



Office of the President of the Philippines
COOPERATIVE DEVELOPMENT AUTHORITY
Department of Finance



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Central Office

827 Aurora Blvd., Service Road, Brgy. Immaculate Conception, 1111 Cubao, Quezon City, Philippines

MEMORANDUM CIRCULAR NO. 2016-02
Series of 2016

TO : All Concerned

SUBJECT : AMENDMENT TO MC NO. 2015-01 ON THE REVISED
GUIDELINES GOVERNING THE REGISTRATION OF
COOPERATIVES.

DATE : May 17, 2016

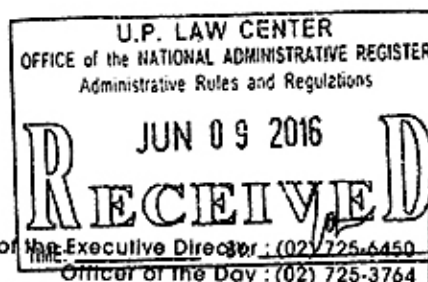
The following Section of Article VIII of the above-mentioned Guidelines is hereby amended to read as follows:

Section 4. Registration Requirements. The following documents shall be submitted to the Authority in Four (4) copies except 4.6.

- 4.1. Economic Survey;
- 4.2. Articles of Cooperation and the approved By-laws;
 - 4.2.1. All original;
 - 4.2.2. The Articles of Cooperation shall be signed by all the Cooperators on each page and every page; and
 - 4.2.3. The By-laws shall be signed by at least majority of the members on the adoption page.
- 4.3. Treasurer's Affidavit;
- 4.4. Surety Bonds of accountable officers;
- 4.5. Certificate of Pre-Membership Seminar (PMES) signed by CDA
PMES TEAM
- 4.6. Registration Fee.

All previous circulars and/or guidelines issued by the Authority which are inconsistent with this guideline are hereby repealed or modified accordingly.

This guideline shall become effective upon its approval by the Board of Administrators and fifteen (15) days after registration with the Office of the National Administrative Register (ONAR).



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Approved by the CDA Board of Administrators on May 17, 2016 per BOA Resolution No. **18f**-2016.

By The Board of Administrators:


ORLANDO R. RAVANERA
Chairman *NKH*

U.P. LAW CENTER
OFFICE of the NATIONAL ADMINISTRATIVE REGISTER
Administrative Rules and Regulations
JUN 09 2016
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827 Aurora Blvd., Service Road, Brgy. Immaculate Conception, 1111 Cubao, Quezon City, Philippines

June 3, 2016

ATTY. FLORDELIZA C. VARGAS-TRINIDAD

Director
 Office of the National Administrative Register (ONAR)
 University of the Philippines Law Center
 Room 208, 2/F Bocobo Hall, UP Law Center
 Diliman, Quezon City

Madam:

In compliance with the directive under the Administrative Code of 1987 requiring all agencies of the Philippine Government to file with the ONAR their Administrative issuances, we respectfully submitting three (3) certified true copies of our Agency's Memorandum Circular No. 2016-02 dated May 17, 2016 re: "AMENDMENT TO MC NO. 2015-01 ON THE REVISED GUIDELINES GOVERNING THE REGISTRATION OF COOPERATIVES" for publication.

Also provided herewith is a copy of the above-mentioned Memorandum Circular in CD format and the corresponding payment for its publication.

Thank you and warm regards.

Very truly yours,



RAY R. ELEVAZO
 Executive Director

