

What are the categories of cooperative?

Cooperatives are categorized according to membership and territorial consideration as follows:

- (a) In terms of membership, cooperative are categorized into:
 - (i) **Primary.** The members of which are natural persons;
 - (ii) **Secondary.** The members of which are primaries; and
 - (iii) **Tertiary.** The members of which are secondary cooperatives; and
- (b) In terms of territory, cooperatives are categorized according to areas of operations which may or may not coincide with the political subdivisions of the country.

What are the requirements for the organization and registration of a primary cooperative?

1. At least fifteen (15) or more members who are Filipino citizens of legal age with common bond of interest and are actually residing or working in the intended area of operation;
2. Completed a Pre-Registration Seminar (PRS)
3. Capital Requirements:
 - At least twenty five percent (25%) of the authorized share capital shall be subscribed by the members and at least twenty five percent (25%) of the subscribed share capital shall be paid by the members prior to registration;
 - The paid up capital of not less than Fifteen Thousand Pesos (P15,000.00) except for multipurpose cooperative which should have at least One Hundred Thousand (P100,000.00) or as required by the feasibility study whichever is higher.
 - In the case of Transport Cooperatives, capital requirements shall be in accordance with Rule V Section 5 of IRR, RA9520.
4. Registration Requirements:
 - Economic Survey
 - Articles of Cooperation and the approved By-Laws:
 - All original;
 - The Articles of Cooperation shall be signed by all the cooperators on each and every page; and
 - The By-Laws shall be signed by at least majority of the members on the adoption page.
 - Treasurer's Affidavit;
 - Surety Bonds of Accountable Officers;
 - Certificate of Pre Registration Seminar (PRS);
 - Registration Fee.

Other Specific Requirements for each type of cooperative:

Multi-Purpose Cooperative

- Detailed feasibility study; and
- Undertaking to maintain separate books of accounts for each business activity

Agrarian Reform Beneficiaries Cooperative

- Mother CLOA in case of plantation based ARBs; and
- Written verification from Department of Agrarian Reform (DAR) to the effect that the cooperative organization is needed and desired by the beneficiaries, economically viable, at least majority of the members are agrarian reform beneficiaries.

Housing Cooperative

- Copy of the Pre-Feasibility Study of the housing projects undertaking certified as reviewed by National Housing Authority (NHA)



Transport Cooperative

- Certification of Cooperative Education and Transport Operation Seminar (CETOS) by Office of Transport Cooperatives (OTC)
- Favorable endorsement by OTC



Water Service Cooperative

- Proof of Land Ownership



Professional Service Cooperative

- Favorable endorsement from the Governing Board of the respective profession;
- Tax Identification numbers of all cooperators; and
- Photocopy of valid individual Professional License of all members



Labor Service Cooperative

- Cooperators/Members' Profile and
- Tax Identification numbers of all cooperators



Health Service Cooperative

- Favorable endorsement/written certification from concerned health related professional regulatory board attesting to the fact that the concerned health related profession is not prohibited from forming a cooperative for the purpose of engaging in the subject undertaking;
- Tax Identification numbers of all cooperators; and
- Detailed Feasibility Study (expressly mentioning whether the undertaking is primary, secondary or tertiary level hospital, diagnostic center, spa, and wellness center, home for the aged, lying in, drop-off center, etc. and specifying the financial, technical including architectural, plans, etc.)



Small Scale Mining Cooperative

- Certification from Mines Geo-Science Bureau Regional Office that the members are licensed miners if the area of business operation is within the Peoples Small-Scale Mining Area; and
- Tax Identification numbers of all cooperators.



What are the schedule of fees and charges?

A. Name Reservation (Pre-Registration)

- a1. Thirty (30) calendar days P100.00
- a2. Sixty (60) calendars days P200.00
- a3. Ninety (90) calendar days P300.00

B. Initial Registration

The initial registration fee to be imposed shall be 1/10 of 1% of the paid-up capital or the basic fee whichever is higher:

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|---|------------|
| b1. Primary Co-ops | Php 500.00 |
| b2. Secondary Co-ops | 2,000.00 |
| b3. Tertiary Co-ops | 3,000.00 |
| b4. Laboratory Co-ops (Recognition Fee) | 50.00 |

C. Amendments

- | | |
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| c1. On specific provisions | P300.00 |
| c2. By Substitution | 300.00 |
| c3. On the increase capital | 1/10 Of 1% of the increased paid -up share capital |

D. Merger Php 400.00, if there is increase in capital apply c3

E. Consolidation apply B above, if applicable

F. Division apply B above, if applicable

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