

## 1. Provide endorsement to the Cooperative Development Authority (CDA)

The Cooperative Development Department endorses the group who has complied with all the pre-requisites for registration with the Cooperative Development Authority.

<b>Office or Division:</b>	Cooperative Development Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Citizen			
<b>Who may avail:</b>	<ol style="list-style-type: none"> <li>Interested group of at least 15 persons with a common bond of interest whose operation will be in the City of San Juan</li> <li>Attended the Pre-Registration Seminar (PRS) at the Cooperative Development Authority-Manila Extension Office (CDA-MEO)</li> <li>Complied with the documentary, capitalization and bond requirements set by RA 9520 known as the Cooperative Code of 2008.</li> </ol>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Articles of Cooperation		Pro-forma available at the Cooperative		
2. By-Laws		Development Authority – Manila Extension		
3. Economic Survey		Office (CDA-MEO)		
4. List of Members with paid-up shares				
5. Pre-Membership Seminar Certificate				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Interested group visits the office to ask questions on cooperatives and the required documents needed to organize a cooperative	1.1 Briefing on cooperatives and requirements needed to register a cooperative.	none	30 minutes	Cooperative Development Specialist (CDS) I or II or Cooperative Development Officer
	1.2 Provide the name of the person and address for their letter request to undergo PRS		5 minutes	
2. Client writes request for a Pre-Membership Seminar (PRS) to the Cooperative Development Authority-Manila Extension Office				
3. Client attends Pre-Registration Seminar (PRS)	Provides information and gives out pro-forma forms with	none	4 hours (CDA required time to conduct)	Cooperative Development Authority-Manila Extension Office (CDA-MEO)

	instructions on how to fill them up.			
4.Client returns to office with complete documents required (See checklist of requirements above)	4.1 Checks and verifies completeness of information in the required requirements 4.2 Endorses such requirements to the Cooperative Development Authority-Manila Extension Office	none	30 minutes  20 minutes	Cooperative Development Specialist I or II or Cooperative Development Officer
5.Clients submits reviewed documents with endorsement to the Cooperative Development Authority-Manila Extension Office				

**END OF TRANSACTION: Transaction time: 5 hours and 25 minutes**