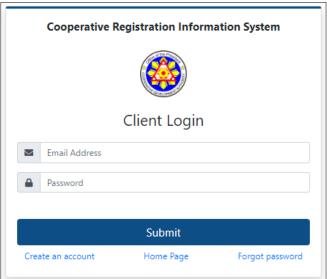
Account Creation

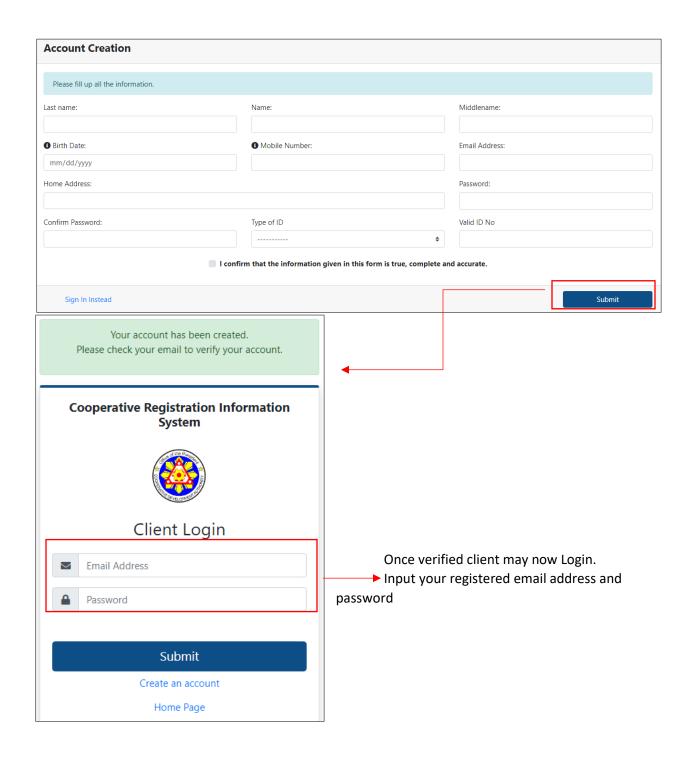
Before anything client must create Account

Go to Cooperative System website using this link http://testsite.cmvsd.com/coopris/

- 1. Click on "Click Here" in COOPRIS
- 2. From login page click on "Create an Account" and enter the information required:
- 3. Basic Information (Name, Birth Date, Mobile Number)
- 4. E-mail Address (*Provided valid e-mail address will be used to login to the account, and to which all communications in relation to registration will be sent*)
- 5. Home Address
- 6. Password
- 7. Tin Number (*Please input the correct format of TIN Number*)
- 8. Tick the check box before you click on "Submit" button
- 9. Check email to verify your account







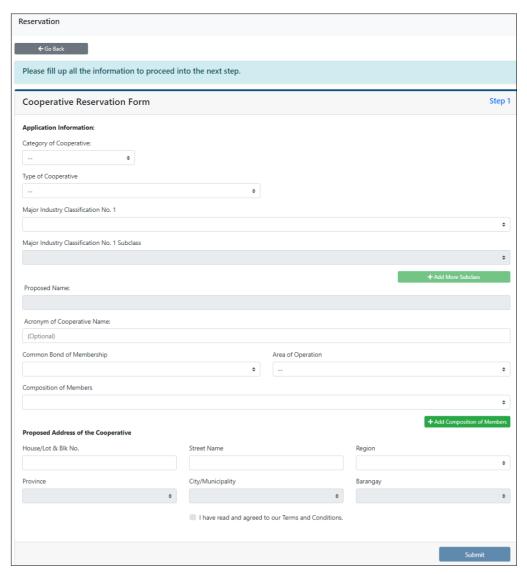
Reserve Cooperative

Please note that only 1 Cooperative can be registered in 1 Account. And only 1 reservation name can be done in one account, user are given 4 days before the expiration of Name Reservation. However, if Name Reservation expires user are allowed to reserve again Cooperative Name.

