

## 2. 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.

<b>Office/ Division:</b>	Municipal Agriculture Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Primary Cooperatives			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Pre-membership Education Seminar			Municipal Agriculture Office	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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/Officer-Of-The-Day</i> Municipal Agriculture Office

<p>2. Comply with the prescribed requirements</p> <p>1.1. Get Organized</p> <p>1.2. Prepare general statement called an economic survey</p> <p>1.3 Draft Cooperatives by laws</p> <p>1.4 Draft articles of Cooperative</p> <p>1.5 Secure bond to accountable officer</p> <p>1.6 Register your Coop with the Cooperative Development Authority (CDA)</p>	<p>2. Provide checklist of requirements</p>	<p>None</p>	<p>5 Minutes</p>	<p><i>Municipal Cooperative Development Coordinator/Officer-Of-The-Day</i> Municipal Agriculture Office</p>
<p>3. Submit all prescribed requirements to the Cooperative Development Authority for registration.</p>	<p>3. Coordinate with the Cooperative Development Authority for processing of registration</p>	<p>None</p>	<p>10 Minutes</p>	<p><i>Municipal Cooperative Development Coordinator/Officer-Of-The-Day</i> Municipal Agriculture Office</p>
<p><b>TOTAL:</b></p>		<p><b>None</b></p>	<p><b>25 Minutes</b></p>	