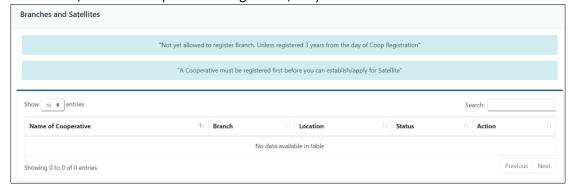
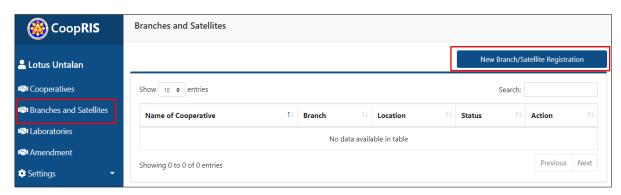
### WITHIN THE REGION

Registration of Branch/Satellite

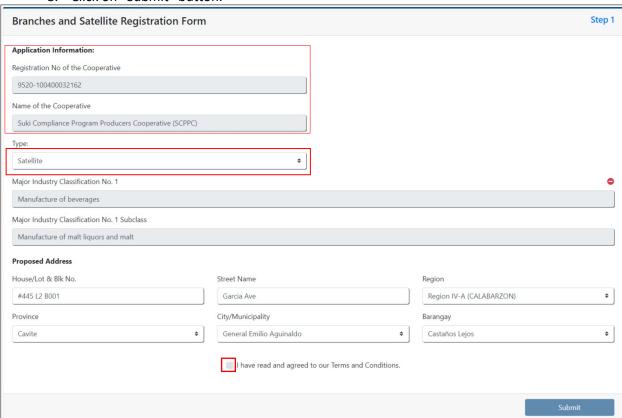
Process where user will Register Branch/Satellite. But before the cooperative can establish Branch, Cooperative must be registered 3 years from the day of Coop Registration. If not yet qualified to establish, the page of Branches and Satellite will display this message: However, once the cooperative is registered, they are now allowed to establish Satellite.

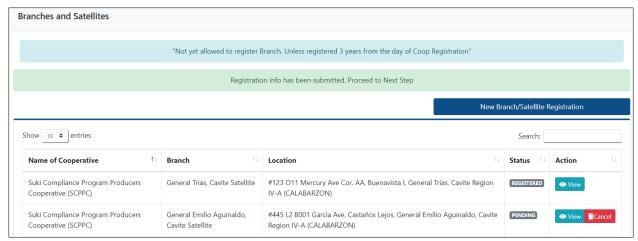


- Step 1 Satellite Registration and Basic Information
  - 1. Login to your account > Click Branches and Satellites
  - 2. Click on "New Branch/Satellite Registration"



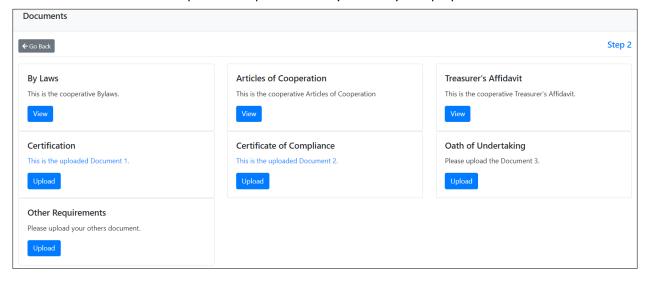
- 3. Accept Term and Conditions Scroll down until you reach bottom and click on "Agree" if you agree and "Disagree" if you don't want to proceed.
- 4. "Registration No." and "Name of Cooperative" will automatically display and field will be auto populated based on Cooperative Information
- 5. User to select "Satellite"
- 6. Input House/Lot & Blk No. and Street Name (Optional) > Select which location of the Branch will be.
- 7. Tick check box for "I have read and agreed to out Terms and Conditions."
- 8. Click on "Submit" button.





