

Account Creation

Before anything client must create Account

Go to CDA <https://www.cda.gov.ph>

1. Click on “**Cooperative Registration**” and you will be redirected to landing page
2. From landing page click on “COOPERATIVE REGISTRATION INFORMATION SYSTEM (COOPRIS)” > You will now be redirected to login page.
3. Before logging in, you have to create first your account > Click “**Create an Account**” below “Submit” button
4. You will now be redirected to Account Creation page > Input necessary information such as:
 - a. Basic Information (Name, Birth Date, Mobile Number)
 - b. E-mail Address (*Provided valid e-mail address will be used to login to your account, and to which all communications in relation to registration will be sent*)
Once E-mail Address already used, system will prompt ** This email is already taken.*
Try to use other email address until system display ** This email is available*
 - c. Input Home Address
 - d. Input Password
 - e. Select Type of ID (*Please input the correct format of ID Number*)
 - f. Tick the check box before you click on “Submit” button
5. Check your email to verify your account (and click the hyperlink that you have received)

The image shows a sequence of steps for account creation. It starts with a screenshot of the CDA website's homepage. A red box highlights the 'COOPERATIVE REGISTRATION' button in the 'Online Services' section. A red arrow points from this box to a 'Welcome to CDA Cooperative Systems (CS) Project' banner. In this banner, the 'COOPERATIVE REGISTRATION INFORMATION SYSTEM (COOPRIS)' link is highlighted with a red box. Another red arrow points from this box to a 'Cooperative Registration Information System Client Login' form. The form includes fields for 'Email Address' and 'Password', a 'Submit' button, and links for 'Create an account', 'Home Page', 'Forgot password', 'Users Manual', and 'Cooperative'.

**** Please note that on this page we don't allow copy and paste. This is to avoid or lessen the encoding of incorrect email address. We advise to double check the email before you submission of form ****

Account Creation

Please fill up all the information.

Last name:	Name:	Middlename:
<input type="text"/>	<input type="text"/>	<input type="text"/>
Birth Date:	Mobile Number:	Email Address:
<input type="text" value="dd/mm/yyyy"/>	<input type="text"/>	<input type="text"/>
Confirm Email Address:	Home Address:	
<input type="text"/>	<input type="text"/>	
Password:	Confirm Password:	Type of ID
<input type="text"/>	<input type="text"/>	<input type="text" value="....."/>
Valid ID No		
<input type="text"/>		

I confirm that the information given in this form is true, complete and accurate.

[Sign In Instead](#)

Your account has been created.
Please check your email to verify your account.

Cooperative Registration Information System



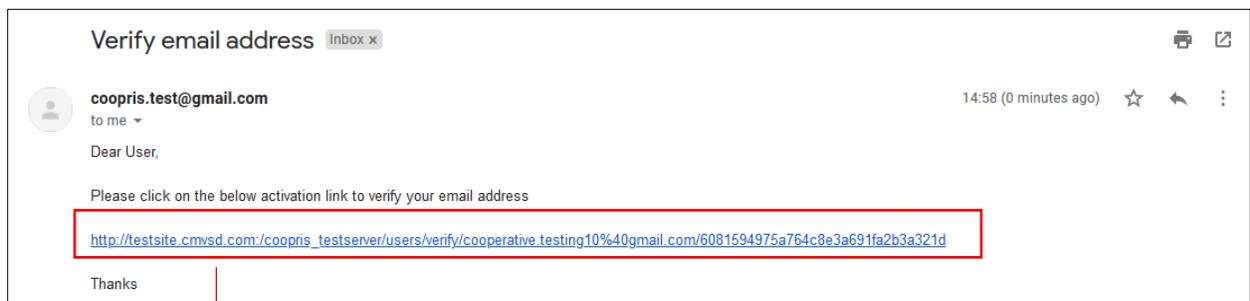
Client Login

<input type="text" value="Email Address"/>
<input type="password" value="Password"/>

[Create an account](#) [Home Page](#) [Forgot password](#)

[Users Manual](#)
[Cooperative](#)
[Branches & Satellite](#)
[Laboratory](#)

Once verified, client may now Login. Input your registered email address and password.

