

GUIDELINES FOR EXPRESS LANE REGISTRATION

Read online (full-text search, related cases, audio case brief): <https://batas.org/library/811fd7f220dc/>

In line with the present trends, and the needs of the general public for a better, more efficient and effective method of the registration of cooperatives, the Cooperative Development Authority, through its Board of Administrators, herein adopts the Express Lane Registration of Cooperatives, as approved in BOA Resolution No. 03, s-2004 on January 9, 2004 and BOA Resolution No. 41, s-2004 on January 19, 2004, as quoted hereunder:

RESOLUTION NO. 03, S-2004

"RESOLVED, as it is hereby RESOLVED, to formally approve the adoption of the Express Lane Registration of Cooperatives with the CDA.

UNANIMOUSLY APPROVED."

RESOLUTION NO. 41, S-2004

"RESOLVED, as it is hereby RESOLVED, to approve the following items in connection with the creation of the Express Lane Registration of Cooperatives:

1. The Express Lane Registration Citizens' Guide;
2. Instructions - Express Lane Registration (For CDA Processor/Examiner Guide);
3. Express Lane Registration Forms (Sample Copy)
 - 3.1 Name Verification Slip
 - 3.2 Articles of Cooperation
 - 3.3 By-laws
 - 3.4 Treasurer's Affidavit
 - 3.5 Undertaking to Change Cooperative Name
 - 3.6 Undertaking to Submit Reportorial Requirements
 - 3.7 Notes to Articles of Cooperation
 - 3.8 Economic Survey

4. Pre-Membership Education Seminar Certificate (from duly accredited institutions or CDA Regional/Provincial Offices)

UNANIMOUSLY APPROVED."

SECTION 1. Scope and Coverage - These guidelines for the efficient and effective manner of registration shall apply only to the registration of primary cooperatives whose members opt to use the Express Lane Registration. Only selected primary cooperatives, such as credit, consumers, production, marketing, service and multi-purpose, shall undergo such registration. Other cooperatives shall undergo the regular registration of cooperatives.

SECTION 2. Documents Required. - Applicant cooperatives shall submit the following documents to the CDA Extension Office having jurisdiction over the official address of the cooperative for evaluation and review:

- One (1) copy of the Name Verification Slip;
- Four (4) copies of each of the following Express Lane Registration Forms (pro-forma):

Form 1 - Articles of Cooperation;
Form 2 - By-laws;
Form 3 - Treasurer's Affidavit;
Form 4 - Undertaking to Change Name;
Form 5 - Undertaking to Submit Reportorial Requirements;
Form 6 - Notes to the Articles of Cooperation; and
Form 7 - Economic Survey

The Officer-in-Charge of registration in the Extension Office shall see to it that the documents are complete and in order. Once found to be complete and in order, and after the payment of the corresponding filing fees, the Registration Unit shall issue the corresponding Certificate of Registration within two (2) hours from the time the documents have been found to be complete and in order.

Representatives of the applicant-cooperatives are reminded that any statement contained in the documents required for registration which is subsequently found to be false and/or misleading shall subject the cooperative to the cancellation of the issued Certificate of Registration.

SECTION 3. Membership and Share Capital Contributions - Cooperatives who are availing of Express Lane Registration shall be opened to regular membership only, and consequently, only common share capital shall be received by the cooperative.

SECTION 4. Capitalization Requirements - For purposes of registration, the cooperative shall ensure that at least twenty-five per cent (25%) of the authorized share capital of the cooperative shall be subscribed by the registering members, and that at least twenty-five per cent (25%) of the subscribed share capital shall be paid to the treasurer in cash; Provided, That in no case shall the paid-up share capital of the cooperative be less than Two Thousand Pesos (PhP 2,000.00).

SECTION 5. Fees - Any applicant cooperative shall pay the following fees in connection with Express Lane Registration:

1. Name Verification/Reservation Fee Thirty Pesos (PhP 30.00) per allowed name with a validity of thirty (30) days.
2. Registration Fee One-tenth (1/10) of one percent (1%) of the authorized share capital but not lower than One Thousand Pesos (PhP1, 000.00)

SECTION 6. Effectivity. - This Memorandum Circular shall be effective upon its approval, and shall remain in force and effect until the Circular shall have been modified, amended or repealed by the competent Authority.

Adopted: 9 Feb. 2004

(SGD.) RUBEN M. CONTI
Chairman

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.