Account Creation
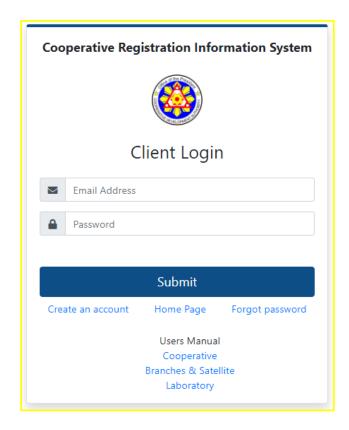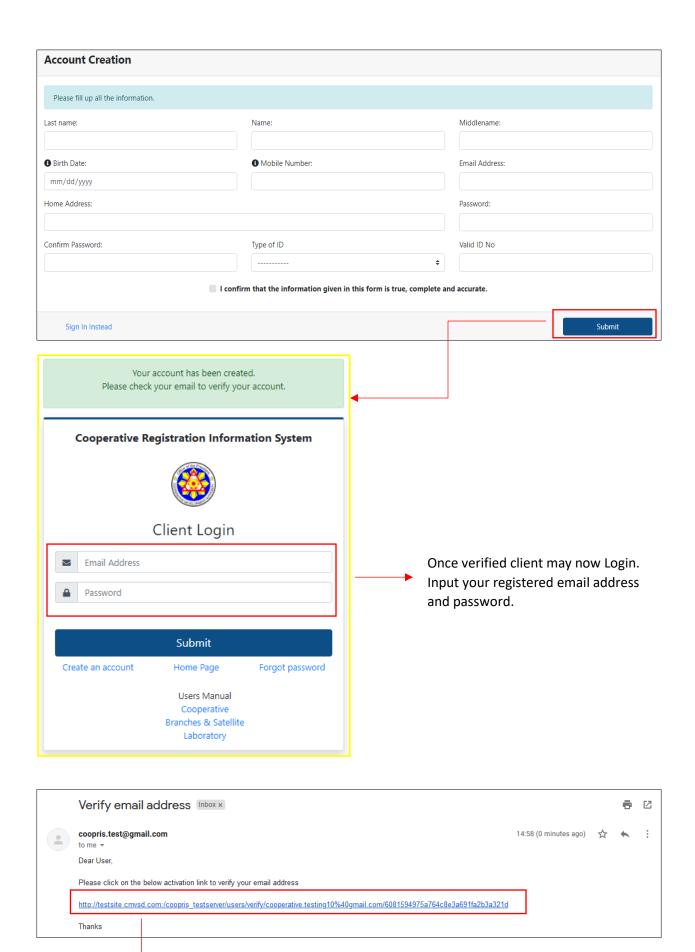
Before anything client must create Account
Go to Cooperative System website using this link http://testsite.cmvsd.com/coopris
1. Click on "Click Here" in COOPRIS
2. From login page click on "Create an account" and enter the information required:
3. Basic Information (Name, Birth Date, Mobile Number)
4. E-mail Address *(Provided valid e-mail address will be used to login to your account, and to which all communications in relation to registration will be sent)*
5. Once E-mail Address already used, system will prompt * This email is already taken. Try to use other email address until system display * This email is available
6. Home Address
7. Password
8. Select Type of ID (*Please input the correct format of ID Number*)
9. Tick the check box before you click on "Submit" button
10. Check your email to verify your account

Account Creation

Please fill up all the information.

Last name:	Name:	Middlename:

❶ Birth Date:	❶ Mobile Number:	Email Address:
mm/dd/yyyy		

Home Address:		Password:

Confirm Password:	Type of ID	Valid ID No
	---------- ⬍	

☐ I confirm that the information given in this form is true, complete and accurate.

Sign In Instead   Submit

Your account has been created.
Please check your email to verify your account.

Cooperative Registration Information System

Client Login

✉ Email Address

🔒 Password

Submit

Create an account   Home Page   Forgot password

Users Manual
Cooperative
Branches & Satellite
Laboratory

Once verified client may now Login. Input your registered email address and password.