- Step 1 Once the client successfully logged in to the verified account, client may now apply/register Cooperative. To register:
 - 1. Click on "New Registration" button
 - 2. Agree to Terms and Conditions (scroll down until you reach the bottom and click on "Agree")

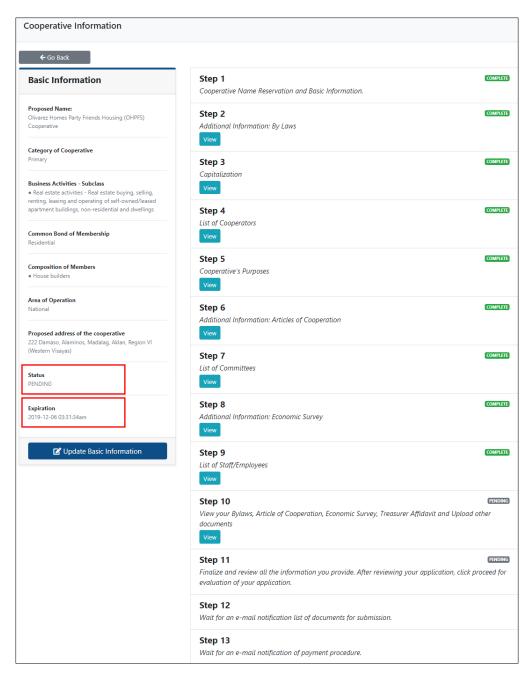


- 3. Client must select the following required information:
 - a. Category of Cooperative
 - **b.** Type of Cooperative
 - c. Major industry Classification No. 1
 - d. Major Industry Classification No. 1 Subclass
- 4. Input "Proposed Name"
- 5. Input Acronym of Cooperative Name (this field is optional only) DO NOT INCLUDE "()" when you enter acronym.
- 6. Select "Common Bond of Membership"
- 7. Select "Area of Operation"
- 8. Select "Composition of Members
- 9. "Proposed Address of the Cooperative"
 - a. Input House/Lot & Blk No.
 - **b.** Street Name
 - **c.** Select Region > Province > City/Municipality > Barangay
- 10. Tick check box "I have read and agreed to our Terms and Conditions"
- 11. Click on "Submit"



Complete Reservation Process

• Cooperative Information Overview of all the steps that need to be completed.



Step 2 - Additional Information: By Laws

Note: Whatever information you enter will appear in the By Laws document

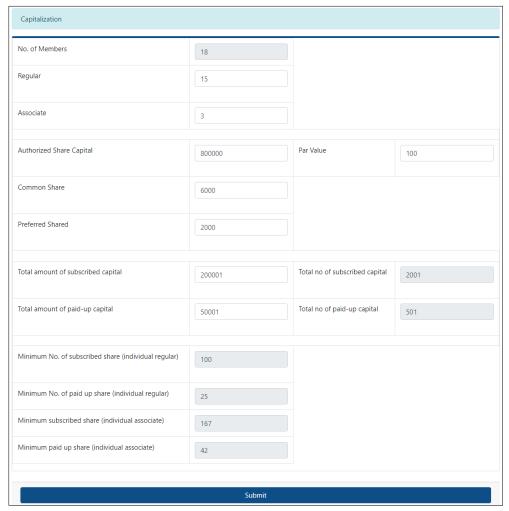
- 1. Click on "View" button on Cooperative Information Overview
- 2. To Edit > click on "Edit" button
- 3. Enter details on the following required fields:
 - a. Article II. Membership
 - i. **Section 1:** Select Kind of Membership (*Regular Member Only or Regular And Associate Membership*)
 - ii. **Section 2:** Input Qualifications of Membership (*if there are 2 or more qualification just click on "+ Add More Qualifications for Regular Member or Associate Member" and another field for Qualification Optional*)
 - iii. **Section 3:** Requirements for Membership (general requirements already noted, if there are any additional requirements needed, just click on " + Add More Requirements for Membership" and enter requirement)
 - iv. **Section 9:** Members Entitled to Vote (general conditions for members to vote already provided, if there are any additional conditions for members to be able to vote, just click on "+ Add More Members Entitled to Vote" and enter qualification)
 - b. Article III. Administration
 - i. Section 4: Select Regular General Assemble Meeting (follow validation)
 - ii. Section 8: Enter Quorum for General Assemble Meeting (follow validation)

