GUIDELINES FOR THE RE-REGISTRATION OF COOPERATIVES

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Pursuant to Article 144 of RA 9520, otherwise known as the "Philippine Cooperative Code of 2008", the Cooperative Development Authority hereby adopts and promulgates the following Guidelines for the RE-REGISTRATION of cooperatives.

SECTION 1. Scope - This Guideline shall cover the RE-REGISTRATION of all registered and confirmed cooperatives with the Authority regardless of types and categories in compliance with RA 9520. Cooperatives that have been cancelled or ordered dissolved are disqualified.

SECTION 2. Period to Re-register - The Re-registration shall start immediately upon the effectivity of this Guideline and ends on March 23, 2010.

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

a. Re-Registration – is the operative act of the Authority confirming the juridical personality of registered and confirmed cooperatives with the Authority through the issuance of new certificate of registration under its seal and in compliance with Article 144 of RA 9520.

b. Certificate of Registration - A new document evidencing the due execution of re-registration confirming the juridical personality of an existing cooperative.

c. Deemed Registered – a cooperative is registered with the Authority pursuant to Article 144 of RA 9520 after complying with all requirements prescribed under Section 4 hereof.

d. Deemed Cancelled - The legal existence and juridical personality of a cooperative is automatically terminated and all its powers, functions, rights, privileges granted to such cooperative are extinguished for failure to re-register.

SECTION 4. Requirements

All qualified registered and confirmed cooperatives shall submit the following documents to the nearest Extension Office of the Authority, to wit:

1) photocopy of certificate of registration or certificate of confirmation including certificate of amendment/s if applicable;

2) photocopy of registered articles of cooperation including registered amendment/s;

3) photocopy of registered by-laws including registered amendments; and

4) original copy of latest (2008) audited financial statements

5) Registration Fee of Php200.00

SECTION 5. Venue for Re-Registration - All application for Re-Registration of primary and secondary cooperatives shall be filed at the concerned CDA Extension Office (EO) where the cooperative was registered. Tertiary and special types of cooperatives shall file their application at CDA Central Office.

However, cooperative that has officially transferred its operation and principal office to another region shall re-register in the EO that has jurisdiction over their present principal office address.

SECTION 6. Procedure

1. For cooperatives with on-line access:

a. Initially, the applicant cooperative files application for re-registration through on-line. (Internet) by accessing COOP RE-REGISTRATION BOX at CDA Website, www.cda.gov.ph.

b. The Cooperative Identification Number (CIN) issued to cooperative shall serve as username to access the application form.

c. The cooperative shall fill up the necessary information required in the application form.

d. After completing the application form, click the submit button to print the checklist of documents to be submitted to the concerned CDA Extension Office. Specific instructions on what steps to be done are also written in the checklist.

e. Finally, the applicant shall submit the required documents together with the checklist printed on-line to the concerned CDA Extension Office.

2. For cooperatives without on-line access:

a. Applicant cooperative shall proceed to their affiliated union or federation or nearest National Electronic Registration Business Action Center (NERBAC), which can be found in the strategic location in the regions for assistance. Otherwise, applicant cooperative may proceed to concerned CDA Extension Office for assistance.

b. The assisting officer shall file application for re-registration through on-line (Internet) by accessing COOP RE-REGISTRATION BOX at CDA Website, www.cda.gov.ph;

c. The Cooperative Identification Number (CIN) issued to cooperative shall serve as username to access the application form.

d. Encode/fill up the necessary information required in the application form.

e. After completing the application form, click the submit button to print the checklist of documents to be submitted to the concerned CDA Extension Office. Specific instructions on what steps to be done are also written in the checklist.

f. Finally, the applicant shall submit the required documents together with the checklist printed on-line to the concerned CDA Extension Office.

SECTION 7. Non-Operating Cooperatives - Cooperatives classified as non-operating are advised to proceed immediately to the concerned CDA Extension Office for evaluation of their status.

SECTION 8. Issuance of new Certificate of Registration - There shall be an officially designed Certificate of Registration to be issued to re-registering cooperatives nationwide.

SECTION 9. Cancellation of Certificate of Registration - All registered and confirmed cooperatives under RA 6938 that have failed to re-register pursuant to this Guideline shall be deemed cancelled after the expiration of the prescribed period to re-register.

SECTION 10. Information Campaign - All CDA Extension Offices shall utilize the tri-media communications to ensure that all concerned cooperatives are aware of these re-registration requirements.

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The Cooperative Research Information and Training Division (CRITD) shall prepare appropriate information materials to promote the re-registration of cooperatives.

SECTION 11. Effectivity – These Guidelines shall take effect fifteen (15) days from submission of copy hereof to the Office of the National Administrative Register (ONAR).

Adopted: 23 March 2009

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Chairperson

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