



Republic of the Philippines
OFFICE OF THE PRESIDENT
COOPERATIVE DEVELOPMENT AUTHORITY

June 16, 1995

MEMORANDUM CIRCULAR NO. 95-001

**T O : DIRECTOR, LRD
ALL AREA COOPERATIVE DIRECTOR
REGISTRATION DIVISION CHIEF
CONCERNED CDS II
COOPERATIVE ORGANIZERS AND PROMOTERS**

**SUBJECT: NON-ACCEPTANCE OF PHOTOCOPY DOCUMENTS FOR
REGISTRATION.**

As a rule, photocopied (xerox) documents are not accepted as legal documents unless they are duly certified to as to their authenticity. The very act of authentication however, is proof enough that indeed there exist original documents. Without proper authentication, photocopies are referred to in legal circle as "mere scraps of paper". Their non-acceptability stems from the fact that tampering done on documents are not readily noticeable in photocopied documents. Some types of photocopied documents easily fade and lose their legibility.

The articles of cooperation and by-laws submitted by applicants and duly registered by the Authority carry the force and effect of a contract not only among the cooperators but also with the government represented by the Authority. As the registering body which also acts as the government's custodian for cooperative records and documents it therefore behooves upon the Authority to prescribe the optimum standards for whatever documentary matters submitted to it for registration.

In view thereof, the Authority shall hereafter refrain from accepting for registration photocopied (xerox) articles of cooperation and by-laws, even if all signatures on them are original. Effective immediately only typewritten or computer printed documents shall be accepted. Further, each copy should be marked "original, duplicate, triplicate and quadruplicate" in order to facilitate distribution after registration.
For strict compliance.


EDNA E. ABERILLA
Chairperson

lrd:reg'n/xerox