Verify email address Inbox ×

coopris.test@gmail.com
to me ▾

14:58 (0 minutes ago) ☆ ↰ ⋮

Dear User,

Please click on the below activation link to verify your email address

http://testsite.cmvsd.com:/coopris_testserver/users/verify/cooperative.testing10%40gmail.com/6081594975a764c8e3a691fa2b3a321d
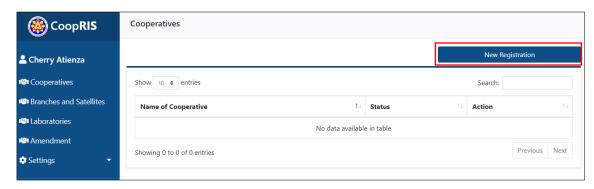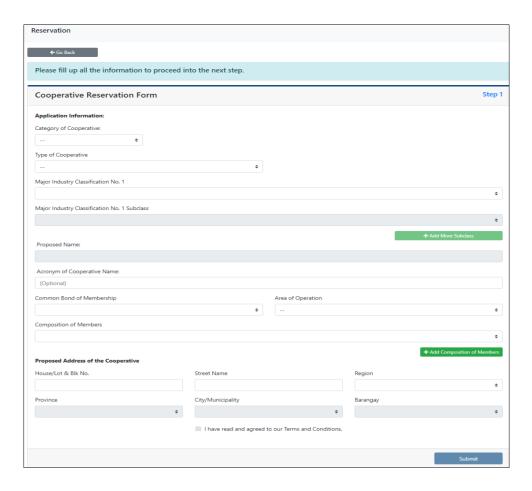
Thanks

Click on the link to verify email address

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 is 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
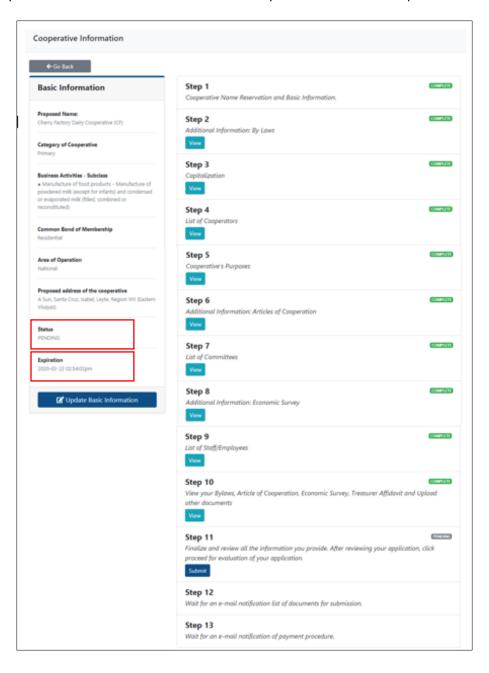 2. Agree to Terms and Conditions *(scroll down until you reach the bottom and click on "Agree")*

