,000.00 Payable within six (6) months

Above 300,000.01 – 499,999.00 Payable within nine (9) months

500,000.01 and above Payable within twelve (12) months

SECTION 5. Approval of Application - Payment by installment shall be covered with issuance of post dated checks equally divided whether monthly or quarterly as stated in the letter request. The request shall be approved by the Executive Director for application within the jurisdiction of the Central Office or Regional Director for applicant within the jurisdiction of the Extension Office.

However, the first payment shall be made in cash or check dated on or before the issuance of the Certificate of Registration of amendments.

All payments shall be made directly to the cashier of the concerned Extension

Office/CO unit covered with the corresponding Order of Payment (OP).

SECTION 6. Monitoring and safekeeping of Post Dated Checks. The CDA Cashier shall act as custodian of post dated checks and shall monitor the negotiability of the checks. Once the post dated checks become negotiable the Cashier shall coordinate with the Registration Division/Unit for the issuance of corresponding Order of Payment.

SECTION 7. Effect of Notice of Dishonor of Post Dated Check - Any single post dated check found to be non-negotiable shall be treated as waiver of cooperative's right over the total amount already paid and the certificate of registration of amendments shall be deemed void ab initio for not having completed the registration requirement. The cooperative shall be notified within five (5) banking days after receiving notice of dishonor of the check so issued to make arrangement for payment. Otherwise, the cooperative registration may be nullified and the Authority shall issue Order nullifying the Certificate of Registration motu proprio. This is without prejudice to the filing of appropriate action under BP 22 and appropriate sanction under Article 140 of RA 9520 for acts or omission of the cooperative and its officers.

SECTION 8. Effectivity - These Guidelines shall become effective upon its approval by the Board of Administrators and fifteen (15) days after registration with the Office of the National Administrative Register (ONAR).

(SGD.) LECIRA V. JUAREZ
Chairperson

ABOUT BATAS.ORG

Study smarter at BATAS.org

The Philippine bar review and law-school companion built around how your brain actually remembers.

The complete Philippine law library - free for everyone.

More than 100,000 Supreme Court decisions, Republic Acts, and executive issuances - full-text searchable, browsable by category and year, and always free. No paywall, no login. This PDF came from it.

Audio case-brief lectures.

Any decision becomes a podcast-style lecture - facts, issues, ruling, and doctrine - with read-along highlighting and a hands-free presentation mode. Study while commuting, working out, or resting your eyes.

Bar review built on the science of memory.

Complete, sequenced courses for all eight bar subjects, narrated like podcasts and reinforced with retrieval practice and spaced review - the study techniques with the strongest evidence behind them.

The full law-school curriculum.

One subscription unlocks the entire J.D. curriculum - every subject, every lesson, with your progress tracked down to the paragraph so you can pick up exactly where you left off, on any device.

Mock exams that tell you where you stand.

Timed multiple-choice exams graded instantly, with per-subject score breakdowns and focus suggestions that point you at your weakest topics first.

A study planner that keeps you on pace.

Set your schedule and BATAS tells you every day whether you are on track for bar day - and exactly which lesson to take next.

Start free at <https://batas.org>

The law library is free forever - and your first lesson is one click away.

The text of this document is an official public record and remains in the public domain. Formatting, presentation, and compilation © 2026 batas.org.

Downloaded free from the batas.org Law Library. Share it freely - the library is free for every law student, bar reviewee, and practitioner.