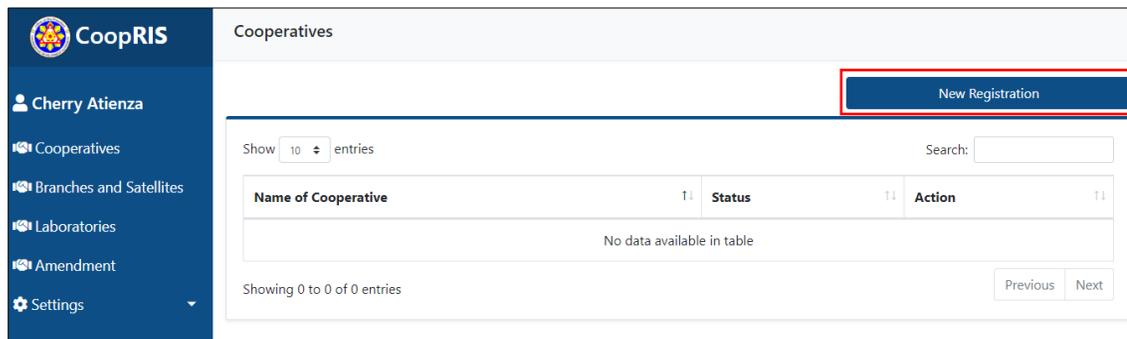


Click on the link to verify email address

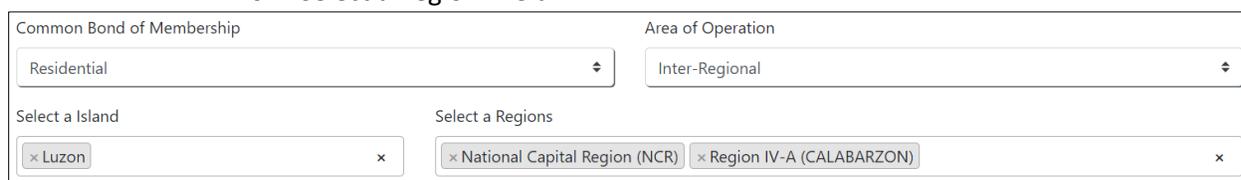
🚩 Reserve Cooperative

Please note that only 1 Cooperative can be registered in 1 Account. And only 1 reservation name can be done in one account, user is given 4 days before the expiration of Name Reservation (Step 1). However, if Name Reservation expires user are allowed to reserve again Cooperative Name.

- **Step 1** - Once the client successfully logged in to the verified account, client may now apply/register Cooperative. To register:
 1. Click on “New Registration” button
 2. Agree to Terms and Conditions (*scroll down until you reach the bottom and click on “Agree”*)



3. Client must select the following required information:
 - a. Category of Cooperative
 - b. Type of Cooperative
 - c. Major Industry Classification No. 1
 - d. Major Industry Classification No. 1 Subclass
 - e. Click on “+ Add More Subclass” if needed
4. Input “Proposed Name” (if proposed name has the same name on the selected Type of Cooperative, system will prompt user ** This cooperative name is not available*)
5. **DO NOT INCLUDE** word “Cooperative”; “Federation”; “Union” and even the Type of Cooperative. As the system will automatically display the Type of your cooperative and the word “Cooperative” after submission of form. (e.g. Agriculture Cooperative; Labor Services Cooperative; Credit Cooperative).
6. It is advisable not to input tagalog version of “Cooperative Type” and “Cooperative” (e.g. Samahan ng mga Mangingisda – as it will look like this “Samahan ng mga Mangingisda Fisherman Cooperative)
7. Input Acronym of Cooperative Name (*this field is optional only*) **DO NOT INCLUDE “()”** when you enter acronym as system will automatically provide **()** after the submission.
8. Select “Area of Operation”
 - a. If “National” is selected, member can be from any Region
 - b. If “Inter-Regional” is selected, member can be from the selected Regions only.
 To select Regions:
 - On “**Select an Island**” field select 1 or 2 island on the selection
 - The Regions from the selected island will be listed on Select a Region field (you may select 1 or more regions)
 If you select Luzon and Visayas, all regions under Luzon and Visayas can be selected on “Select a Region” field.



- c. If “Regional” is selected, member can be from the selected Region only.
 - d. If “Provincial” is selected, member can be from the selected Province only.
 - e. If “Municipality” is selected, member can be from the selected Municipality only.
 - f. If “Barangay” is selected, member can be from the selected Barangay only.
9. Select “Common Bond of Membership” between Associational, Institutional, Occupational and Residential
 - a. If Associational > Input Field of Membership and Name of Association > Click on “+ Add Additional Name of Association” button if needed
 - b. If Institutional > Input Field of Membership and Name of Institution > Click on “+ Add Additional Name of Institution” button if needed

- c. If Occupational > Input Composition of Members > Click on “+ Add Composition of Members” button if needed
- 10. “Proposed Address of the Cooperative”
 - a. Input House/Lot & Blk No. *(not required)*
 - b. Street Name *(not required)*
 - c. Select Region > Province > City/Municipality > Barangay
- 11. Tick check box “I have read and agreed to our Terms and Conditions”
- 12. Click on “Submit”

Reservation

[← Go Back](#)

Please fill up all the information to proceed into the next step.

Cooperative Reservation Form

Step 1

Application Information:

Category of Cooperative:

Type of Cooperative

Major Industry Classification No. 1

Major Industry Classification No. 1 Subclass
 + Add More Subclass

Proposed Name:

Acronym of Cooperative Name:

Common Bond of Membership Area of Operation

Composition of Members
 + Add Composition of Members

Proposed Address of the Cooperative

<input type="text" value="House/Lot & Blk No."/>	<input type="text" value="Street Name"/>	<input type="text" value="Region"/>
<input type="text" value="Province"/>	<input type="text" value="City/Municipality"/>	<input type="text" value="Barangay"/>

I have read and agreed to our Terms and Conditions.

✚ Complete Reservation Process

- Cooperative Information Overview of all the steps that needs to be completed. Steps with “Pending” status needs to be completed first to be able to proceed to the next step.

Cooperative Information

← Go Back

Basic Information

Proposed Name:
Push it to the Limit Fishermen Cooperative (PLFC)

Category of Cooperative
Primary

Business Activities - Subclass

- Manufacture of other transport equipment -
- Manufacture of floating or submersible drilling platforms

Common Bond of Membership
Occupational

Composition of Members

- Fishery and aquaculture laborers

Area of Operation
Municipality/City

Proposed address of the cooperative
 Sucaat, City Of Muntinlupa, NCR Fourth District, National Capital Region (NCR)

Status
PENDING

Expiration
2020-09-15 01:46:48am

✎ Update Basic Information

Step 1 COMPLETE

Cooperative Name Reservation and Basic Information.

