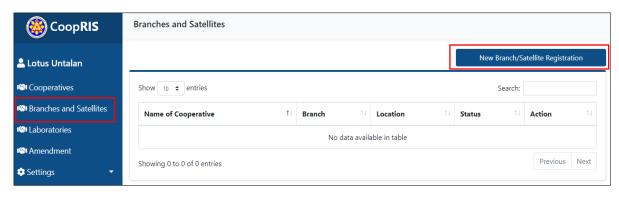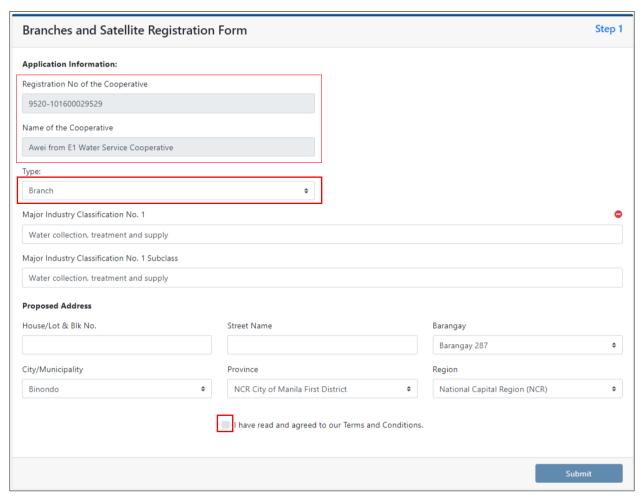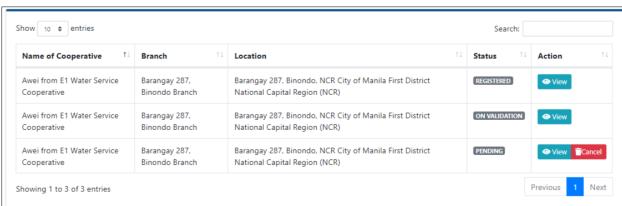## WITHIN THE REGION

➢ 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"
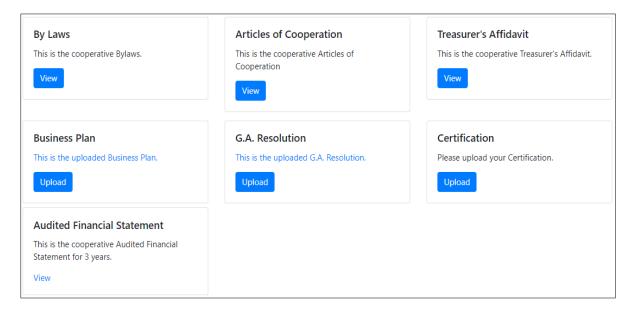

3. Accept Term and Conditions – Scroll down until you reach bottom and click on "Agree" if you agree and "Disagree" if you don't want to proceed.
4. "Registration No." and "Name of Cooperative" will automatically display and field will be auto populated based on Cooperative Information
5. User to select "Branch"
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."
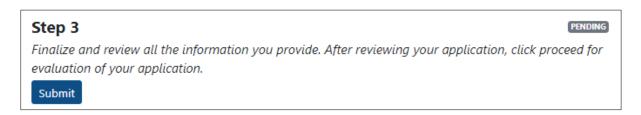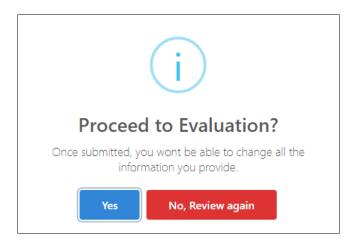8. Click on "Submit" button.

- Step 2 – View Article of Cooperation, By-Laws, Treasurer Affidavit, Audited Financial Statement and Other Uploaded documents
    1. Click on "View" button
    2. View Article of Cooperation, By-Laws, Treasurer Affidavit and Audited Financial Statement
    3. User needs to upload "Business Plan, G.A Resolution and Certification"
       Click on Upload button > Choose File > Click on "Submit"
    4. Click hyperlink to view uploaded Business Plan, G.A Resolution and Certification
    5. Note: User can upload multiple files and 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 your 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

i

Proceed to Evaluation?

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

Yes   No, Review again

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 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 purged 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. The branch status will be registered.

Show [10 ▼] entries   Search: [   ]

Name of Cooperative	Branch	Location	Status	Action
Lotus Lotus Transport Cooperative (LL)	Aguada, Rosario Branch	A Apple, Aguada, Rosario, Northern Samar Region VIII (Eastern Visayas)	REGISTERED	👁 View

- ⬥ **OUTSIDE THE REGION**
  - ➢ Registration of Branch/Satellite
    Process where user will Register Branch 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 "Branch"
    6. Enter House/Lot & Blk No. and Street Name *(Optional)*
    7. Select different Region, select Branch, Province, City/Municipality and Barangay where your Branch 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 By-Laws, Article of Cooperation, Treasurer Affidavit, Audited Financial Statement and Other uploaded documents.
  1. Click on "View" button
  2. View Article of Cooperation, By-Laws, Treasurer Affidavit and Audited Financial Statement
  3. User needs to upload "Business Plan, G.A Resolution and Certification"
     Click on Upload button > Choose File > Click on "Submit"
  4. Click hyperlink to view uploaded Business Plan, G.A Resolution and Certification
  5. Note: User can upload multiple files and 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 purged 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.
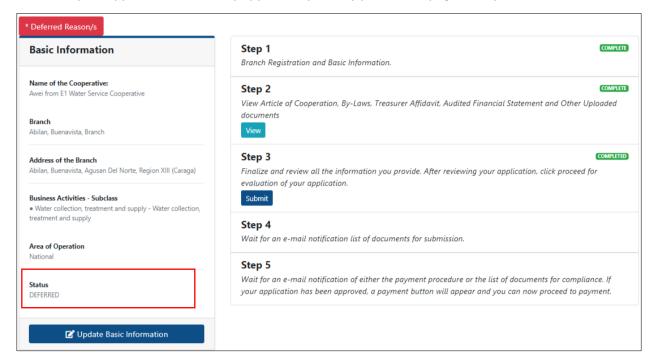
Once the said documents had been found complete and in order, the client may now claim the Certificate of Authority within the day.

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. The branch status will be registered.

Name of Cooperative	Branch	Location	Status	Action
Awei from E1 Water Service Cooperative	Barangay 287, Binondo Branch	Barangay 287, Binondo, NCR City of Manila First District National Capital Region (NCR)	REGISTERED	View
Awei from E1 Water Service Cooperative	Barangay 287, Binondo Branch	Barangay 287, Binondo, NCR City of Manila First District National Capital Region (NCR)	ON VALIDATION	View
Awei from E1 Water Service Cooperative	Abilan, Buenavista Branch	Abilan, Buenavista, Agusan Del Norte Region XIII (Caraga)	PENDING	View Cancel

- **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