



**Republic of the Philippines  
Cooperative Development Authority  
Quezon Avenue, Quezon City**

Please fill up all spaces. Indicate N.A. if not applicable

1. Date: \_\_\_\_\_

VERIFICATION/RESERVATION REQUEST

2. Please check appropriate box.

<input type="checkbox"/> Verification only – new transaction (with automatic reservation for 30 days) <input type="checkbox"/> Reservation (60 days from verification date) <input type="checkbox"/> Extension of reservation period (90 days from verification date) <input type="checkbox"/> Others: _____	<input type="checkbox"/> Reissuance of certificate Original certificate lost: <input type="checkbox"/> Within 30 day automatic reservation period <input type="checkbox"/> With requested reservation period Date : _____
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3. Proposed Name (PRINT)

Pref 1 \_\_\_\_\_  
 Pref 2 \_\_\_\_\_  
 Pref 3 \_\_\_\_\_

4. Former Name (if any)

\_\_\_\_\_

5. Acronym in proposed name, if any, stands for

\_\_\_\_\_

6. Nature of Business

\_\_\_\_\_

7. Principal Office Address

\_\_\_\_\_

8. Business Office Address

\_\_\_\_\_

9. Printed Name: \_\_\_\_\_

10. Signature: \_\_\_\_\_

PROCEDURE FOR VERIFICATION AND RESERVATION

1. Secure and fill-up Verification/Reservation Request form as follows

Row No. \_\_\_\_\_

- |                                 |  |                   |  |                      |  |                              |  |                                 |   |        |                                    |
|---------------------------------|--|-------------------|--|----------------------|--|------------------------------|--|---------------------------------|---|--------|------------------------------------|
| 1                               | Write the date of the request for verification/reservation   |                   |  |                      |  |                              |  |                                 |   |        |                                    |
| 2                               | Indicate the purpose of the request by checking the appropriate box. The boxes are defined as follows:   |                   |  |                      |  |                              |  |                                 |   |        |                                    |
|                                 | <table border="0"> <tr> <td>Verification only</td> <td>First time verification of proposed names (with automatic reservation period of 30 days)</td> </tr> <tr> <td>Re-issuance of cert.</td> <td>Proposed name was already verified but the Verification Certificate was lost Within the reservation period<br/>A re-issuance of the certificate requested</td> </tr> <tr> <td>Reservation of verified name</td> <td>Reserving the proposed name for 60 days from verification date</td> </tr> <tr> <td>Extension of reservation period</td> <td>Modification of reservation period from 60 to 90 days from verification date.</td> </tr> <tr> <td>Others</td> <td>Other transaction not stated above</td> </tr> </table> | Verification only | First time verification of proposed names (with automatic reservation period of 30 days) | Re-issuance of cert. | Proposed name was already verified but the Verification Certificate was lost Within the reservation period<br>A re-issuance of the certificate requested | Reservation of verified name | Reserving the proposed name for 60 days from verification date | Extension of reservation period | Modification of reservation period from 60 to 90 days from verification date. | Others | Other transaction not stated above |
| Verification only               | First time verification of proposed names (with automatic reservation period of 30 days)   |                   |  |                      |  |                              |  |                                 |   |        |                                    |
| Re-issuance of cert.            | Proposed name was already verified but the Verification Certificate was lost Within the reservation period<br>A re-issuance of the certificate requested   |                   |  |                      |  |                              |  |                                 |   |        |                                    |
| Reservation of verified name    | Reserving the proposed name for 60 days from verification date   |                   |  |                      |  |                              |  |                                 |   |        |                                    |
| Extension of reservation period | Modification of reservation period from 60 to 90 days from verification date.  |                   |  |                      |  |                              |  |                                 |   |        |                                    |
| Others                          | Other transaction not stated above   |                   |  |                      |  |                              |  |                                 |   |        |                                    |
| 3                               | Indicate the proposed name to be verified  |                   |  |                      |  |                              |  |                                 |   |        |                                    |
| 4                               | Write down the former name of the applicant cooperative, if any.   |                   |  |                      |  |                              |  |                                 |   |        |                                    |
| 5                               | If the proposed name has an acronym indicate what it stands for or its meaning.  |                   |  |                      |  |                              |  |                                 |   |        |                                    |
| 6                               | Indicate the nature of business the applicant co-op wishes to engage in.   |                   |  |                      |  |                              |  |                                 |   |        |                                    |
| 7                               | Write the address of the principal office where major business transactions shall be conducted .   |                   |  |                      |  |                              |  |                                 |   |        |                                    |
| 8                               | Write the business office address.   |                   |  |                      |  |                              |  |                                 |   |        |                                    |
| 9                               | Sign over printed name of the person requesting for verification/reservation   |                   |  |                      |  |                              |  |                                 |   |        |                                    |

- Pay reservation fee at the cashier.
- Submit accomplished form to the Name Verification counter.
- Requests with legal issues shall be referred to the Legal Division for disposition.
- Submit Verification Certificate together with registration documents.