Step 2 PENDING

Additional Information: By Laws

View

Step 3 PENDING

Capitalization

Step 4 PENDING

List of Cooperators

Step 5 COMPLETE

Cooperative's Purposes

Step 6 PENDING

Additional Information: Articles of Cooperation

Step 7 PENDING

List of Committees

Step 8 PENDING

Additional Information: Economic Survey

Step 9 PENDING

List of Staff/Employees

Step 10 PENDING

View your Bylaws, Article of Cooperation, Economic Survey, Treasurer Affidavit and Upload other documents

Step 11 PENDING

Finalize and review all the information you provide. After reviewing your application, click proceed for evaluation of your application.

Step 12

Wait for an e-mail notification list of documents for submission.

Step 13

Wait for an e-mail notification of payment procedure.

- **Step 2 - Additional Information: By Laws**

Note: Whatever information you enter will appear in the By Laws document

1. Click on “View” button on Step 2
2. To Edit > click on “Edit” button
3. Enter details on the following required fields:
 - a. **Article II. Membership –**
 - i. **Section 1:** Select Kind of Membership (*Regular Member Only or Regular And Associate Membership*)
 - ii. **Section 2:** Input Qualifications of Membership (*if there are 2 or more qualification just click on “+ Add More Qualifications for Regular Member or Associate Member” and another field for Qualification - Optional*)
 - iii. **Section 3:** Requirements for Membership (*general requirements already noted, if there are any additional requirements needed, just click on “+ Add More Requirements for Membership” and enter requirement. To delete more requirements for membership, click ⊖ icon. (not required)*)
 - iv. **Section 4:**
 1. Application for Membership: Input days from the filling.
 2. How much is the membership fee: Input membership fee
 - v. **Section 9:** Members Entitled to Vote (*general conditions for members to vote already provided, if there are any additional conditions for members to be able to vote, just click on “+ Add More Members Entitled to Vote” and enter qualification*) To delete more requirements for membership, click ⊖ icon. (not required)

- b. **Article III. Administration**
 - i. **Section 4:** Input Regular General Assemble Meeting. Validation: *Shall not be beyond ninety (90) days after the close of the calendar year.* (format must be "Second/2nd Saturday of January")
 - ii. **Section 8:** Select Quorum for General Assembly Meeting (selection already displayed in dropdown)
 - c. **Article IV. Board of Directors**
 - i. **Section 4:** Enter Disqualification
 - ii. **Section 6:** Enter Election of Directors
 - d. **Article VII. Capital Structure**
 - i. **Section 2:** Enter Continuous Capital Build-Up (*Note: At least one of the three fields is required*)
 - e. **Article VIII. Allocation and Distribution of Net Surplus**
 - i. **Section 1:** Enter Allocation (*Note: Community Development Plan and Optional Fund should be total of 10%*)
 - ii. **Section 2:** Enter Interest on Share Capital and Patronage Refund (*Max value is 5*)
 - f. **Article XI. Amendments**
 - i. **Section 1:** Amendment of Articles of Cooperation and Bylaws (*Voting Rights*)
4. Click on Submit button (*submission will not proceed if there are fields that failed to comply on the requirements. System will show which field(s) should be amended, changed or requiring information*)
5. Step 3 will be open for Capitalization

- **Step 3 – Capitalization**

To complete the Capitalization process, user needs to:

1. Indicate the total no. of Cooperatives' members. *(Please note that the required no. of Regular Member is minimum of 15)*
2. Indicate the Authorized Share Capital and Par Value (Par Value must be 100-1000)
3. Once user entered Authorized and Par Value, the system will show the **minimum no.** to each field (**minimum only** – meaning, data can be higher than the minimum requirement)
4. User are allowed to edit Common and Preferred Share, Total amount of Subscribe Capital and Paid-up Capital.
5. Field for “Amount of Common Share and Amount of Preferred Share” will be updated once user Add Cooperators.
6. Enter “Minimum No. of subscribe share” and “Minimum No. of paid-up share” *(for both Regular and Associate” if there’s associate member)*
7. Click on Submit once done

****Note: If Kinds of Membership is defined “Regular and Associate” but if no actual associate member, kindly input “0” on No. of Associate field **do not** leave it blank****

No. of Members	<input type="text" value="18"/>		
Regular	<input type="text" value="15"/>		
Associate	<input type="text" value="3"/>		
Authorized Share Capital	<input type="text" value="1000000"/>	Par Value	<input type="text" value="100"/>
Common Share	<input type="text" value="7500"/> <small>Should be at least 7500</small>		
Preferred Shared	<input type="text" value="2500"/> <small>Should be 2500</small>		
Total amount of subscribed capital	<input type="text" value="250000"/> <small>Should be at least 250000</small>	Total no of subscribed capital	<input type="text" value="2500"/>
Amount of Common Share	<input type="text" value="0"/>		<input type="text" value="0"/>
Amount of Preferred Share	<input type="text" value="0"/>		<input type="text" value="0"/>
Total amount of paid-up capital	<input type="text" value="62500"/> <small>Should be at least 62500</small>	Total no of paid-up capital	<input type="text" value="625"/>
Amount of Common Share	<input type="text" value="0"/>		<input type="text" value="0"/>
Amount of Preferred Share	<input type="text" value="0"/>		<input type="text" value="0"/>
Minimum No. of subscribed share (individual regular)	<input type="text" value="125"/>		
Minimum No. of paid up share (individual regular)	<input type="text" value="32"/>		
Minimum subscribed share (individual associate)	<input type="text" value="208"/>		
Minimum paid up share (individual associate)	<input type="text" value="52"/>		
<input type="button" value="Submit"/>			

- **Step 4 – List of Cooperators**

Required Position within the Cooperative are noted, to guide the User on adding Cooperators. User must comply with the requirement to open Step 5.