  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
     e. Click on "+ Add More Subclass" if needed
  4. Input "Proposed Name" (if proposed name has the same name on the selected Type of Cooperative, system will prompt user ** This cooperative name is not available*)
  5. Input Acronym of Cooperative Name *(this field is optional only)* DO NOT INCLUDE "**( )**" when you enter acronym as system will automatically provide **()**.
  6. Select "Area of Operation"
  7. Select "Common Bond of Membership" between Associational, Institutional, Occupational and Residential
     a. If Associational > Input Field of Membership and Name of Association > Click on "+ Add Additional Name of Association" button if needed
     b. If Institutional > Input Field of Membership and Name of Institution > Click on "+ Add Additional Name of Institution" button if needed
     c. If Occupational > Input Composition of Members > Click on "+ Add Composition of Members" button if needed
  8. "Proposed Address of the Cooperative"
     a. Input House/Lot & Blk No.
     b. Street Name
     c. Select Region > Province > City/Municipality > Barangay
  9. Tick check box "I have read and agreed to our Terms and Conditions"
  10. 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 Step 2
  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. To delete more requirements for membership, click ⛔ icon.*
        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) To delete more requirements for membership, click ⛔ icon.*
     b. **Article III. Administration**
        i. **Section 4:** Input Regular General Assemble Meeting *(follow validation)*
        ii. **Section 8:** Enter Quorum for General Assembly Meeting *(follow validation: for Electric Cooperative Minimum Quorum required is 5%)*
     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 *(Note: At least one of the three fields is required)*
     e. **Article VIII. Allocation and Distribution of Net Surplus**
        i. **Section 1:** Enter Allocation *(Note: Community Development Plan and Optional Fund should be total of 10%)*
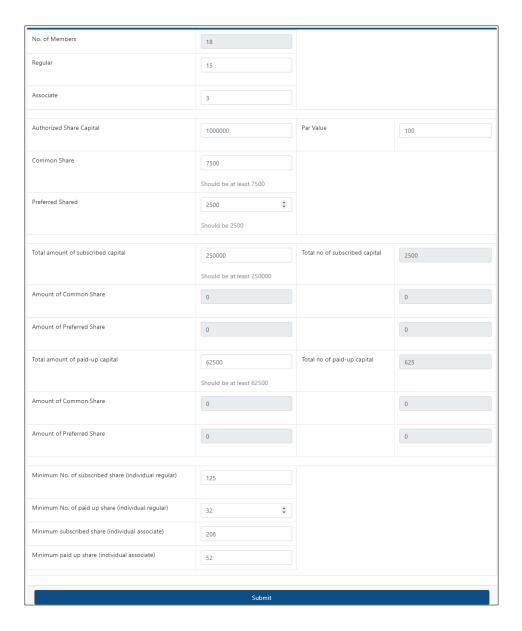   ii. **Section 2:** Enter Interest on Share Capital and Patronage Refund *(Max value is 5)*
     f. **Article XI. Amendments**
        i. **Section 1:** Amendment of Articles of Cooperation and Bylaws *(Voting Rights)*
  4. Click on Submit button *(submission will not proceed if there are fields that failed to comply on the requirements. System will show which field(s) should be amended, changed or requiring information)*
  5. Step 3 will be open for Capitalization
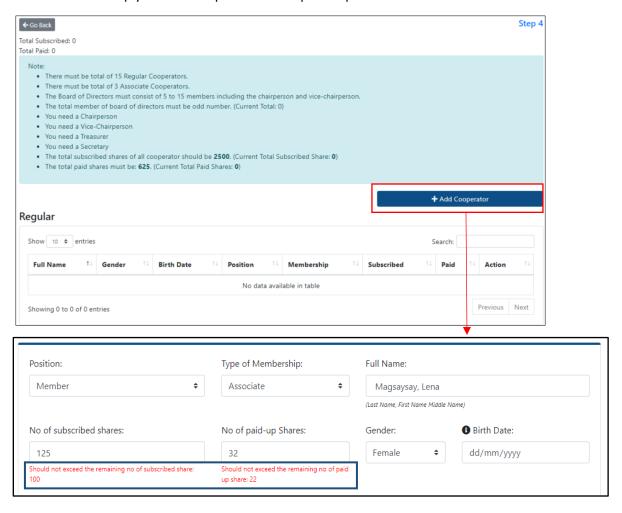

- **Step 3 –** *Capitalization*
  To complete the Capitalization process, user needs to:
  1. Indicate the total no. of Cooperatives' members. *(please note that the required no. of Regular Member is minimum of 15)*
  2. Indicate the Authorized Share Capital and Par Value
  3. Once user entered Authorized and Par Value, the system will show the recommended minimum no. to each field.
  4. User are allowed to edit Common and Preferred Share, Total amount of Subscribe and Paid-up Capital.
  5. Field for "Amount of Common Share and Amount of Preferred Share" will be updated once user Add Cooperators.
  6. Enter "Minimum No. of subscribe share" and "Minimum No. of paid up share" *(for both Regular and Associate" if there's associate member)*
  7. Click on Submit once done

No. of Members	18		
Regular	15		
Associate	3		
Authorized Share Capital	1000000	Par Value	100
Common Share	7500		
	Should be at least 7500		
Preferred Shared	2500		
	Should be 2500		
Total amount of subscribed capital	250000	Total no of subscribed capital	2500
	Should be at least 250000		
Amount of Common Share	0		0
Amount of Preferred Share	0		0
Total amount of paid-up capital	62500	Total no of paid-up capital	625
	Should be at least 62500		
Amount of Common Share	0		0
Amount of Preferred Share	0		0
Minimum No. of subscribed share (individual regular)	125		
Minimum No. of paid up share (individual regular)	32		
Minimum subscribed share (individual associate)	208		
Minimum paid up share (individual associate)	52		

Submit

- **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 Step 4
2. Click on "**+ Add Cooperator**" button
3. Please be mindful of the Reminder *(the requirement noted came on your By-Laws Capitalization)*

> **Reminder:** (The information below is in your bylaws (capitalization))
> - Regular Member must subscribed at least **100** shares and pay at least **25** shares.
> - Associate Member must subscribed at least **125** shares and pay at least **32** shares.

