GUIDELINES ON THE STANDARDIZATION OF CERTIFICATE OF REGISTRATION

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The Authority hereby promulgates the following Circular pursuant to Section 3 (m & o) of RA 6939.

SECTION 1. Scope – These Guidelines shall cover the replacement of certificate of registration issued to NEWLY REGISTERED cooperative from March 23, 2009 until the implementation of the computerized registration system.

SECTION 2. Purpose – This Circular is issued purposely to standardize the contents and features of the Certificate of Registration issued to newly registered cooperatives in preparation to the upcoming implementation of computerized registration system.

SECTION 3. Definition - The following definitions shall govern in the uniform interpretation of these guidelines:

a. Registration – is the operative act of the Authority confirming the juridical personality of duly registered cooperative with the Authority through the issuance of a certificate of registration under its seal.
b. Certificate of Registration (CoR) – a document evidencing the due execution of registration of the juridical personality of a cooperative.
c. Newly Registered Cooperative – a cooperative registered with the Authority from March 23, 2009, pursuant to the provisions of RA 9520.

SECTION 4. Responsibility – The Registration Division Chief and all Extension Office Director shall ensure that newly registered cooperatives covered by this Circular are issued a new CoR and the previously issued CoR are retrieved accordingly.

SECTION 5. Retrieval Period of Previously Issued Certificate of Registration - All cooperatives concerned shall surrender the previously issued certificate of registration to the Registration Division or Extension Office concerned starting October 1, 2010 to December 3, 2010.

The Registration Division or Extension Office concerned shall automatically issue the new CoR upon surrender of the previously issued CoR.

SECTION 6. Notice to Concerned Cooperative – The Registration Division and all Extension Offices shall notify all concerned cooperatives to ensure compliance with this Circular.

SECTION 7. Effectivity – These Guidelines shall take effect fifteen (15) days from approval of the Board of Administrators and submission of copy hereof to the Office of the National Administrative Register (ONAR).

(SGD.) LECIRA V. JUAREZ
Chairperson

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