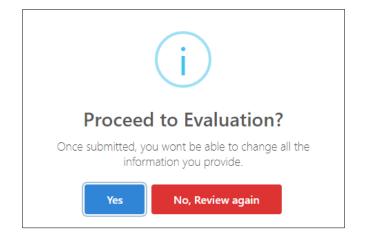
- Step 2 View generated Article of Cooperation, By-Laws, Treasurer Affidavit and other required documents.
  - 1. Click on "View" button
  - 2. View Article of Cooperation, By-Laws and Treasurer Affidavit and other documents
  - 3. User needs to upload "Certification, Certificate of Compliance, Oath of Undertaking and Other Requirements"
  - 4. "Other Requirements" can be used when user needs to upload other documents that is not on the list.
    - To Upload: Click on Upload button > Choose File > Click on "Submit"
  - 5. Click hyperlink to view uploaded Certification, Certificate of Compliance, Oath of Undertaking and Other Requirements

Note: User can upload multiple files and system only accept .pdf format



Step 3 - Submit Satellite Application
 Process where the user will review all the information provided. After reviewing, you may now submit your application. To proceed on application evaluation, click on "Submit" button on Step 3 > Confirm Submission (Evaluation of your Satellite Application will start)



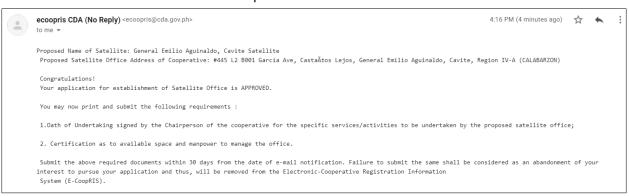


After confirmation, this message will appear and client will receive email notification on registered email address.

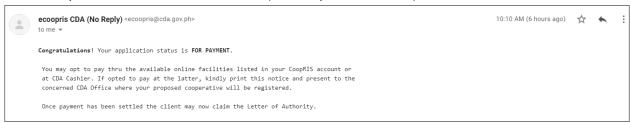
Successfully submitted your application. Please wait for an e-mail of either the payment procedure or the list of documents for compliance.



Step 4 – Wait for an e-mail notification list of documents for submission
 Once the validation of your application is done and been reviewed, you will receive an email stating "Your application status is FOR PRINTING AND SUBMISSION" and also email includes instruction. Please see below sample email.

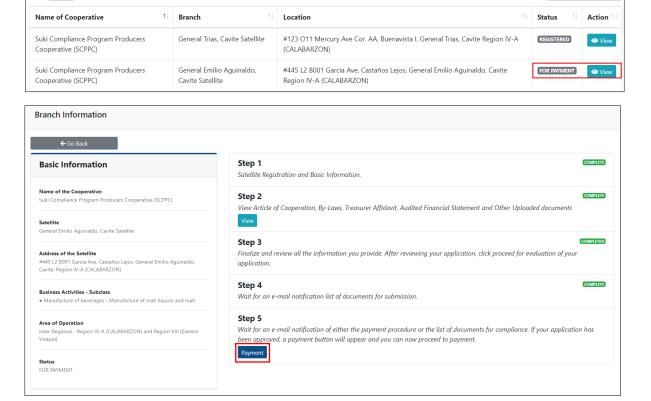


Step 5 – Wait for an e-mail notification of payment procedure
 Click on "Payment" button > Download and Print the Order of Payment > Present Order of
 Payment to concerned CDA Officer. (see sample email below)

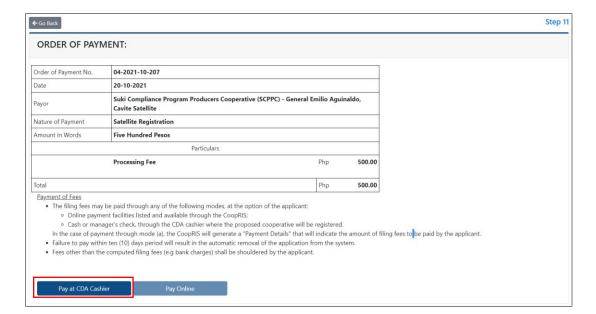


Once you received this message user may now click on "Payment" button, Download and Print Order of Payment by clicking on "Pay at CDA Cashier" button and pay on CDA Office > Submit OR > Wait for your Certificate to be Printed.

Show 10 \$ entries



Search:





# Republic of the Philippines COOPERATIVE DEVELOPMENT AUTHORITY

Letter of Authority No: LA-100400000063

## LETTER OF AUTHORITY

### TO ALL WHOM THESE PRESENTS MAY COME:

By the virtue of the authority vested in me by law, I hereby certify that the application of the:

# Suki Compliance Program Producers Cooperative (SCPPC)

9520-100400032162

# Gumaca, Quezon Satellite Office

with address at #445 L2 B001 Garcia Ave, Castaños Lejos General Emilio Aguinaldo, Cavite, Region IV-A (CALABARZON), to confirm the establishment of a Satellite at #2nd BRANCH WITHIN, Butaguin Gumaca, Quezon, Region IV-A (CALABARZON) were presented for approval of the Authority on October 20, 2021 and that after having complied with the requirements under MC No. 2016-05 dated October 18, 2016 is hereby APPROVED.

