

2. Provide endorsement to the City Business Permits and Licensing Office (BPLO)

Registered Cooperatives in San Juan City are required to submit pertinent cooperative documents to the Cooperative Development Department and are issued an endorsement to proceed in processing their business permit with the City Business Permits and Licensing Office.

Office or Division:	Cooperative Development Office			
Classification:	Simple			
Type of Transaction:	Government to citizen			
Who may avail:	1. Cooperatives duly registered and recognized by the Cooperative Development Authority (CDA)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<p>For Newly Organized Cooperative: one (1) certified true photocopy of the following with stamped received by CDA.</p> <ol style="list-style-type: none"> 1. Certificate of Registration 2. Articles of Cooperation 3. By-Laws 4. Economic Survey 5. List of Members with capital share 6. Pre-Membership Education Seminar (PMES) Certificate 		<p>From the Cooperative Development Authority after they have approved your application as a duly organized cooperative with full authority to operate in the Philippines.</p>		
<p>For Existing Cooperatives: one (1) certified true photocopy of the following with stamped received by CDA.</p> <ol style="list-style-type: none"> 1. Certificate of Compliance 2. Cooperative Annual Performance Report (CAPR) 3. Governance and Management Performance Report 4. Social Audit Report 5. Audited Financial Statements 6. Report on Officers Training Attended 7. Conciliation and Mediation Bi-Annual Report 8. Certificate of Tax Exemption 		<p>Certified true copies from the Cooperative Development Authority after you have submitted these reports to them.</p> <p>Certified true copy from the Bureau of Internal Revenue (BIR)</p>		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Newly registered cooperatives submits one (1) photocopy of the requirements to the Cooperative	1.1 Checks completeness of documents submitted.	none	30 minutes 20 minutes	Cooperative Development Specialist (CDS) I or II or Cooperative Development Officer

Development Department	1.2 Prepares endorsement to Business Permits and Licensing Office (BPLO)			
1. Existing Cooperatives submits one (1) photocopy of the requirements to the Cooperative Development Department	1.1 Checks completeness of documents submitted 1.2 Prepared endorsement to the Business Permits and Licensing Office (BPLO)		30 minutes 20 minutes	Cooperative Development Specialist (CDS) I or II or Cooperative Development Officer
2. Submits endorsement along with Business Permits and Licensing Office (BPLO) requirements for Mayor's Permit to the BPLO				

END OF TRANSACTION: Transaction time: 50 Minutes