- c. Article IV. Board of Directors
 - i. Section 4: Enter Disqualification
 - ii. Section 6: Enter Election of Directors
- d. Article VII. Capital Structure
 - i. Section 2: Enter Continuous Capital Build-Up
- e. Article VIII. Allocation and Distribution of Net Surplus
 - i. Section 1: Enter Allocation
 - ii. Section 2: Enter Interest on Share Capital and Patronage Refund
- f. Article XI. Amendments
 - i. Section 1: Select Amendment of Articles of Cooperation and Bylaws (Voting Rights)
- 4. Click on Submit button (submission will not proceed if there are fields that failedcomply on the requirements. System will show which field(s) should be amended, changed or requiring information)
- 5. Step 3 will be open for Capitalization

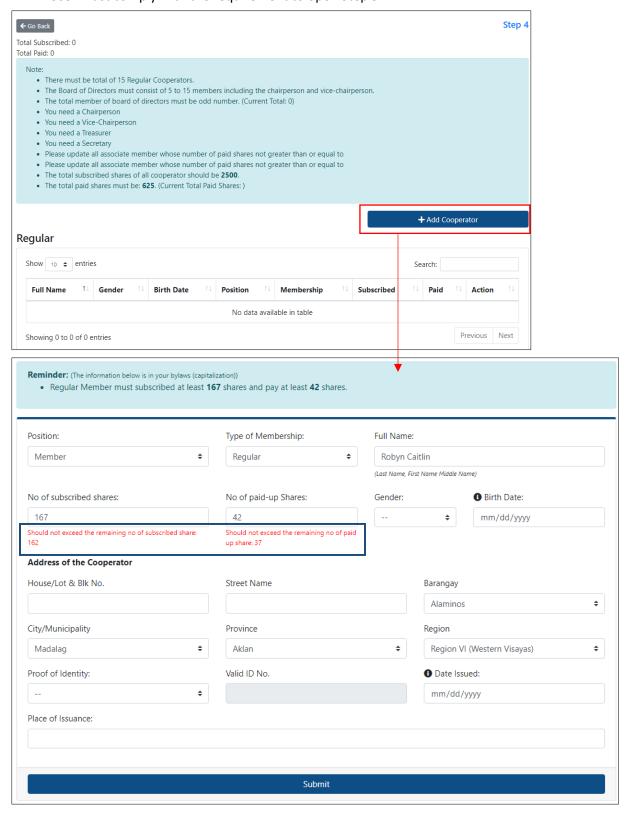
• Step 3 – Capitalization

To complete the Capitalization process, user needs to:

- 1. Indicate the total no. of Cooperatives' members. (please note that the required no. of Regular Member is minimum of 15)
- 2. Indicate the Authorized Share Capital and Par Value
- 3. Once user entered Authorized and Par Value system will automatically fill in the minimum no. of requirement to each fields.
- 4. User are still allowed to edit Common and Preferred Share, Total amount of Subscribe and Paid-up Capital according to requirements.
- 5. As the user change data, system will also automatically adjust no. base on changes and system will display messages what will be the minimum no. requirement.
- 6. System will also display the total No. of Subscribe Share and Paid up Share per individual for both Regular and Associate. (these no. will automatically display when adding Cooperators)
- 7. Click on Submit once done



Step 4 – List of Cooperators
 Required Position within the Cooperative are noted to guide the User on adding Cooperators.
 User must comply with the requirement to open Step 5.



To Add Cooperator:

- 1. Click on "View" button on Cooperative Information Overview
- 2. Click on "+ Add Cooperator" button
- 3. Please be mindful of the Reminder (the requirement noted came on your By-Laws)

Reminder: (The information below is in your bylaws (capitalization))

Regular Member must subscribed at least 167 shares and pay at least 42 shares.