← Go Back Step 4

Total Subscribed: 0
Total Paid: 0

Note:

- There must be total of 15 Regular Cooperators.
- There must be total of 3 Associate Cooperators.
- The Board of Directors must consist of 5 to 15 members including the chairperson and vice-chairperson.
- The total member of board of directors must be odd number. (Current Total: 0)
- You need a Chairperson
- You need a Vice-Chairperson
- You need a Treasurer
- You need a Secretary
- The total subscribed shares of all cooperator should be **2500**. (Current Total Subscribed Share: 0)
- The total paid shares must be: **625**. (Current Total Paid Shares: 0)

+ Add Cooperator

Regular

Show entries Search:

Full Name	Gender	Birth Date	Position	Membership	Subscribed	Paid	Action
No data available in table							

Showing 0 to 0 of 0 entries Previous Next

Position: Type of Membership: Full Name:
(Last Name, First Name Middle Name)

No of subscribed shares: No of paid-up Shares: Gender: Birth Date:

Should not exceed the remaining no of subscribed share: 100 Should not exceed the remaining no of paid up share: 22

To Add Cooperator:

1. Click on “View” button on Step 4
2. Click on “+ Add Cooperator” button
3. Please be mindful of the Reminder *(the requirement noted came on your By-Laws Capitalization)*

Reminder: (The information below is in your bylaws (capitalization))

- Regular Member must subscribed at least **100** shares and pay at least **25** shares.
- Associate Member must subscribed at least **125** shares and pay at least **32** shares.

4. Select Position
5. Select Type of Membership
6. Enter Full Name of Cooperator *(Format: Last Name, First Name Middle Name)*
7. Input “No. of Subscribed Shares:” and “No. of paid-up Shares” for Regular and Associate (if there’s associate) *(Must not be greater than 10% if your Total No. of Subscribed Capital) – shares can be change but should not be lower than minimum Subscribe/Paid Up declared in Capitalization*
8. Select Gender
9. Enter Birth Date
10. Enter House/Lot & Blk No. and Street Name *(optional)*
11. Select Type of ID and enter ID No.
12. Enter Date of Issued and Place of Issuance
 - Date Issued is not available on given ID, user may select “Not Applicable” option.
13. Click on Submit
14. Repeat steps 2-13 until you comply on the requirements
15. If ever user encounter message under No. of Subscribe and Paid-up Shares (ex: **“Should not exceed the remaining no of subscribed share: 100”** and **“Should not exceed the remaining no. of paid up share: 22”**) user must update the no. of Subscribe and Paid up capital in Capitalization module.
16. Note: If you want to add more members and/or increase subscribed and paid share of member(s), you need to update your capitalization.

- **Step 5 – Ex: Cooperative’s Purposes for Dairy Cooperative**

There’s cooperative type where system requires to remove the blank and replace it with appropriate information before you can proceed to the next step. (e.g. Agriculture Cooperative)

[Edit Purposes](#)

That the purposes for which this Cooperative is organized are to engage in:

1. Production of fresh milk, for business and human consumption
2. Processing of milk to dairy products including, milk variants and cheese for business and human consumption
3. Assisting its members a guaranteed market outlet, to bargain for the best price terms possible in the market place, including over-order premiums in milk marketing orders, and to market the milk efficiently, i.e. balancing plant needs, diverting milk surpluses and assembling producer milk and to have the highest quality producer milk possible in the market
4. Providing services for the research and development for the production and processing of dairy products including fresh milk, milk variants and cheese
5. Promoting and advancing the economic and social status of the members
6. Coordinating and facilitating the activities of cooperatives
7. Advocating for the cause of the cooperative movements
8. Ensuring the viability of cooperatives through the utilization of new technologies
9. Encouraging and promoting self-help or self-employment as an engine for economic growth and poverty alleviation.

Purposes of Cooperative are already given; however, user may still change or add Coop’s Purposes by:

1. Click on “View” button on Step 5
2. Clicking on “Edit Purposes”
3. Make some changes on the existing fields if needed.
4. To add Purpose, click on “+ Add More Purpose” > Enter Purpose
5. Click on Submit once done.

User may also delete purpose by clicking on icon.

Purpose No. 1

+ Add More Purpose

Production of fresh milk, for business and human consumption

- **Step 6 – Additional Information: Articles of Cooperation**

Reminders are noted below:

Reminder:

- Total Authorized Shared Capital: **160000** (16,000,000 / 100 par value)
- The product of common shares and par value per common share must be at least **75%** of Authorized Shared Capital.
- The product of preferred shares and par value per preferred share must be maximum of **25%** of Authorized Shared Capital.
- The total number of common shares must be greater than or equal to **120000** (75% of Total Authorized Share).
- The total number of preferred shares must be greater than or equal to **40000** (25% of Total Authorized Share).

To Edit Articles of Cooperation:

1. Click on “View” button on Step 6
2. Click on “Edit” button
3. Answer between “Yes” or “No” if Applicable to Guardian Cooperative (*if answered as YES, Coop are allowed to create Laboratory*)
4. Enter details on the following required fields:
 - a. **Article V. Term of Existence**
 - b. **Article IX. Board of Directors**
5. Click on “Submit” button

Details:
✕ Cancel

Article IV. Powers and Capacities

Applicable to Guardian Cooperative Yes No

Article V. Term of Existence

How many years does the Cooperative should exist?

Start from the date of registration

Article IX. Board of Directors

The Board of Directors shall serve until their successors shall have been elected and qualified within ___ days from the date of election as provided in the By-laws.

