



Office of the President of the Philippines
COOPERATIVE DEVELOPMENT AUTHORITY

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Central Office

827 Aurora Blvd., Service Road, Brgy. Immaculate Conception, 1111 Cubao, Quezon City, Philippines

MEMORANDUM CIRCULAR No. 2019-03

Series of 2019

TO : All Concerned

**SUBJECT : GUIDELINES GOVERNING THE ONLINE PAYMENT OF CDA
REGISTRATION FEES THROUGH THE LANDBANK
LINK.BIZPORTAL**

In accordance with Republic Act (RA) No. 8972, otherwise known as the "Electronic Commerce Act of 2000", and Republic Act 11032 or the Ease of Doing Business and Efficient Government Service Delivery Act of 2018, the Authority undertakes the modernization of its facility to provide fast and efficient alternative payment collection services to its clientele. Thus, the Authority hereby promulgates the following Guidelines.

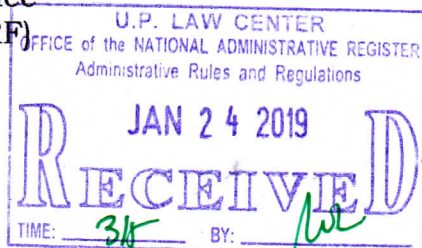
Section 1. Purpose

This Guidelines is issued to prescribe the procedure on how to avail the online payment facility for registration fees through LANDBANK Link.BizPortal that would allow clients/cooperatives clients to transact business and to pay the necessary fees due to the Authority via the internet using any of the payment options being offered by LANDBANK automated teller machines, debit and credit cards issued by Land Bank of the Philippines and any other banks recognized by BancNet.

Section 2. Coverage

This Guidelines shall cover payment of the following:

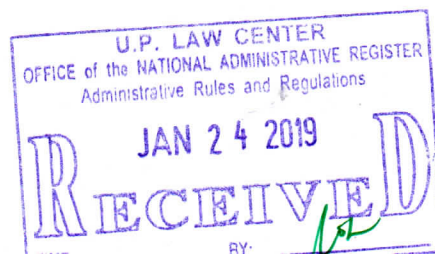
1. Cooperative Name Reservation fee
2. Registration fees for New Cooperatives, Consolidation of Cooperatives, and establishment of Branch/Satellite Offices and Laboratory Cooperatives
3. Amendment fee/Merger fee
4. Legal Research Fund (LRF)



Section 3. Definition of Terms

As used in this Guidelines, the following terms shall mean:

- 3.1. Authority-shall refer to the Cooperative Development Authority.
- 3.2. LANDBANK – a wholly-owned government financial institution and an Authorized Government Depository Bank (AGDB) duly organized and existing under and by virtue of R.A. 3844.
- 3.3. LANDBANK Link.BizPortal – is e-Payment facility that allows clients to pay for products and services via the Internet from both the government and private institutions/sectors.
- 3.4. Cooperative Name Reservation Fee- refers to the assessed amount required to be paid on the reservation of proposed cooperative name.
- 3.5. Registration Fee -refers to the assessed amount required to be paid for the registration of new cooperatives, consolidation of cooperatives, establishment of branch/satellite offices and for recognition of laboratory cooperatives.
- 3.6. Amendment Fee- refers to the assessed amount required to be paid for the amendment of Articles of Cooperation and By-Laws and in case of merger of cooperatives.
- 3.7. Legal Research Fund (LRF) Fee- an amount equivalent to one percent (1%) of the fee imposed but in no case lower than ten (10) pesos shall be collected on every fee for all applications for registration and amendments, petitions and complaints filed which is imposed by the Authority in the exercise and discharge of its regulatory functions.
- 3.8. CoopRIS – a web-based information system that provides CDA registration officers a computerized platform for cooperative name reservation, evaluation and approval of application for new registration, amendments and recognition of branch/satellite/laboratory.
- 3.7. BancNet – a Philippine-based interbank network connecting the Automated Teller Machine (ATM) networks of local and offshore banks.
- 3.8. Order of Payment – a document ordering the payment of money for the assessed amount of fees due to the Authority.
- 3.9. Payment Confirmation Slip/Receipt – an electronic generated documents which serves as proof of successful payment.



Section 4. How and when to access the Online Payment System

The LANDBANK Link.Biz Portal may be accessed through the link located at the CDA Website or the e-Banking menu of the LANDBANK website via www.landbank.com.

The LANDBANK Link.Biz Portal may be accessed from 12:01AM to 11:00PM, Philippine Standard Time (PST), 7 days a week including holidays, subject to service periods, maintenance time, computer, telecommunication, electrical or network failure, and/or any other reasons beyond the control of the Bank.

Section 5. Procedure for Online Payment

5.1 Cooperative Name Reservation

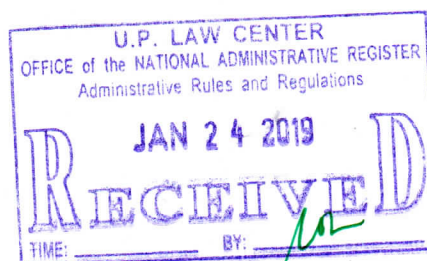
Step 1. The client/cooperative may reserve cooperative name on-line through the www.cda.gov.ph. After successful reservation, the client must take note of the system generated reservation number.

Step 2. The client/cooperative should advise the concerned Extension/Central Office within 24 hours from the time the cooperative name reservation was successfully made. The CDA Extension/Central Office must process the same immediately.

Step 3. Once approved, the client may proceed to the CDA website to verify the status of the name reservation or view/print the order of payment.