- 4. Select Position
- 5. Select Type of Membership
- 6. Enter Full Name of Cooperator
- 7. Input "No. of Subscribed Shares:" and "No. of paid-up Shares"
- 8. Select Gender
- 9. Enter Birth Date

- 10. Enter House/Lot & Blk No. and Street Name (optional)
- 11. Select Type of ID and enter ID No.
- 12. Enter Date of Issued and Place of Issuance
- 13. Click on Submit
- 14. Repeat steps 2-13 until you comply on the requirements
- 15. If ever user encounter message under No. of Subscribe and Paid-up Shares (ex: "Should not exceed the remaining no of subscribed share: 162" and "Should not exceed the remaining no. of paid up share: 37") user must update the no. of Subscribe and Paid up capital in Capitalization module.

• Step 5 – Cooperative's Purposes

That the purposes for which this Cooperative is organized are to engage in: 1. Processing and marketing of Aquatic Products of the members 2. Seaweeds harvesting, processing and marketing 3. Assisting in the development of marine sanctuaries, parks and reservations 4. Promoting and advancing the economic and social status of the members 5. Coordinating and facilitating the activities of cooperatives 6. Advocating for the cause of the cooperative movements 7. Ensuring the viability of cooperatives through the utilization of new technologies 8. Encouraging and promoting self-help or self-employment as an engine for economic growth and poverty alleviation.

Purposes of Cooperative are already given, however user may still change or add Coop's Purposes by:

- 1. Click on "View" button on Cooperative Information Overview
- 2. Clicking on "Edit Purposes"
- 3. Make some changes on the existing fields for "Purposes No. 1 No. 8"
- 4. To add Purpose click on "+ Add more Purpose" > Enter Purpose
- 5. Click on Submit once done.

User may also delete purpose by clicking on \bigcirc icon.



 Step 6 – Additional Information: Articles of Cooperation Reminders are noted below:

Reminder:

- Total Authorized Shared Capital: 10000 (1,000,000 / 100 par value)
- The total subscribed common shares of all cooperator is 2505.
- The total number of common shares must be 10000.

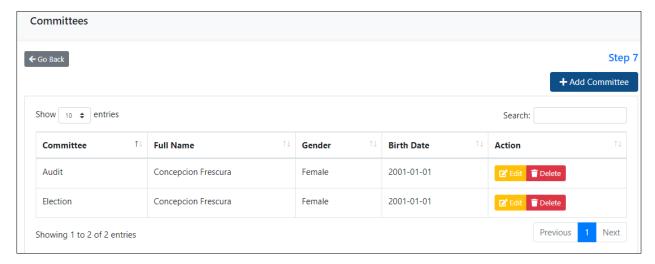
To Edit or Add Articles of Cooperation:

- 1. Click on "View" button on Cooperative Information Overview
- 2. Click on "Edit" button
- 3. Enter details on the following required fields:
 - a. Article V. Term of Existence
 - b. Article IX. Board of Directors
- 4. Click on "Submit" button

• **Step 7** – *List of Committees*

To add Committee:

- 1. Click on "View" button on Cooperative Information Overview
- 2. Click on "+ Add Committee" button
- 3. Select Name of Cooperator from dropdown and select Name of Committee
- 4. Note: There must be at least 1 Gender and Development Committee.

