NATIONAL ADMINISTRATIVE REGISTER · OCTOBER 20, 1992

ISSUANCE OF CERTIFICATE OF GOOD STANDING

CDA MEMORANDUM CIRCULAR NO. 92-012, October 20, 1992

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SECTION 1. Requirements for the Issuance of Certificate of Good Standing — No Certificate of Good Standing shall be issued to any duly registered or confirmed cooperative unless it has complied with the following requirements:

1. Letter-application signed by the Chairman or authorized officer of the cooperative, stating the reason for such certificate;

2. Annual Report of the preceding year together with the audited Financial Statements;

3. Copy of the up-to-date bonding of the accountable officers/employees of the cooperative;

4. Minutes of the latest General Assembly Meeting and the results of election of directors; and

5. Certification that the cooperative has no pending case with the Cooperative Development Authority (CDA) as certified by the Legal Officer of the Extension Office and/or Legal Division of the CDA Central Office.

SECTION 2. Terms of the Certification — The Certificate of Good Standing shall be valid for a period of one year from the date of its issuance unless sooner revoked by the CDA for non-compliance with the R.A. 6938 and 6939, Implementing Rules and Regulations and other pertinent laws or circulars, Provided, however, that the Certificate shall also include the purpose for which it is to be used.

SECTION 3. Jurisdiction of the Central Office and Extension Offices — The Area Cooperative Director shall have authority to issue a Certificate of Good Standing upon compliance with Sec. 1 hereof to cooperatives located within the Extension Offices' area of jurisdiction.

Provided, however, that cooperatives in the inter-regional or national level and specialized cooperatives such as cooperative insurance, cooperative banks, electric cooperatives etc., the Certificate of Good Standing shall be issued by the Central Office through the Legal Division.

Provided, finally, that a Certificate of Good Standing required for the purpose of importations shall be issued only by the Central Office through the Legal Division in accordance with DOF-CDA Joint Circular No. 1-90.

SECTION 4. Monthly Reports on the Issuance of the Certificate of Good Standing — As such, a monthly report of the issuance of the Certificates of Good Standing shall be submitted to the Legal Division-Central Office, not later than the 10th day of the following month.

Provided, finally, That the monthly report shall be in accordance with the attached report (see below) format for the uniformity of the needed data.

This Circular shall take effect immediately.

Adopted: 20 Oct. 1992

(Sgd.) VICENTE U. QUINTANA

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Acting Chairman

INSTRUCTION ON FILLING UP A
CERTIFICATE OF GOOD STANDING

WRITE DOWN THE FOLLOWING IN THEIR APPROPRIATE SPACES IN THE CERTIFICATE:

1. Three-letter abbreviation of office, the abbreviation of Certificate of Good Standing (CGS) together with current number of certificate issued.

Ex. CAR - CGS-005

TUG - CGS-010

KID - CGS-115

2. The complete name of cooperative.

3. The complete address as stated in the Articles of cooperation. If address is different, the Articles should be amended accordingly.

4. The Registration/Confirmation Number.

5. The date of registration/confirmation of cooperative.

6. The CDA office where such registration/confirmation was made.

7. The amount of net surplus net of statutory reserve as stated in the Annual Report.

8. The total number of members culled from the Annual Report.

9. The purpose of the CGS as stated in the letter application.

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10. The place of issuance.

11. The date of such issuance.

12. The name and signature of the Director making the issuance.

CGS No. _____(1)_____

CERTIFICATE OF GOOD STANDING

GREETINGS:

This is to certify that _____(2)_____ with office address at _____(3)_____ is registered with the Cooperative Development Authority under the provisions of Republic Act No. 69388, otherwise known as the Cooperative Code of the Philippines, with Registration No. ____(4)____ issued on _____(5)_____ at _____(6)_____. It is at present a cooperative in good standing having submitted the required documents for the preceding year and has no pending administrative case with the Authority. For the preceding year, it had net surplus of _____(7)_____ which was divided among _____ members.

This certification has been issued upon the request of its Chairman/President for the purpose of _____(9)_____ and is valid for a period of one (1) year from the date of its issuance. _____(10)_____, _____(11)_____ 199__.

_____(12)_____

Area Director

OFFICE _____
FOR THE MONTH OF _____

Monthly Report on the Issuance of the
Certificate of Good Standing

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DATE OF
ISSUE

CGS
NO.

NAME AND
ADDRESS

PURPOSE
OF ISSUANCE

TYPE OF
COOPERATIVE

EXPIRY
DATE

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Summary:

Total Number of CGS issued ____

Break-down of CGS issued ____

Credit Cooperative ____

Consumer Cooperative ____

Producer Cooperative ____

Marketing Cooperative ____

Service Cooperative ____

Multi-Purpose Cooperative ____

Union ____

Federation ____

Total ____

Prepared by:

_____

Noted by

_____

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