Article X. Capitalization

Authorized Shared Capital will be divided into how many common shares ?	What is the Par value per common share?
120000	100
Authorized Shared Capital will be divided into how many preferred shares ?	What is the Par value per preferred share?
40000	100

The Authorized Share Capital of the Cooperative

Submit

- **Step 7 – List of Committees**

To add Committee:

1. Click on “View” button on Step 7
2. Click on “+ Add Committee” button
3. Select Name of Cooperator from dropdown and select Name of Committee
4. User may also add “Other Committee” by selecting “Others” on Name of Committee dropdown and enter Committee name on the open field provided.
5. Maximum of 3 members per committee

Note: There must be at least 1 Gender and Development Committee, Election, Mediation and Conciliation, Audit and Ethics. A “Credit” committee is also required on some of Cooperative type.

Committee	Full Name	Gender	Birth Date	Action
Audit	Antoine Jerome	Female	2001-01-01	Edit Delete
Election	Flavio Luc	Female	2001-01-01	Edit Delete
Ethics	Roman Jaden	Female	2001-01-01	Edit Delete
Gender and Development	Adriana Maricruz	Female	2001-01-01	Edit Delete
Mediation and Conciliation	Godalupe Ikerne	Male	2001-01-01	Edit Delete

To add other Committees, all you have to do is:

1. Click on “+ Add Committee”
2. Select Name of Cooperator from dropdown and select “Others”
3. Specify the Name of other Committee
4. Input Functions and Responsibilities
5. Click on “Submit” button

**** Please note if we use the *edit form* for the Committee with “Other Committee” position, we can re-assign them but to “Other Committee” position only and not on the default Committee Position(e.g Audit, Election, Education and Training, Mediation and Conciliation, Ethics and Gender and Development)****

Name of Cooperator: Rosamaria Presencia

Name of Committee: Others

Specify Others: Ways and Management
* This committee name is available.

Function and Responsibilities:
Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book.

Position: Member

Type of Membership: Regular

Gender: Female

Birth Date: 01/01/2001

Postal Address: Sucat, City Of Muntinlupa, NCR Fourth District

Submit

- **Step 8 – Additional Information: Economic Survey**

Note: Whatever information you enter will appear in the Economic Survey document.

1. Click on “View” button on Step 8
2. Click on “Edit” button
3. Enter details on the following required fields:
 - a. Background and Rationale
 - b. General Information
 - c. Strategic Operational Studies
 - i. Economic Aspect
 - ii. Financial Aspect
 - iii. Technical Aspect
 - iv. Organizational Structure
4. Click on “Submit” button

If you clicked on “Submit” button but failed to proceed, try to review all the fields on page as you might missed to answer a required field. Don’t worry system will provide message “**This field is required**” highlighted in RED font to be able to see easily.

- **Step 9 – List of Staff/Employees**

Required Staffs within the Cooperative are noted to guide the User for adding.

User must comply with the requirement to open the next step. (There must be “Manager, Bookkeeper and Cashier/Treasurer”)

NOTE: “No BOD members shall hold any position directly involved in day-to-day operation and management operation of the Cooperative”

The screenshot shows a web interface for managing staff. At the top right, there is a blue button labeled "+ Add Staff". Below it is a table with 3 entries. A red arrow points from the "+ Add Staff" button to a form below the table.

Full Name	Gender	Birth Date	Postal Address	Position	Status of Appointment	Minimum Education Experience/Training	Monthly Compensation	Action
Adolfo Hudson	Male	2001-01-01	Dinagat	Manager	Permanent	College	12,000.00	Edit Delete
Alexys Palba	Female	2001-12-01	Diangat	Bookkeeper	Permanent	College	14,000.00	Edit Delete
Carlita Yelina	Female	2001-01-01	Dinagat	Cashier/treasurer	Permanent	College	0.00	Edit Delete

Showing 1 to 3 of 3 entries

Form fields for adding a new staff member:

- Position: (dropdown menu)
- Full Name: (text input)
- Status of Appointment: (dropdown menu)
- Postal Address: (text input)
- Gender: (dropdown menu)
- Birth Date: (text input, format dd/mm/yyyy)
- Minimum Education Experience/Training: (text input)
- Monthly Compensation: (text input, value 0)
- Submit: (blue button)

To Add Staff:

1. Click on “View” button Step 9
2. Click on “+ Add Staff” button
3. Select “Position” from dropdown (only one staff are allowed to be added per Position)
4. Enter Full Name of Staff
5. Select “Status of Appointment” from dropdown
6. Enter Postal Address and Select Gender
7. Enter Date of Birth
8. Input Minimum “Education Experience/Training” and “Monthly Compensation”
9. Click on Submit
10. If ever the Position is not available on the choices, user is allowed to add other Position. To add Position, select “Others” from the dropdown > New field will appear > This will allow you to add New Position Name > Enter Position > Enter other required fields and click Submit
11. Repeat steps 3-9 until you comply on the requirements

- **Step 10** – View you By-Laws, Article of Cooperation, Economic Survey, Treasurer Affidavit and Upload required documents such as “Surety Bond and PRS”. There is also other required document(s) based on Cooperative Type. The “**Other Requirement**” upload is placed so that user can upload other related documents.

The screenshot shows a web interface titled 'Documents' at 'Step 10'. It features a 'Go Back' button and several document categories, each with a button to either view or upload a document. The categories are: By Laws (View), Article of Cooperation (View), Treasurer's Affidavit (View), Economic Survey (View), Surety Bond of Accountable Officers (Upload), Pre-Registration Seminar PRS Certificates (Upload), and Other Requirements (Upload).

