

Laboratories

❖ Client Account

➤ Step 1 – Laboratory Registration / Update Basic Information

User can establish Laboratory if they have registered a cooperative and have allowed guardian cooperative in Step 6. *(see sample screenshot below)*

Articles of Cooperation

← Go Back

Step 6

Reminder:

- Total Authorized Shared Capital: **100000** (10,000,000 / 100 par value)
- The product of common shares and par value per common share must be at least **75%** of Authorized Shared Capital.
- The product of preferred shares and par value per preferred share must be maximum of **25%** of Authorized Shared Capital.
- The total number of common shares must be greater than or equal to **75000** (75% of Total Authorized Share).
- The total number of preferred shares must be greater than or equal to **25000** (25% of Total Authorized Share).

Details:

Applicable to Guardian Cooperative ☒ Yes ☐ No

Article IV. Powers and Capacities

1. Click on **“New Laboratory Registration”**
2. System will automatically display Registration No. and Cooperative Name. Field will be auto populated based on Cooperative Information.
3. Enter **“Proposed Name of Laboratory”**
4. Input **“House/Lot & Blk No.”** and **“Street Name”** *(not required fields)*
From dropdown provided select the Region, Province, Municipality and Barangay.
5. Tick **“I have read and agreed to our Terms and Conditions”**
6. Click on **“Submit”** button

➤ Step 2 – List of Members/Cooperators

1. Click the **“View”** button
2. Click **“View”** button in Step 2.
To add Members/Cooperators > Click on **“Add Members/Cooperators”** button
3. System requires to have at least 15 members before you may proceed on next step.
4. Input First, Middle and Last Name. *(Middle and Last Name are not required)*
5. Age must be 7 to 17 years old.
6. Select Gender
7. Select **“Educational Background”**
8. House/Lot & Blk No. and Street name are not required to be filled in.
Change the Region, Province, Municipality and Barangay if appropriate.
However, dropdown is available depending on Cooperatives’ area of operation.
9. Click on Submit button

- Step 3 – Finalized and review all the information you provide. After reviewing your application, click proceed for evaluation of your application.
 1. Click on “View” button beside the “Submit” button
 2. User are required to upload “Manual of Operation” and “Board of Resolution” before user may submit the application for validation.
 3. User may upload other documents on “Other Requirement” tab.
 4. Once completed you may now click the “Submit” button in Step 3 > Confirm Submission
 5. Once submission is confirmed, application will be for validation and evaluation.

- Step 4 - Wait for an e-mail notification list of documents for submission.
 1. Client will need to Print the requirements that is noted on the email received and will submit the documents to CDA Office
 2. Once all required submitted document passed and confirmed by CDA personnel client will receive email notification for Payment procedure.
 3. On Step 5 click on “Payment” button > Click Pay at CDA Cashier
 4. Print the Order of Payment and present to concerned CDA Officer
 5. **Wait for your Certificate to be Printed**