



Memorandum Circular No. 2012-16
 Series of 2012

Subject : POLICY GUIDELINES PRESCRIBING THE MINIMUM INFORMATION IN THE MEMBERSHIP REGISTRY OF COOPERATIVES

Date : June 11, 2012

Pursuant to the powers vested to the Authority by Republic Act No. 6939, and Article 52 of RA 9520, the Cooperative Development Authority promulgates these guidelines in setting up and maintenance of the registry of members.

Section 1. TITLE

These guidelines shall be known as “Policy Guidelines prescribing the minimum information in the Membership Registry of cooperatives”.

Section 2. Statement of Policy and Objectives

The Cooperative Development Authority is constitutionally mandated to promote the growth and viability of cooperatives as instrument of social justice and economic development. It recognizes the role of cooperative in the social and economic betterment of members, operate and run business enterprises based on mutual needs, aspiration and cultural requirements.

Section 3. Legal Basis

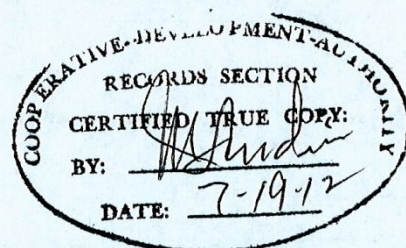
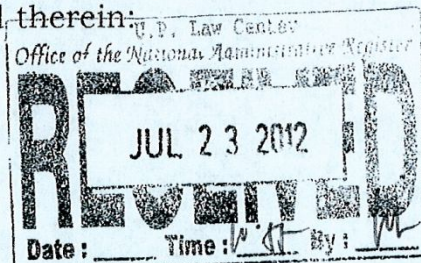
This guideline is anchored on the following provisions of the Law:

Article 52 (d) of RA 9520 “Books to be kept”

(d) A register of members;

Article 54. RA 9520. Register of members as prima facie evidence

“Any register or list of members or shares kept by any registered Cooperative shall be prima facie evidence of the following entered therein:



- a) The date on which the name of any person was entered in such Register or list as members; and
- b) The date on which any such person ceased to be a member.”

Section 4. Coverage

This circular shall apply to all cooperatives registered with the Authority.

Section 5. Definition of Terms.

As used in this circular, the following terms shall be defined as:

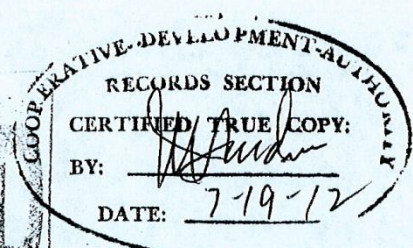
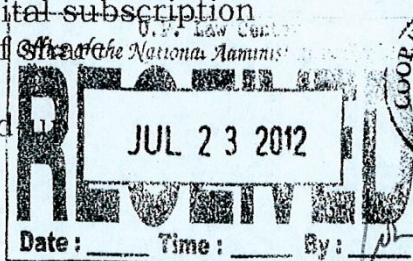
- (a) Cooperative - shall refer to an autonomous and duly registered association of persons with common bond of interest, who have voluntarily joined together to achieved their social, economic and cultural needs and aspirations by making equitable contribution to the capital required, patronizing their products and services and accepting a fair share of the risk and benefits of the undertaking in accordance with universally accepted cooperative principles.
- (b) Registry of members – shall refer to the directory of membership of a cooperative, containing basic information pertaining to members. Member – shall refer to a person either natural or juridical who, adhering to the principles set forth in the Philippine Cooperative Code of 2008 and in the articles of cooperation, has been admitted by the cooperative as member.
- (c) Authority – refers to the Cooperative Development Authority;

Section 6. Prescribed Minimum information

Setting-up, maintenance and up-keep of the registry of members shall entail the gathering of basic information pertaining to the members of the cooperative. For this purpose, all cooperatives are required to incorporate in their registry the following information:

- A. Name of Member
- B. Membership Number
- C. TIN (Tax Identification Number)

- I. Information on Membership upon acceptance
 - a) Date Accepted
 - b) BOD Resolution number
 - c) Type/Kind of membership
 - d) Initial capital subscription
 - 1. Number of Shares
 - 2. Amount
 - 3. Initial paid up

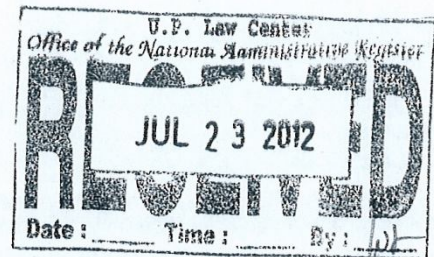


II. Member's Profile

- a) Address
- b) Date of Birth
- c) Age
- d) Gender
- e) Civil Status
- f) Highest educational attainment
- g) Occupation/income source
- h) Number of dependents
- i) Religion/social affiliation
- j) Annual income

III. Termination of Membership

1. BOD resolution number
2. Date



Section 7. Updating of Members' Registry

Entries in the members' registry shall be up-dated regularly in accordance with the policy as promulgated by the Board of Director.

Section 8. Transitory Provisions.

All registered cooperatives are given one (1) year to comply with these guidelines. For new cooperatives registered after the promulgation of this rule shall adhere to the inclusion of the required information in their registry of member upon commencement of their business operation.

Section 9. Effectivity.

These guidelines shall take effect upon the approval of the CDA Board of Administrators and fifteen (15) days after filing with the Office of National Administrative Registry (ONAR).

Section 10. Separability Clause.

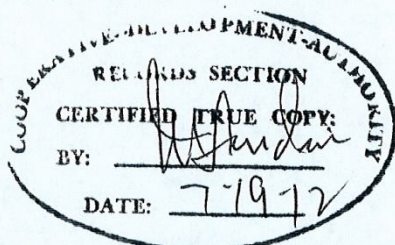
If any provision of these guidelines is declared null and void or unconstitutional, the other provisions not affected thereby shall continue to be in force and effect.

Approved by the Board of Administrators pursuant to Res. No. 153, s-2012 dated June 11, 2012.

For the Board of Administrators

By:


EMMANUEL M. SANTIAGUEL, PhD.
Chairman





**EXCERPTS FROM THE
MINUTES OF REGULAR MEETING
OF THE CDA BOARD OF ADMINISTRATORS HELD ON JUNE 11, 2012
6/F CDA Board Room 827 Aurora Boulevard, Bgy. Immaculate Conception, Cubao, Q.C.**

PRESENT:

Hon. Emmanuel M. Santiaguél, Ph.D.	- Chairman/Presiding Officer
Hon. Felicitas S. Acosido, Ph. D.	- Administrator
Hon. Nelson B. Alindogan	- Administrator
Hon. Manuel C. Lapeña	- Administrator
Hon. Paisalin P.D. Tago	- Administrator

ALSO PRESENT:

Dir. Orlando R. Ravanera	- Acting Executive Director
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RESOLUTION NO. 153, s-2012

Upon motion of Adm. Felicitas S. Acosido, duly seconded by Adm. Paisalin P.D. Tago, be it **RESOLVED** as it is hereby **RESOLVED** to *approve the Policy Guidelines Prescribing the Minimum Information in the Membership Registry of Cooperatives.*

APPROVED.

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This is to certify that the foregoing is true and correct from the minutes of the CDA Board of Administrators' Regular Meeting.

Mary Grace I. Cinco
MARY GRACE I. CINCO
Acting Board Secretary IV

ATTESTED:

Emmanuel M. Santiaguél
EMMANUEL M. SANTIAGUEL, Ph.D.
Chairman

