



16. Assistance in the Organization and Registration of Primary Cooperatives

A cooperative may be organized and registered by at least 25 persons with common bond of interests and are residing or working in the intended area of operation. The primary objective is to provide goods and services to its members and thus, enable them to attain increased income and savings, investment, productivity and to promote among them equitable distribution of net surplus.

Office/ Division:	Municipal Agriculture Office			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Primary Cooperatives			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Pre-Membership Education Seminar		Cooperative Development Authority (CDA), Provincial Cooperative, Livelihood, and Entrepreneurial Development Office (PCLEDO)		
General statement (economic survey)		Cooperative		
Draft by-laws of cooperatives		Cooperative		
Draft articles of Cooperative		Cooperative		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquire on the procedure of organizing and registering of cooperative	1. Attend to client needs and provide information concerning cooperative	None	10 minutes	<i>Municipal Cooperative Development Coordinator</i> Municipal Agriculture Office
2. Comply with the prescribed requirements 2.1. Get Organized 2.2. Secure bond to accountable officer	2. Provide checklist of requirements	None	5 minutes	<i>Municipal Cooperative Development Coordinator</i> Municipal Agriculture Office
3. Proceed to the CDA for registration	3. Coordinate with the CDA for processing of registration	None	10 minutes	<i>Municipal Cooperative Development Coordinator</i> Municipal Agriculture Office
TOTAL:		None	25 minutes	