NATIONAL ADMINISTRATIVE REGISTER · JULY 20, 2010

GUIDELINES ON COOPERATIVE NAME RESERVATION

CDA MEMORANDUM CIRCULAR NO. 2010-04, July 20, 2010

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Pursuant to the provisions under Article 9, paragraph 1 of Republic Act 9520, otherwise known as Philippine Cooperative Code of 2008 and Section 3 (j) of RA 6939 ... the Authority hereby issues the following Guidelines on the subject.

SECTION 1. Scope - These guidelines shall govern reservation of cooperative name prior to the registration of new cooperatives and amendment of name for existing cooperatives with the Authority.

SECTION 2. Submission of Cooperative Name Reservation Request Form (CNRRF) – The CNRRF (Annex A[*]) shall be submitted either to CDA Central Office or any of its

Extension Offices nationwide through any of the following:

2.a. Personal
2.b. Postal Mail/Courier
2.c. Electronic Mail
2.d. Fax Transmission

The request for cooperative name reservation shall not be processed unless payment is received by the Authority.

SECTION 3.Issuance of Reservation Notice - The Central Office or any Extension Office can accept and process CNRRF. The Senior CDS assigned in the Registration Division/Registration Unit in the EO shall issue a computer generated Cooperative Name Reservation Notice (CNRN) (Annex “B”[*]) to the applicant regardless of the principal office of the cooperative.

SECTION 4. Reservation Fee - The applicant has the option to choose from the following period to reserve their proposed names with the corresponding reservation fees, to wit:

Reservation Period Fees

Thirty (30) calendar days P100.00

Sixty (60) calendar days P200.00

Ninety (90) calendar days P300.00

SECTION 5. Extension of Reservation Period - A thirty day extension of reservation period may be allowed provided that the applicant pays the One hundred Pesos (P100) fee for every extension. However, any single or multiple extensions shall not exceed a total of ninety (90) days reservation period from date of original reservation. Hence, no extension shall be allowed for approved ninety (90) days reservation.

An application for extension of cooperative name reservation shall be filed on or before the expiration of the valid reservation.

SECTION 6. Preferential Right over Reserved Cooperative Name – The applicant shall have the right over the

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reserved name during the approved reservation period including its extension. Otherwise, the reserved name shall be made available to other applicants.

SECTION 7. Validity Period – All reserved names shall be valid in accordance with the period specified in the CNRN.

SECTION 8. Cooperative Name Reservation Request Form (CNRRF) - CNRRF can be downloaded from the CDA website and shall be made available in all CDA Offices nationwide.

SECTION 9. Cooperative Names – No cooperative name shall be allowed by the Authority if the proposed name is identical or deceptively or confusingly similar to that of any existing cooperative, contrary to public policy, moral and existing laws.

The proposed cooperative name shall incorporate the word “cooperative” and specifying the type in accordance with the economic activity.

The use of “development”, integrated”, “incorporated”, or other similar connotation shall not be allowed.

SECTION 10. Cooperative Name Reservation System - The authority shall develop and implement a computerized system to prevent duplication of cooperative names and to facilitate an effective and efficient process of Cooperative Name Reservation.

SECTION 11. Effectivity - This Circular shall take effect fifteen (15) days upon approval of the Board of Administrators and submission of the copy hereof to the Office of the National Administrative Register.

(SGD.) LECIRA V. JUAREZ
Chairperson

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[*]Text Available at Office of the National Administrative Register, U.P. Law Complex, Diliman,Quezon City.

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