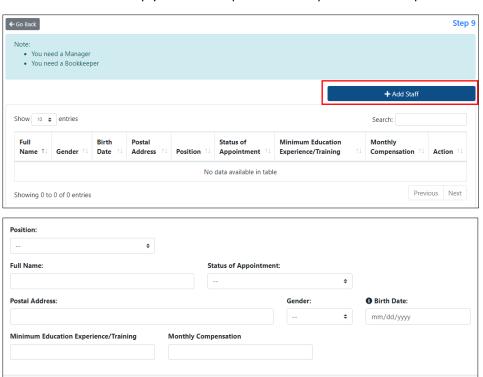


• Step 8 – Additional Information: Economic Survey

Note: Whatever information you enter will appear in the Economic Survey document

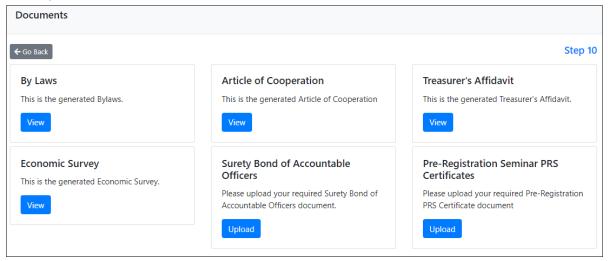
- 1. Click on "View" button on Cooperative Information Overview
- 2. Click on "Edit" button
- 3. Enter details on the following required fields:
 - a. Background and Rational
 - b. General Information
 - c. Strategic Operational Studies
 - i. Economic Aspect
 - ii. Financial Aspect
 - iii. Technical Aspect
 - iv. Organizational Structure
- 4. Click on "Submit" button
- Step 9 List of Staff/Employees

Required Staffs within the Cooperative are noted to guide the User for adding. User must comply with the requirement to open the next step.



To Add Staff:

- 1. Click on "View" button on Cooperative Information Overview
- 2. Click on "+ Add Staff" button
- 3. Select "Position" from dropdown
- 4. Enter Full Name of Staff
- 5. Select "Status of Appointment" from dropdown
- 6. Enter Postal Address and Select Gender
- 7. Enter Date of Birth
- 8. Input Minimum "Education Experience/Training" and "Monthly Compensation"
- 9. Click on Submit
- 10. If ever the Position is not available on the choices, user are allowed to add other Position. To add Position, select "Others" from the dropdown > New field will appear > This will allow you to add New Position Name > Enter Position > Enter other required fields and click Submit
- 11. Repeat steps 2-9 until you comply on the requirements
- Step 10 View you By-Laws, Article of Cooperation, Economic Survey, Treasurer Affidavit and Upload other Documents

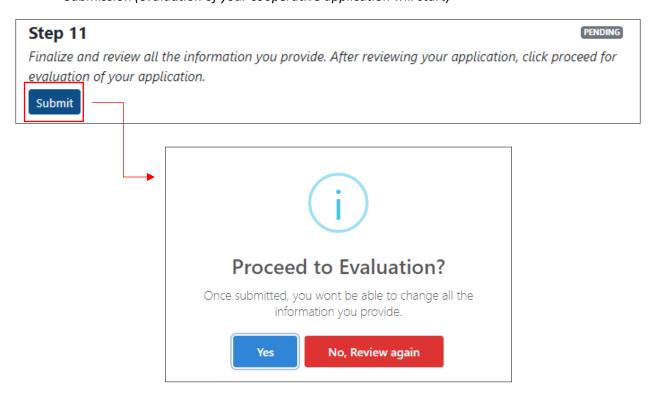


User must upload required document for Bond of Accountable Officers and Pre- Registration PRS Certificate. To upload

- 1. Click on "View" button on Cooperative Information Overview
- 2. On Surety Bond of Accountable Officers > Click on "Upload" button
- 3. Click on "Choose File" and select file to be uploaded (Note: user are allowed to upload multiple file.)
- 4. Click on "Submit" button
- 5. Repeat step to upload multiple file.
- 6. Same step to upload PRS
- 7. Click on "View" button if you wish to see document (By Laws, Article of Cooperation, Treasurer's Affidavit and Economic Survey)
- 8. Click hyperlink to view uploaded Surety Bond and PRS.

• Step 11 – Submit Cooperation application

Finalize and review all the information you provide. After reviewing, you may now submit your application. To proceed on application evaluation click on "Submit" button on Step 10 > Confirm Submission (evaluation of your cooperative application will start)



After confirmation, this message will appear:

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

Step 12 – Wait for an e-mail notification list of documents for submission
 Once the evaluation 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 print the following documents in Four (4) copies:

- 1. Economic Survey;
- 2. Articles of Cooperation and the approved By-laws;
- 2.1. All original;
- 2.2. The Articles of Cooperation shall be signed by all the cooperators on each and every page and duly notarized by a Notary Public; and
- 2.3. The By-Laws shall be signed by all the members on the adoption page.
- 3. Treasurer's Affidavit duly notarized by a Notary Public;

The above documents shall be printed in legal size bond paper or $8.5" \times 13"$ size paper.