4. Select Position
5. Select Type of Membership
6. Enter Full Name of Cooperator *(Format: Last Name, First Name Middle Name)*
7. Input "No. of Subscribed Shares:" and "No. of paid-up Shares" *(Must not be greater then 10% if your Total No. of Subscribed Capital)*
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: 100" and "Should not exceed the remaining no. of paid up share: 22") user must update the no. of Subscribe and Paid up capital in Capitalization module.
16. Note: If you want to add more members and/or increase subscribed and paid share of member(s), you need to update your capitalization.

- **Step 5** – *Ex: Cooperative's Purposes for Dairy Cooperative*

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

1. Click on "View" button on Step 5
2. Clicking on "Edit Purposes"
3. Make some changes on the existing fields if needed.
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 ⊖ icon.

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

  > **Reminder:**
  > - Total Authorized Shared Capital: **160000** (16,000,000 / 100 par value)
  > - The product of common shares and par value per common share must be at least **75%** of Authorized Shared Capital.
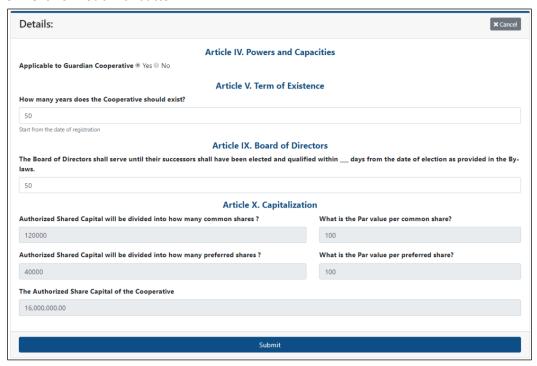 > - The product of preferred shares and par value per preferred share must be maximum of **25%** of Authorized Shared Capital.
  > - The total number of common shares must be greater than or equal to **120000** (75% of Total Authorized Share).
  > - The total number of preferred shares must be greater than or equal to **40000** (25% of Total Authorized Share).

  To Edit Articles of Cooperation:
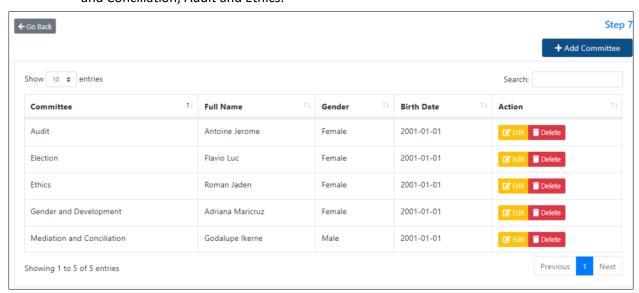 1. Click on "View" button on Step 6
  2. Click on "Edit" button
  3. Answer between "Yes" or "No" if Applicable to Guardian Cooperative *(if answered as YES, Coop are allowed to create Laboratory)*
  4. Enter details on the following required fields:
     a. **Article V. Term of Existence**
     b. **Article IX. Board of Directors**
  5. Click on "Submit" button

