**Membership Application Guidelines**

| **Category** | **COOPS WORKING TOWARDS FOCCUS (Enrolled in FOCCUS Branding Program)** | **ASSOCIATE B** |
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| **Who are qualified?** | Cooperatives with savings and credit operations duly registered with the Cooperative Development Authority (CDA) | Cooperatives duly registered with the Cooperative Development Authority (CDA) |
| **Benefits** | Ensures cooperatives’ financial viability and sustainability through regular supervision and monitoring.   * Financial and initial diagnostic for the first year * Annual supervision and examination in compliance with FOCCUS and PESOS/PISO standards * Participation in Federation’s capability building and institutional building activities * Potential for FOCCUS Branding   Access to trainings and other services of the federation at 20% discount Fund Management of CETF-National | Access to trainings and other services **(except those exclusive for FOCCUS Branding Program)** of the federation at 20% discount Fund Management of CETF-National |
| **Membership Fee** | ₱1,000.00 | ₱1,000.00 |

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| **Required Capital** | Php 20,000.00 Share Capital valued at Php 1,000.00/share  At least 25% of the subscribed share capital shall be paid upon the approval of the application for membership | Php 20,000.00 Share Capital valued at Php 1,000.00/share  At least 25% of the subscribed share capital shall be paid upon the approval of the application for membership |
| **Annual Fee c/o CETF Remittance** | Coops with assets of 1B and above ➛ 100,000.00  Coops with assets of 500M to 999.99M ➛ 80,000.00  Coops with assets of 300M to 499.99M ➛ 60,000.00  Coops with assets of 100M to 299.99M ➛ 40,000.00  Coops with assets of 15M to 99.99M ➛ 30,000.00  Coops with assets below 15M ➛ 20,000.00 | No annual fee requiered |

|  | **COOPS WORKING TOWARDS FOCCUS (Enrolled in FOCCUS Branding Program)** | **ASSOCIATE B** |
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| **Documentary Requirements** | BOD Resolution On:   * Letter of intent to join MCN * Official Representative and Alternate Representative to MCN   Copies of the following documents:   * CDA Certificate of Registration * Articles of Cooperation * By-laws (and Amendments, if any) * 3 years Audited FS and Latest Interim Financial Statement * List of Board of Directors, Officers, and General Manager/CEO * Latest Annual Report * Cooperative Profile (History, Services and Products, Areas of Operation) | BOD Resolution On:   * Letter of intent to join MCN * Official Representative and Alternate Representative to MCN   Copies of the following documents:   * CDA Certificate of Registration * Articles of Cooperation * By-laws (and Amendments, if any) * 3 years Audited FS and Latest Interim Financial Statement * List of Board of Directors, Officers, and General Manager/CEO * Latest Annual Report * Cooperative Profile (History, Services and Products, Areas of Operation) |
| **Membership Process** | **Step 1:** Cooperative submits intent to become a member of the federation by filling in the application form supported by a BOD resolution, and submitting the documents required as listed above.  **Step 2:** MCN BOD approves/disapproves application for membership. if approved, Cooperative is conferred the Associate Member status.  **Step 3:** Cooperative pays membership fee and initial capital.  **Step 4:** Initiation to the Supervision and Monitoring System through an initial Diagnostics Exercise and a mandatory Model Credit Union Building (MCUB) Orientation for Officers and Senior Management Staff.  **Step 5:** MCN and the cooperative agree on a structuring plan so standards can be met by the cooperative.  **Step 6:** Monthly monitoring of financial ratios and annual verification of quantitative and qualitative performance indicators.  **Step 7:** Once standards are met, the FOCCUS brand is awarded, and a REGULAR MEMBER status is conferred. | **Step 1:**Cooperative submits intent to become a member of the federation by filling in the application form supported by a BOD resolution, and submitting the documents required as listed above.  **Step 2:**MCN BOD approves/disapproves application for membership. if approved, Cooperative is conferred the Associate Member status.  **Step 3:**Cooperative pays membership fee and initial capital. |