DOCUMENTARY REQUIREMENTS - FOR FILING THE MOTION FOR RECONSIDERATION PURSUANT TO MEMORANDUM CIRCULAR NO. 2026- 09, SERIES OF 2026

- Verified Motion for Reconsideration specifically alleging the grounds relied upon.
- Minutes of General Assembly Meeting with Attendance Sheet duly approved by at least a majority vote of the members present and constituting a quorum authorizing the filing of the MR and the authorized signatory to the same.
- Proof of substantial compliance to the grounds of cancellation as indicated in the Show Cause Order and/or Deficiency Notice/s with an Affidavit of Undertaking that the deficiencies shall be completed within a period of forty-five (45) calendar days from filing of the MR.

  In the case of violation of Art. 53 (multiple years of non-submission of reports), only the preceding Fiscal Year's full annual report shall be required and all the comparative Audited Financial Statement. If there is a monetary penalty for the delay, only the payment of corresponding assessment for a maximum 1-year period shall be required;
- Proof of non-receipt of Show Cause Order or any other Orders relating to the cancellation of the Certificate of Registration, if applicable. If the Authority does not have any documentation showing the order was refused or returned due to failure to deliver (RTS), the cooperative may request from Philpost a Certification that no delivery has been made to that effect, and submit such Certification as proof.
- Proof of payment of Filing Fee of Three Hundred Pesos (P300.00) and assessed monetary penalties, if applicable.

FINDINGS:

RECOMMENDATION:

- Approved
- Disapproved

Evaluated by:

_____
Legal Staff

Date: _____

Approved by:

_____
Legal Officer

Date: _____