In viewing the **Article of Cooperation**, user will encounter message “If total number of pages in Acknowledgment didn't appear, please refresh the page”.

Note: Before you download and print the Articles of Cooperation please make sure that Total No. of Pages in Acknowledgement appeared (see screenshot below for sample).

This screenshot shows the same 'Documents' page as above, but with a black modal message box overlaid. The message says 'cs.s.cda.gov.ph says: If total number of pages in Acknowledgement didn't appear, please refresh the page.' with an 'OK' button. The 'Article of Cooperation' section now has a blue hyperlink: 'This is your Surety Bond of Accountable Officers document.'

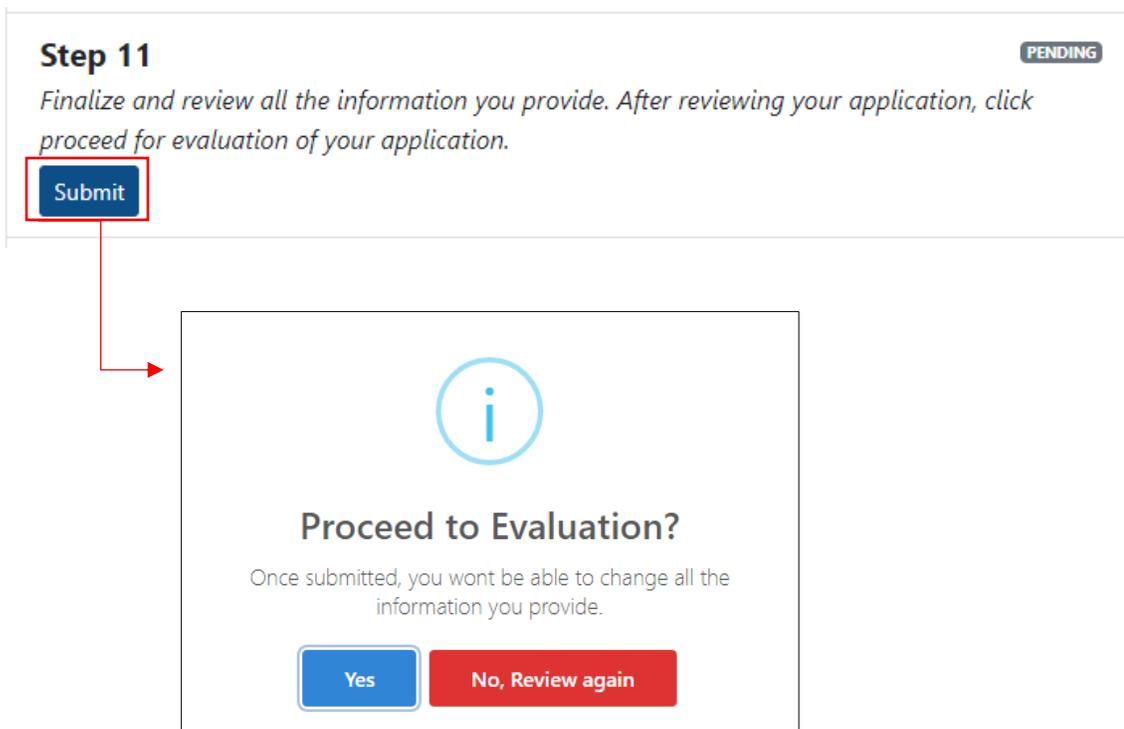
This instrument known as Article of Cooperation of San Carlos City Teachers Savings Producers Cooperative , consists of 14 pages including this page where the acknowledgment is written signed by parties and their instrumental witnesses on each and every page thereof.

User must upload required document for Bond of Accountable Officers and Pre- Registration PRS Certificate and other required document according to Type of Cooperative. To upload

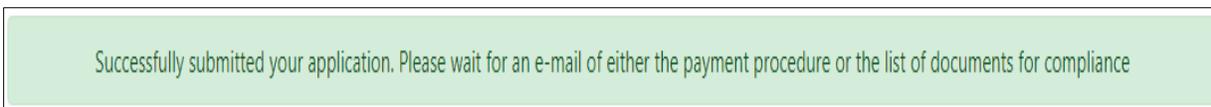
1. Click on “**View**” button on Step 10
2. On Surety Bond of Accountable Officers > Click on “**Upload**” button
3. Click on “**Choose File**” and select file to be uploaded
4. Click on “**Submit**” button
5. Repeat step to upload another file.
6. Same step to upload PRS and other required documents
7. Click on “**View**” button if you wish to see document (*By Laws, Article of Cooperation, Treasurer’s Affidavit and Economic Survey*)
8. Click hyperlink to view and delete uploaded Surety Bond and PRS.

- **Step 11** – *Submit Cooperation application*

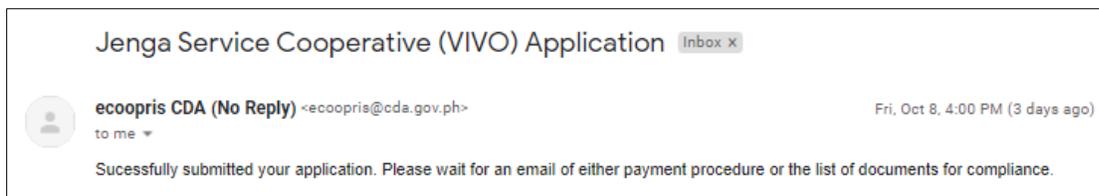
Finalize and review all the information you provide. After reviewing, you may now submit your application. To proceed on application evaluation, click on “**Submit**” button on Step 11 > Confirm Submission (*evaluation of your cooperative application will start*)