This Letter is hereby issued to enable the Cooperative to operate the new Satellite pursuant to the pertinent Circular thereto and the powers of the Authority under RA 11364.

Given in Quezon City, Philippines, this October 20, 2021.





### OUTSIDE THE REGION

- > Registration of Branch/Satellite
  - Process where user will Register Satellite Outside the Region
- Step 1 Branch Registration and Basic Information
  - 1. Login to your account > Click Branches and Satellites
  - 2. Click on "New Branch/Satellite Registration"
  - 3. Accept Term and Conditions Scroll down until you reach bottom and click on "Agree" if you agree and "Disagree" if you don't want to proceed.
  - 4. "Registration No." and "Name of Cooperative" will automatically display and field will be auto populated based on Cooperative Information
  - 5. User to select "Satellite"
  - 6. Enter House/Lot & Blk No. and Street Name (Optional)
  - 7. Select different Region, select Branch, Province, City/Municipality and Barangay where your Satellite will operate
  - 8. Tick check box for "I have read and agreed to out Terms and Conditions."
  - 9. Click on "Submit" button.
- Step 2 View generated Article of Cooperation, By-Laws, Treasurer Affidavit and other required documents.
  - 1. Click on "View" button
  - 2. View Article of Cooperation, By-Laws and Treasurer Affidavit and other documents
  - 3. User needs to upload "Certification, Certificate of Compliance, Oath of Undertaking and Other Requirements"
  - 4. "Other Requirements" can be used when user needs to upload other documents that is not on the list.
    - To Upload: Click on Upload button > Choose File > Click on "Submit"
  - 5. Click hyperlink to view uploaded Certification, Certificate of Compliance, Oath of Undertaking and Other Requirements
    - Note: User can upload multiple files and system only accept .pdf format
- 6. Step 3 Submit Satellite Application

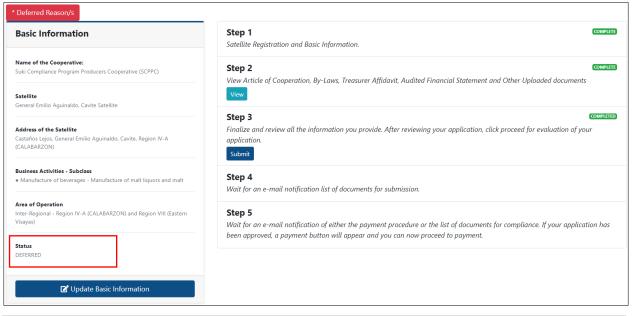
Process where the user will review all the information provided. After reviewing, you may now submit your application. To proceed on application evaluation, click on "**Submit**" button on Step 3 > Confirm Submission (Evaluation of your Satellite Application will start)

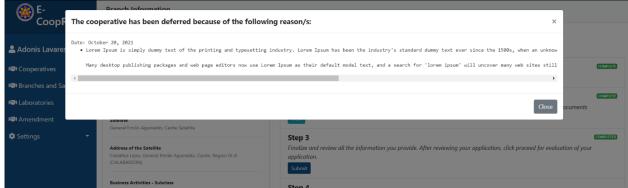
- Step 4 Wait for an e-mail notification list of documents for submission
   Once the validation of your application is done and been reviewed, you will receive an email stating "Your application status is FOR PRINTING AND SUBMISSION" and also email includes instruction.
- Step 5 Wait for an e-mail notification of payment procedure
   Click on "Payment" button > Download and Print the Order of Payment > Present Order of Payment to concerned CDA Officer.

Once you have received the payment email notification user may now click on "Payment" button on their account > Print Order of Payment and pay on CDA Office > Submit OR > Wait for your Certificate to be Printed

## Deferred Application

- If your application was deferred you will receive email advising the reason why your application is being deferred. (see sample screenshot below)
- Those reasons and comment will also appear on your ecoopris account. Click on "Deferred Reason/s" button (see sample screenshot below)
- You will need to comply with the said findings before you submit again the application for evaluation. Once complied you may click on "Submit" button in "Step 3"
- If your application was finally approved, you may proceed to page 3, step 4.





### Sample Email from: CoopRIS Administrator

