

## CITY COOPERATIVE DEVELOPMENT DEPARTMENT

### PROVIDE ENDORSEMENT TO THE COOPERATIVE DEVELOPMENT AUTHORITY (CDA)

The Cooperative Development Department endorses the group who wants to form a cooperative and 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>1. 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>2. Attended the Pre-Registration Seminar (PRS) at the Cooperative Development Authority-National Capital Region (CDA-NCR)</li> <li>3. Complied with the documentary, capitalization and bond requirements set by RA 9520 known as the Cooperative Code of 2008.</li> <li>4. Finished the Pre-Membership Seminar (PMES)</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 – National Capital		
3. Economic Survey		Region (CDA-NCR)		
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 how to organize a cooperative and the required documents needed.	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	Administrative Aide

2. Client writes letter requesting CDA NCR for a Pre-Registration Seminar (PRS) and Pre-Membership Seminar (PMES)		none		Client
3. Client attends Pre-Registration Seminar (PRS)	Provides information and gives out pro-forma forms with instructions on how to fill them up.	none	4 hours (CDA required time to conduct)	Cooperative Development Authority- National Capital Region (CDA-NCR)
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 documents	none	30 minutes	Cooperative Development Specialist I or II or Cooperative Development Officer
	4.2 Endorses such requirements to the Cooperative Development Authority- National Capital Region		20 minutes	Cooperative Development Officer
5. Clients submits reviewed documents with endorsement to the Cooperative Development Authority- National Capital Region (CDA-NCR)				Client

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