

# Cooperative Development Authority

## COOPERATIVE EXPRESSLANE REGISTRATION

### What laws govern the registration of Cooperatives at the CDA ?

- **R.A. 6939** ( Act creating the CDA )
- **R.A. 6938**( Cooperative Code of the Philippines )

### What entities are registered with CDA ?

#### a. CDA Central Office

- Tertiary Cooperatives
- Special Cooperatives- *Electric Coops, Coop Banks, Insurance Coops*

#### b. CDA Extension Office

- Primary Cooperatives
- Secondary Cooperatives

### What is the **COOPERATIVE EXPRESS LANE REGISTRATION**?

*It is a program which intends to facilitate and create an efficient system of registering cooperatives with the Cooperative Development Authority (CDA).*

### What are the features of the Cooperative Express Lane Registration that distinguishes it from the Regular Registration?

Registration under the "Express Lane" involves a 2-hour "process-release" of Certificate of Registration using Express Lane Forms, counted from the receipt of complete documents by the CDA.

### Where can one avail of the Express Lane Registration Forms?

Express Lane Registration forms are available for sale at the Registration Section of the different CDA Extension Offices.

### What are the documents required for registration under the Express Lane?

- Name Verification Slip
- Articles of Cooperation
- Cooperative By-Laws
- Treasurer's Affidavit
- Bond of Accountable Officers
- Economic Survey
- Undertaking to Change Cooperative Name
- Undertaking to Submit Reportorial Requirements
- Certificate of Pre-Membership Education Training Seminar from the duly accredited institutions or from the CDA Regional/Provincial Offices
- Endorsement letter from other Government Agencies where applicable

### What are the steps in registering a Cooperative under the Express Lane ?

1. Get a checklist of the requirements for the cooperative express lane registration from the Registration Section of the CDA Extension Office in your area.
2. Fill up/submit reservation request form.
3. Pay the Name Reservation Fee
4. Undergo PMES (Pre-Membership Education Seminar )
5. Submit duly accomplished forms and other documents to the Registration Section. If found to be in order, the first page of the Articles of Cooperation will be stamped "For Payment", if not, it will be returned for correction and/or completion.
6. Pay registration fee at the Cashier.
7. Claim the Certificate of Registration from the Releasing Unit at the Registration Section upon presentation of Official Receipt of registration fees.

Applicable Fees	
<input type="checkbox"/> <b>Name Verification/ Reservation Fee</b>	Ph P 50.00 per allowed name 30 days reservation
<input type="checkbox"/> <b>Printed Forms</b>	Ph 400.00 / set
<input type="checkbox"/> <b>Registration Fee</b>	1/10 Of 1% of the authorized share capital but not lower than PhP 1,000.00

**Cooperatives that need endorsement from  
Government Agencies**

Activity	Government Agency
Workers Cooperative	Specialized Agency concerned
Air Transport	Civil Aeronautics Board
Banking, Pawnshop & other financial intermediacies with quasi-banking functions	Bangko Sentral ng Pilipinas (BSP)
Professional Boxing	Games & Amusement Board (GAB )
Operation of games of chance (e.g.lotto )	Phil. Charity Sweepstakes Office (PCSO)
Educational Institution-college or tertiary course	Commission on Higher Education (CHED)
Educational Institution-elementary to high school	Dept. of Education (DepED)
Educational Institution-technical or vocational	Technical & Skills Devt. Authority (TESDA)
Electric Power Plants	Dept. of Energy (DOE)
Hospitals	Dept. of Health (DOH)
Insurance	Insurance Commission (IC)
Land Transport	Land Transportation Franchising & Regulatory Board (LTFRB)
Water Transport construction & building of vessels	Maritime Industry Authority (MARINA)
Operation of radio, television & telephone	National Telecommunications Commission (NTC)
Recruitment for overseas employment	Philippine Overseas Employment Administration (POEA)
Security Agency	Philippine National Police (PNP)
Manufacture, repair, storage &/or distribution of products &/or ingredients of firearms, gun powder and all those indicated in EO 95 Series 2002 Foreign Investment Negative List	Philippine National Police (PNP)
Manufacture, repair, storage &/or distribution of product I.e.guns/ammunition for warfare, military ordinance and all those indicated in EO 95 Series 2002 Foreign Investment Negative List	Dept. of National Defense (DND)