



## COOPERATIVE DEVELOPMENT AUTHORITY

827 Aurora Blvd., Service Road, Brgy. Immaculate Conception, 1111 Cubao, Quezon City, Philippines  
http://www.cda.gov.ph helpdesk@cda.gov.ph CDA @CDAPhils PH Cooperatives



### ADVISORY

All cooperatives, except Credit Surety Fund Cooperatives may now submit the FY 2022 reports covering FY 2021 operations through the new system called Cooperative Assessment Information System (CAIS).

To submit , kindly follow the steps below

- 1 Visit CDA website, [www.cda.gov.ph](http://www.cda.gov.ph)
2. Under Online Services, click the **Cooperative Registration**

2.1 For cooperatives registered prior to September 1, 2020; click **Electronic Cooperative Registration Information System (E-CoopRIS)** for the updating of information of the cooperative, then click COOPERATIVE ASSESSMENT INFORMATION SYSTEM (CAIS); and

2.2 For cooperatives registered September 1, 2020 onwards, click COOPERATIVE ASSESSMENT INFORMATION SYSTEM (CAIS)

After a successful submission, the system's generated **Acknowledgement Receipt together with the original copy of the Audited Financial Statements (AFS)** shall be submitted **on or before April 30, 2022** to the CDA Head/Extension Office having jurisdiction to the cooperative.

Reports covering operations prior to FY2021 shall be submitted through the Cooperative Annual Progress Report Information System (CAPRIS) and Cooperative Annual Financial System (CAFSIS) in the CDA website.

For questions and clarifications, please email the Supervision and Examination Division/Section through the email address provided in this link: <https://cda.gov.ph/services/online-services/capris/>.

Thank you.

Signed this 30<sup>th</sup> day of March, 2022.

  
USEC JOSEPH B. ENCABO  
Chairman

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Management System  
ISO 9001:2015



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