



COOPERATIVE DEVELOPMENT AUTHORITY Region V Extension Office

Civic Center Compound Maria Cristina Street, Dayangdang Naga City, Bicol 4400
http://www.cda.gov.ph r5@cda.gov.ph https://www.facebook.com/cdanaga



REMINDER LETTER

January 15, 2024

THE BOARD OF DIRECTORS

Attention: The Chief Executive Officer/General Manager

Gentlemen/Mesdames:

Greetings!

Article 53 of RA 9520, otherwise known as the Philippine Cooperative Code of 2008 mandates all cooperatives to submit reports to the Cooperative Development Authority (CDA) within one hundred twenty (120) days from the end of the calendar year. Under the guidelines issued by the CDA, the following shall be submitted by the cooperatives:

FOR THE CALENDAR YEAR 2023

- Cooperative Annual Progress Report (CAPR) with the following attachments submitted online, to wit:
 - Audited Financial Statements by Certified External Auditor (CEA) submitted online and hard copy (original);
 - Social Audit Report;
 - Performance Audit Report which comprises of the Government and Management Audit Report, Financial Performance Standard or the S.T.E.P.S. and the Summary Audit Report;
 - List of Officers and Trainings Undertaken/Completed; and
 - Semi-annual report on mediation and conciliation as received by the Authority pursuant to EO 97.
- List of Members issued with Share Capital Certificate (Additional Report for Electric Cooperatives)

In adherence with the Department of Finance and Department of Trade and Industry Joint Administrative Order (JAO) No. 001-2023,



- For cooperatives with Certificate of Tax Exemption (CTE) - Annex A and Annex B - thru this Link FIRB Forms: <https://firb.gov.ph/download/firb-form-3003as-atir-and-abr-of-cooperatives-v2-2/?wpdmdl=3781&refresh=659b89c2a6db11704692162>.

ADDITIONAL REQUIREMENTS FOR NON-COMPLIANT

- Affidavit of Explanation (duly notarized)
- Previous year reports (2022 and 2021)
 - Cooperative Annual Progress Report (CAPR) with the following attachments submitted online thru CAIS
 - Audited Financial Statements by CEA submitted online (CAIS) and hard copy;
 - Social Audit Report;
 - Performance Audit Report which comprises of the Government and Management Audit Report, Financial Performance Standard or the S.T.E.P.S. and the Summary Audit Report;
 - List of Officers and Trainings Undertaken/Completed; and
 - Semi-annual report on mediation and conciliation as received by the Authority pursuant to EO 97.

The said 2023 reports shall be submitted online through the Cooperative Annual Information System (CAIS) in the CDA website <https://www.cda.gov.ph/> . The generated copy of the Acknowledgement receipt together with the original copy of Audited Financial Statements (AFS) and Annual Tax Incentive Report (ATIR) Annex A and Annual Benefits Report (ABR) Annex B together with the previous year reports shall be submitted to CDA Regional Office V located at Civic Center Comp, Naga City.

Failure to submit reports **on or before April 30, 2024** shall be a ground for the non-issuance of the Certificate of Compliance (COC), imposition of monetary fine of One Hundred Pesos (P100.00) per day of delay and revocation of the cooperative's Certificate of Registration (COR) .Further, non-submission of Annual Tax Incentives Report (Annex A) and Annual Benefits Report (ABR) Annex B shall be a ground of revocation of the Certificate of Tax Exemption (CTE) issued by the BIR pursuant to Joint Administrative Order No. 1-2019.

For inquiries and clarification, please contact 09171142842 at r5.ses@cda.gov.ph (tel. # or email address)

Thank you.

Cooperatively yours,



ATTY. EMILIO D. ESCUETA III

OIC - Regional Director