Step 4. After the cooperative name has been reserved, the client/cooperative then proceeds to LANDBANK Link.BizPortal through the link located at the CDA website or the e-Banking menu of the LANDBANK website via www.landbank.com. The client must select the transaction type (*Cooperative Name Reservation*), payment gateway option and fill-out the required mandatory fields such as amount, reservation number, name of applicant, name of the proposed cooperative and order of payment number. After the successful transaction, a payment confirmation slip is generated.

Step 5. After verification of the payment, the CDA Extension/Central Office shall send through e-mail the Cooperative Name Reservation Notice (CNRN) to the client/cooperative.



5.2. New Registration and Consolidation

Step 1. Once the application is approved, the client may view/print the order of payment in the CoopRIS.

Step 2. The client/cooperative then proceeds to LANDBANK Link.BizPortal through the link located at the CDA Website of the e-Banking menu of the LANDBANK website via www.landbank.com. The client must select the transaction type (*Registration-New, Registration-Consolidation*), payment gateway option and fill-out the required mandatory fields such as amount, reservation number, name of applicant, name of the proposed cooperative and order of payment number. After the successful transaction, a debit confirmation slip is generated.

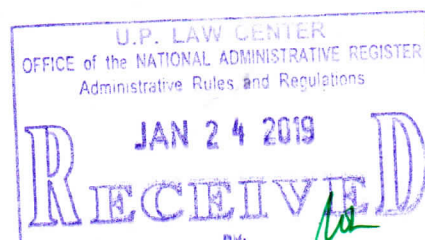
Step 3. After verification of the payment, the CDA Extension/Central Office shall print the Certificate of Registration and notify the client/cooperative.

5.3. Amendment of Articles of Cooperation and By-laws, Merger and/or Division of Cooperatives and Recognition of Branch/Satellite Offices/Laboratory Cooperatives

Step 1. Once the application is approved, the client may view/print the order of payment in the CoopRIS.

Step 2. The client/cooperative then proceeds to LANDBANK Link.BizPortal through the link located at the CDA website or the e-Banking menu of the LANDBANK website via www.landbank.com. The client must select the transaction type (*Registration-Amendment, Registration-Merger, Registration-Division, Registration-Branch, Registration-Satellite, Registration-Laboratory*), payment gateway option and fill-out the required mandatory fields such as amount, registration number, name of applicant, name of the cooperative and order of payment number. After the successful transaction, a debit confirmation slip is generated.

Step 3. After verification of the payment, the CDA Extension/Central Office shall print the Certificate of Registration of Amendments, Merger and/or Division, Certificate of Authority of Branch, and Letter of Authority of Satellite and Certificate of Recognition of Laboratory Cooperative.



Section 6. Proof of Successful Transaction

A Payment Confirmation Receipt/Slip is generated for every successful transaction. This may be printed by the client/cooperative.

Section 7. Transaction Fee

Transaction fee shall be charged/collected by LANDBANK from CDA clients regardless of the amount of transactions:

1. Transaction fee of P10.00 per approved transaction shall be charged to the Payor/Client; and
2. An additional P10.00 transaction fee will be charged by BancNet for the use of its Internet Payment Gateway Facility.

Section 8. Status of Transaction.

The client/cooperative may verify the status of its application through www.cda.gov.ph under the Reservation Cooperative Name Tab using its Reservation/Registration Number as reference number.

Section 8. Repealing Clause

All circulars, regulations, issuances or parts thereof, inconsistent with any of the provisions of this Circular are hereby repealed or modified accordingly.

Section 9. Effectivity

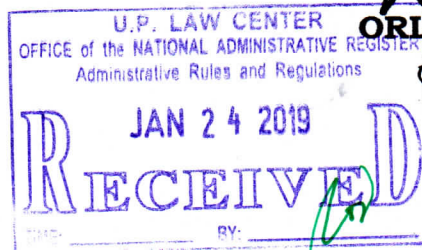
This Guidelines shall become effective upon its approval by the Board of Administrators and fifteen (15) days after registration with the office of the National Administrative Register (ONAR).

Approved by the CDA Board of Administrators on December 18, 2018 per BOA Resolution No. 627, S-2018.

For the Board of Administrators

By:

January 18, 2019



[Signature]
ORLANDO E. RAVANERA
Chairman



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EXCERPTS FROM
MINUTES OF REGULAR MEETING
OF THE CDA BOARD OF ADMINISTRATORS HELD ON DECEMBER 18, 2018

PRESENT:

Hon. Orlando R. Ravanera	- Chairman/Presiding Officer
Hon. Benjie S. Oliva	- Administrator from Visayas
Hon. Paisal I. Cali	- Administrator from Mindanao
Hon. Abad L. Santos	- Administrator from Luzon
Hon. Myrla B. Paradillo	- Administrator from Luzon

ALSO PRESENT:

Dir. Ray R. Elevazo	- Executive Director
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ON OFFICIAL LEAVE:

Hon. Abdulsalam A. Guinomla	- Administrator from Mindanao
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RESOLUTION NO. 627, S-2018

Upon motion by Adm. Benjie S. Oliva, duly seconded by Adm. Paisal I. Cali, be it
RESOLVED as it is hereby RESOLVED, to approve the Memorandum Circular on the
Guidelines Governing the Online Payment of CDA Registration Fees Through the
Landbank Link.BizPortal.

APPROVED.

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This is to certify that the foregoing is true and correct from the minutes of the CDA Board of
Administrators' Regular Meeting.

JUNIO E. CASILAN, JR.
Acting Board Secretary

ATTESTED:

ORLANDO R. RAVANERA
Chairman