- **Step 7** – *List of Committees*
  To add Committee:
  1. Click on "View" button on Step 7
  2. Click on "**+ Add Committee**" button
  3. Select Name of Cooperator from dropdown and select Name of Committee
  4. User may also add "Other Committee" by selecting "Others" on Name of Committee dropdown and enter Committee name on the open field provided.
  5. Maximum of 3 members per committee
  6. Note: There must be at least 1 Gender and Development Committee, Election, Mediation and Conciliation, Audit and Ethics.
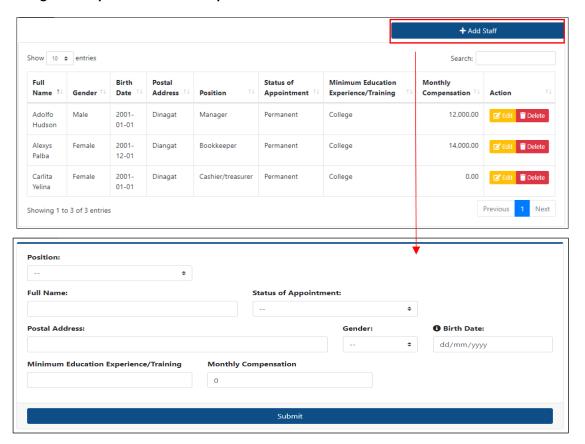
- **Step 8** – *Additional Information: Economic Survey*

  Note: Whatever information you enter will appear in the Economic Survey document
  1. Click on "View" button on Step 8
  2. Click on "Edit" button
  3. Enter details on the following required fields:
     a. Background and Rationale
     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. (*There must be "Manager, Bookkeeper and Cashier/Treasurer"*)
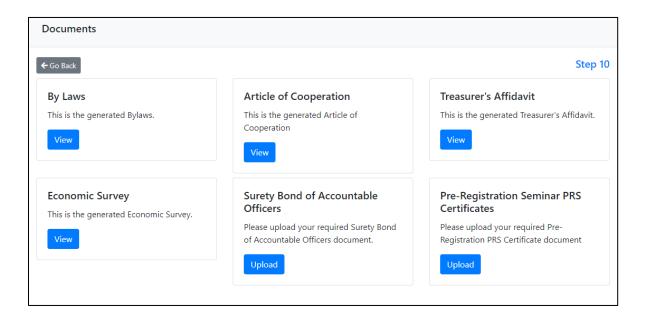
  NOTE: **"No BOD members shall hold any position directly involved in day-to-day operation and management operation of the Cooperative"**

  To Add Staff:
  1. Click on "View" button Step 9
  2. Only one position is allowed
  3. Click on "**+ Add Staff**" button
  4. Select "Position" from dropdown
  5. Enter Full Name of Staff
  6. Select "Status of Appointment" from dropdown
  7. Enter Postal Address and Select Gender
  8. Enter Date of Birth
  9. Input Minimum "**Education Experience/Training**" and "**Monthly Compensation**"
  10. Click on Submit
  11. If ever the Position is not available on the choices, user is 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
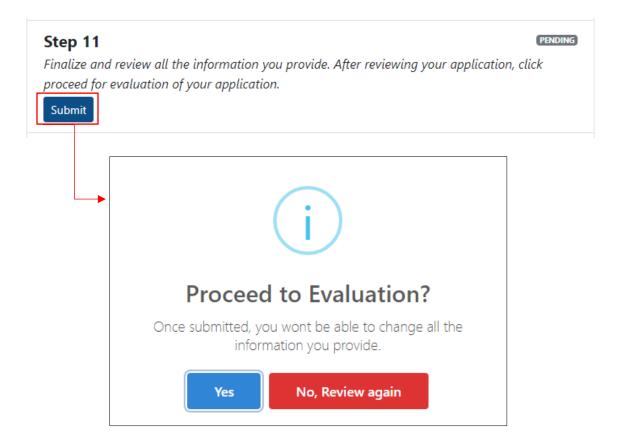 12. Repeat steps 3-9 until you comply on the requirements

- **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 and other required document according to Type of Cooperative. To upload

1. Click on "**View**" button on Step 10
2. On Surety Bond of Accountable Officers > Click on "**Upload**" button
3. Click on "**Choose File**" and select file to be uploaded
4. Click on "**Submit**" button
5. Repeat step to upload another file.
6. Same step to upload PRS and other required documents
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 11 > Confirm Submission *(evaluation of your cooperative application will start)*

After confirmation, this message will appear:
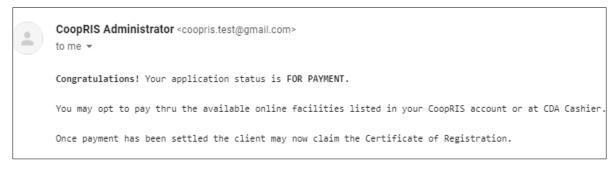
> Successfully submitted your application. Please wait for an e-mail of either the payment procedure or the list of documents for compliance

- **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 sample email below.*

Submit in CDA all required documents listed on the email.

