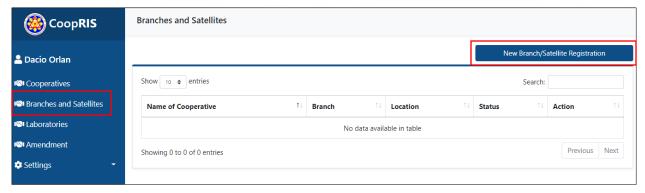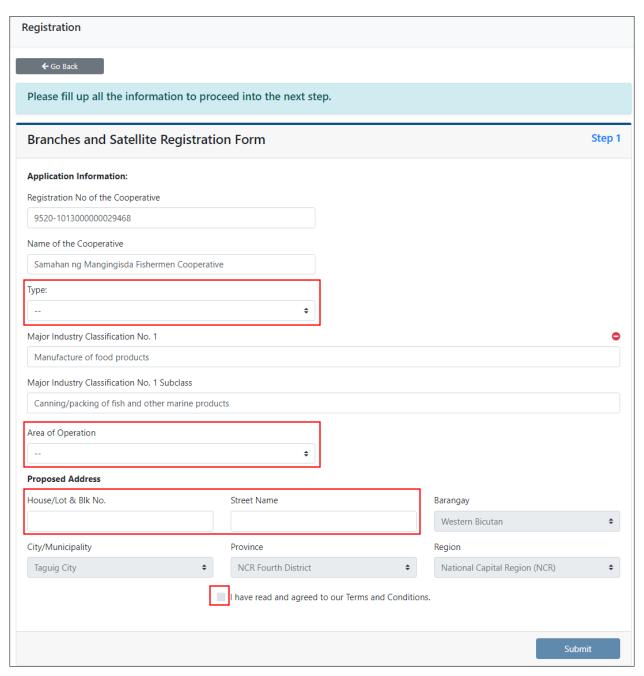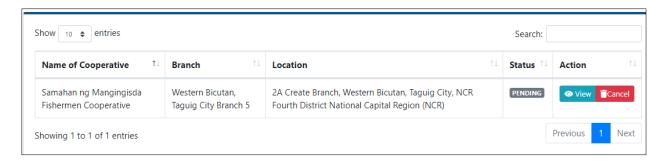## ✛ WITHIN THE REGION
➢ Registration of Branch/Satellite
Process where user will Register Branch/Satellite
- **Step 1** – Branch Registration and Basic Information
  1. Login to your account > Click Branches and Satellites
  2. Click on "New Branch/Satellite Registration"
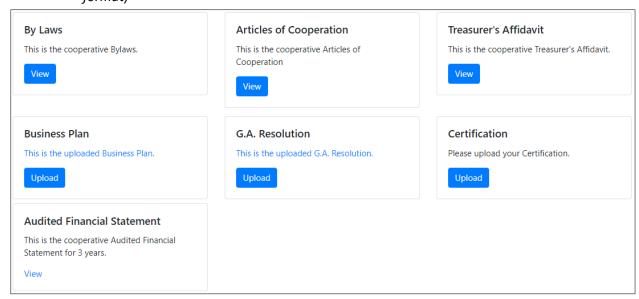
3. Accept Term and Conditions – Scroll down until you reach bottom and click on "Agree" if you agree and "Disagree" if you don't want to proceed.
4. Input "Registration No of the Cooperative" > Field will be automatically auto populated based on Cooperative Information
5. User to select "Branch"
6. Select Area of Operation
7. Input House/Lot & Blk No. and Street Name *(Optional)*
8. Tick check box for "I have read and agreed to out Terms and Conditions."
9. Click on "Submit" button.

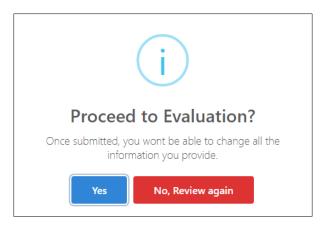| Show 10 ⬍ entries				Search:
Name of Cooperative ↑↓	**Branch** ↑↓	**Location** ↑↓	**Status** ↑↓	**Action** ↑↓
Samahan ng Mangingisda Fishermen Cooperative	Western Bicutan, Taguig City Branch 5	2A Create Branch, Western Bicutan, Taguig City, NCR Fourth District National Capital Region (NCR)	PENDING	👁 View 🗑Cancel