In addition to the above, please attach the following in 1 original and 3 certified true photocopies signed by the Authorized Officer:

- 1. Surety Bond of Accountable Officers;
- 2. Certification of Pre-Registration Seminar (PRS);
- 3. Proof of Payment; and
- 4. Other requirements for specific type of cooperatives

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 purged from the Cooperative Registration Information System (CoopRIS).."

Submit in CDA all required documents listed on the email.

• Step 13 – Wait for an e-mail notification of payment procedure

"Congratulations! Your application status is FOR PAYMENT.

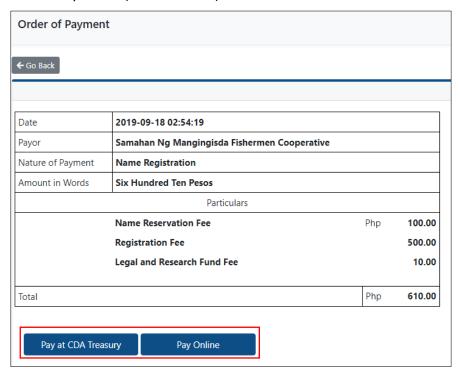
You may opt to pay thru the available online facilities listed in your CoopRIS account or at CDA Cashier. If opted to pay at the latter, kindly print this notice and present to the concerned CDA Office where your proposed cooperative will be registered.

Once payment has been settled the client may now claim the Certificate of Registration. $\mbox{``}$

- 1. Client(Cooperative) will receive email confirmation (sample email are shown above)
- 2. Client will login to their account and click "Payment" button on Step 13



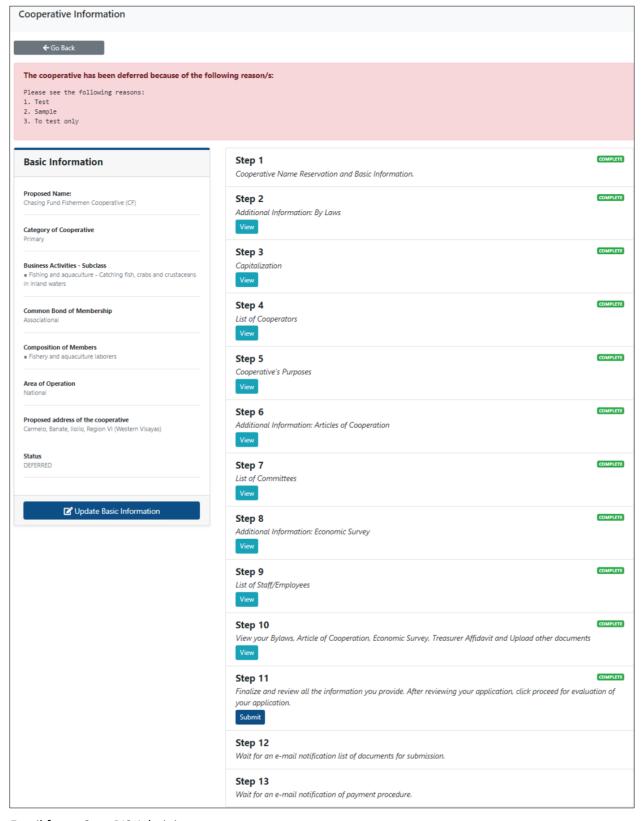
- 3. System will display Order of Payment. Choose between:
 - a. Pay at CDA Treasure
 - b. Pay Online (thru Landbank)



- 4. Click on the button of your choice
- 5. If you choose on "Pay at CDA Treasury", print out the Order of Payment and pay at the Cashier of CDA to get your Official Receipt and Certificate

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. (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 11"



Email from: CoopRIS Administrator

Email Content

Sorry. . Your application **Chasing Fund Fishermen Cooperative** has been deferred because of the following reason/s:

Please see the following reasons:

- 1. Test
- 2. Sample
- 3. To test only

If your application was finally approved, you may proceed to page 10.