After confirmation, this message will appear:



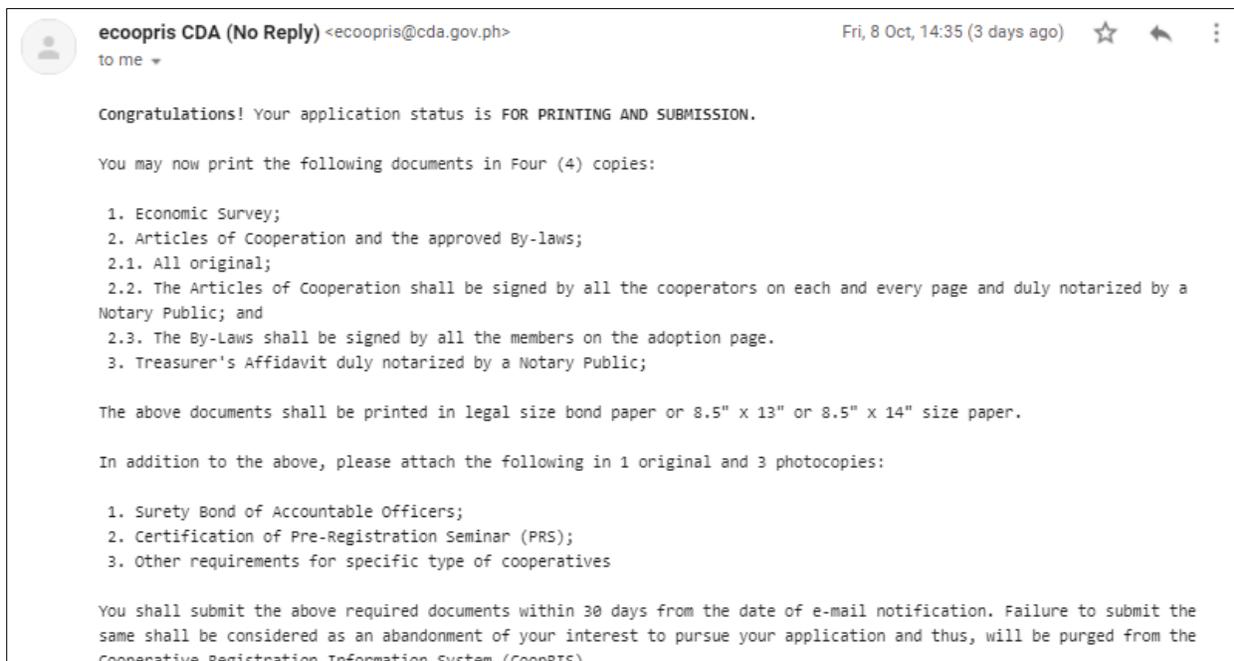
And the registered email of cooperative will receive email notification:



- **Step 12** – *Wait for an e-mail notification list of documents for submission*

Once the evaluation and validation of your application is done and been reviewed, you will receive an email stating “Your application status is FOR PRINTING AND SUBMISSION” and also email includes instruction. Please see *sample email below*.

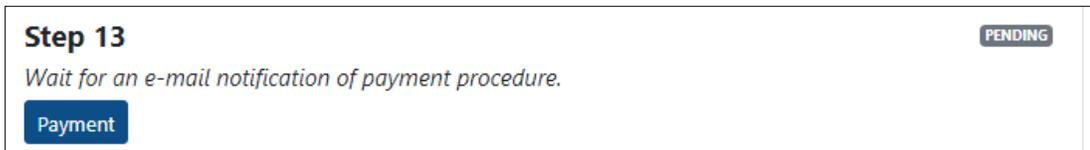
Submit in CDA all required documents listed on the email.