Showing 1 to 1 of 1 entries

Previous **1** Next

- **Step 2** – View Article of Cooperation, Treasurer Affidavit, Audited Financial Statement and Other uploaded documents.
  1. Click on "View" button
  2. On Step 2 click on "View" button
  3. User needs to upload "Business Plan, G.A Resolution and Certification"
     Click on Upload button > Choose File > Click on "Submit" *(note: system only accept .pdf format)*

By Laws	**Articles of Cooperation**	**Treasurer's Affidavit**
This is the cooperative Bylaws.	This is the cooperative Articles of Cooperation	This is the cooperative Treasurer's Affidavit.
View	View	View

Business Plan	**G.A. Resolution**	**Certification**
This is the uploaded Business Plan.	This is the uploaded G.A. Resolution.	Please upload your Certification.
Upload	Upload	Upload

Audited Financial Statement
This is the cooperative Audited Financial Statement for 3 years.
View

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

Step 3   PENDING

Finalize and review all the information you provide. After reviewing your application, click proceed for evaluation of your application.

Submit

ⓘ

Proceed to Evaluation?

Once submitted, you wont be able to change all the information you provide.

Yes   No, Review again

- **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.

```
Congratulations! Your application status is FOR PRINTING and
SUBMISSION.

You may now submit the following requirements/ documents:

1. Business Plan
2. General Assembly Resolution
3. Certification for the presence of Manual of Operation and Addresses
of the branch office
4. Audited Financial Statement for the last three years

The above documents shall be printed in A4 size or 13" x 18" bond
paper.

The client shall submit the above required documents within 30 working
days from the date of e-mail notification. Failure to submit the same
shall be considered as an abandonment of your interest to pursue your
application and thus, will be removed from the Cooperative
Registration Information
System (CoopRIS).
```

- **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)

```
Congratulations! Your application status is FOR PAYMENT.

You may opt to pay thru the available online facilities listed in your
CoopRIS account or at CDA Cashier. If opted to pay at the latter,
kindly print this notice and present to the concerned CDA Office where
your proposed cooperative will be registered.

Once the said documents had been found complete and in order, the
client may now claim the Certificate of Authority within the day.
```

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

OUTSIDE THE REGION
  - Registration of Branch/Satellite
    Process where user will Register Branch
  - 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. Input "Registration No of the Cooperative" > Field will be automatically auto populated based on Cooperative Information
    5. User to select "Branch"
    6. Select Area of Operation (National)
    7. Enter House/Lot & Blk No. and Street Name *(Optional)*
    8. Select different Region, select Branch, Province, City/Municipality and Barangay where your Branch will operate
    9. Tick check box for "I have read and agreed to out Terms and Conditions."
    10. Click on "Submit" button.

  - Step 2 – View Article of Cooperation, Treasurer Affidavit, Audited Financial Statement and Other uploaded documents.
    1. Click on "View" button
    2. On Step 2 click on "View" button
    3. User needs to upload "Business Plan, G.A Resolution and Certification"
       Click on Upload button > Choose File > Click on "Submit" *(note: system only accept .pdf format)*

  - Step 3 – Submit Branch Application
    Process where the user will review all the information provided.
    After reviewing, user may now submit application. To proceed on application validation, click on "**Submit**" button on Step 3 > Confirm Submission *(Validation of your Branch 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. Please see below sample email.

```
Congratulations! Your application status is FOR PRINTING and
SUBMISSION.

You may now submit the following requirements/ documents:

1. Business Plan
2. General Assembly Resolution
3. Certification for the presence of Manual of Operation and Addresses
of the branch office
4. Audited Financial Statement for the last three years

The above documents shall be printed in A4 size or 13" x 18" bond
paper.

The client shall submit the above required documents within 30 working
days from the date of e-mail notification. Failure to submit the same
shall be considered as an abandonment of your interest to pursue your
application and thus, will be removed from the Cooperative
Registration Information
System (CoopRIS).
```

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

(see sample email below)

```
Congratulations! Your application status is FOR PAYMENT.

You may opt to pay thru the available online facilities listed in your
CoopRIS account or at CDA Cashier. If opted to pay at the latter,
kindly print this notice and present to the concerned CDA Office where
your proposed cooperative will be registered.

Once the said documents had been found complete and in order, the
client may now claim the Certificate of Authority within the day.
```

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

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