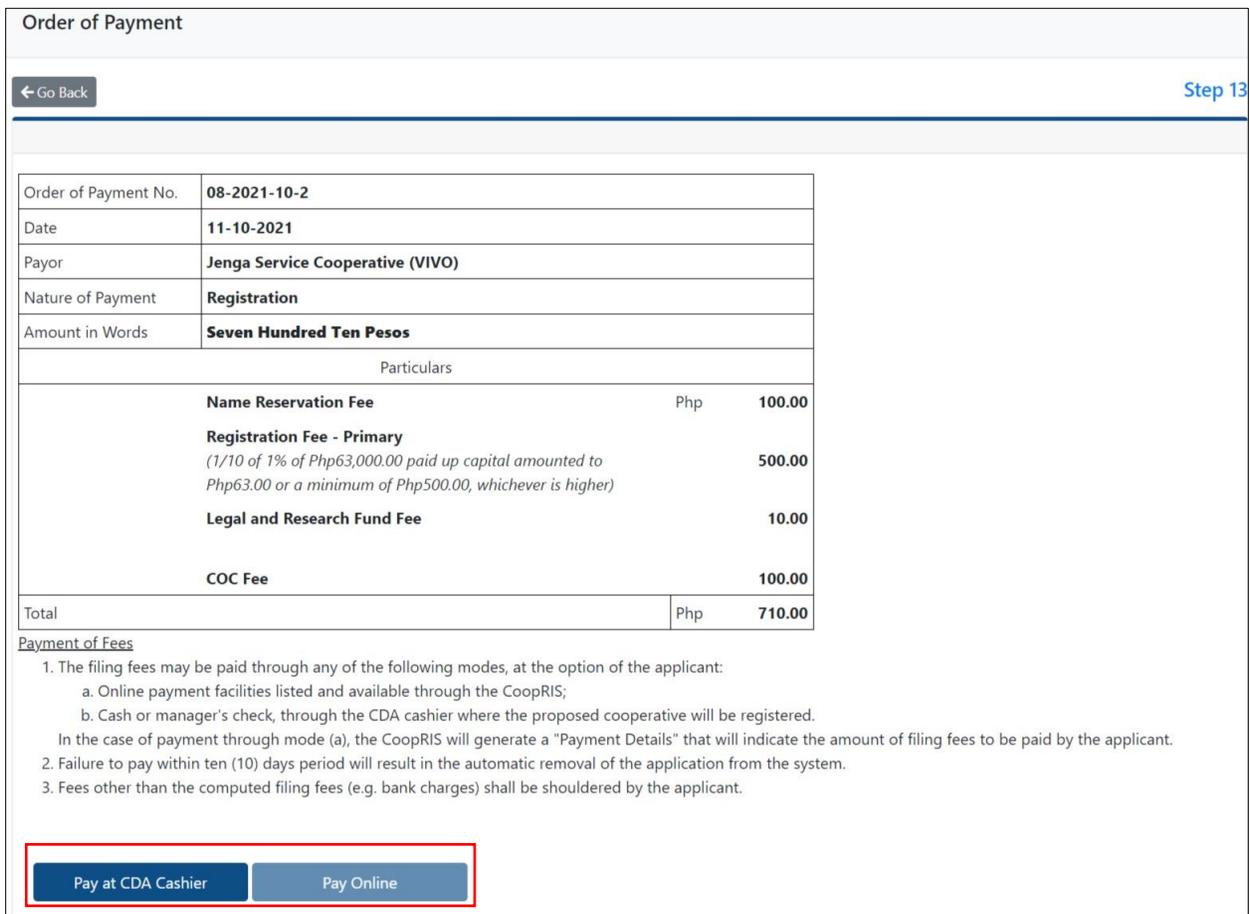
- **Step 13** – Wait for an e-mail notification of payment procedure



1. Client (Cooperative) will receive email confirmation (*sample email is shown above*)
2. Client will login to their account and click **“Payment”** button on Step 13

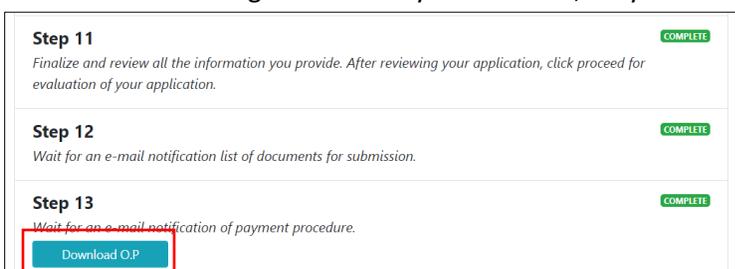


3. System will display Order of Payment. Choose between:
 - a. Pay at CDA Treasure – *user must click this button to be able to download the OP copy.*
 - b. Pay Online (thru Landbank) – however not yet available as of now.



4. Click on the button of your choice
5. If you choose on **“Pay at CDA Cashier”**, print out the Order of Payment and pay at the Cashier of CDA to get your Official Receipt and Certificate

Just in case client forgot where they save the OP, they can still re-download the OP on step 13



Deferred Application

- If your application was deferred you will receive email advising the reason why your application is being deferred. (see sample screenshot below)
- Those reasons and comment will also appear on your account. (see sample screenshot below)
- You will need to comply with the said findings before you submit again the application for re-evaluation. Once complied, you may click on “Submit” button in “Step 11”
- If your application was finally approved, you may proceed to step 12.

Cooperative Information

← Go Back
* Deferred Reason/s

Basic Information

Proposed Name:
Los Pollos H. Agriculture Cooperative (LP)

Category of Cooperative
Primary

Business Activities - Subclass

- Crop and animal production, hunting and related service activities - Chicken production, native
- Crop and animal production, hunting and related service activities - Chicken egg production

Common Bond of Membership
Occupational

Composition of Members

- Chicken farmer

Area of Operation
National

Proposed address of the cooperative
78A Cor. Aseana, Alab Proper, Bontoc (Capital), Mountain Province, Cordillera Administrative Region (CAR)

Status
DEFERRED

📄 Update Basic Information

Step 1 COMPLETE

Cooperative Name Reservation and Basic Information.

Step 2 COMPLETE

Additional Information: By Laws

View

Step 3 COMPLETE

Capitalization

View

Step 4 COMPLETE

List of Cooperators

View

Step 5 COMPLETE

Cooperative's Purposes

View

Step 6 COMPLETE

Additional Information: Articles of Cooperation

View

Step 7 COMPLETE

List of Committees

View

Step 8 COMPLETE

Additional Information: Economic Survey

View

Step 9 COMPLETE

List of Staff/Employees

View

Step 10 COMPLETE

View your Bylaws, Article of Cooperation, Economic Survey, Treasurer Affidavit and Upload other documents

View

Step 11 COMPLETE

Finalize and review all the information you provide. After reviewing your application, click proceed for evaluation of your application.

Submit

Step 12

Wait for an e-mail notification list of documents for submission.

Step 13

Wait for an e-mail notification of payment procedure.

Email from: CoopRIS Administrator

Cherry Factory Dairy Cooperative Evaluation Result Inbox x

CoopRIS Administrator <coopris.test@gmail.com>

to me ▾

Sorry. . Your application **Cherry Factory Dairy Cooperative** has been deferred because of the following reason/s:

Test
Only
Sample
Only

You have 15 days to complete the following.