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

1. Client (Cooperative) will receive email confirmation *(sample email is shown above)*
2. Client will login to their account and click "**Payment**" button on Step 13
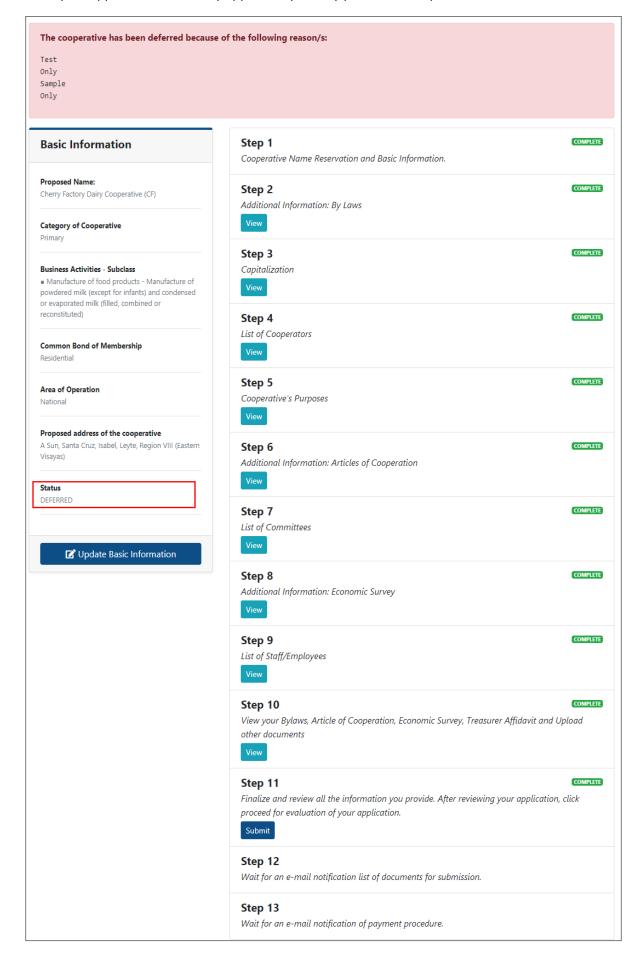
3. System will display Order of Payment. Choose between:
   a. Pay at CDA Treasure
   b. Pay Online (thru Landbank)

Date	2020-01-24 03:37:43
Payor	**Cherry Factory Dairy Cooperative (CF)**
Nature of Payment	**Registration**
Amount in Words	**Six Hundred Ten Pesos**

	Particulars		
	Name Reservation Fee	Php	**100.00**
	Registration Fee		**500.00**
	Legal and Research Fund Fee		**10.00**
Total		Php	**610.00**

<u>Payment of Fees</u>

1. The filing fees may be paid through any of the following modes, at the option of the applicant:
   - a. Online payment facilities listed and available through the CoopRIS;
   - b. Cash or manager's check, through the CDA cashier where the proposed cooperative will be registered.

   In the case of payment through mode (a), the CoopRIS will generate a "Payment Details" that will indicate the amount of filing fees to be paid by the applicant.
2. Failure to pay within ten (10) days period will result in the automatic removal of the application from the system.
3. Fees other than the computed filing fees (e.g. bank charges) shall be shouldered by the applicant.

[Pay at CDA Treasury]   [Pay Online]

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 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"
- If your application was finally approved, you may proceed to step 12.

The cooperative has been deferred because of the following reason/s:

Test
Only
Sample
Only

Basic Information

Proposed Name:
Cherry Factory Dairy Cooperative (CF)

Category of Cooperative
Primary

Business Activities - Subclass
• Manufacture of food products - Manufacture of powdered milk (except for infants) and condensed or evaporated milk (filled, combined or reconstituted)

Common Bond of Membership
Residential

Area of Operation
National

Proposed address of the cooperative
A Sun, Santa Cruz, Isabel, Leyte, Region VIII (Eastern Visayas)

Status
DEFERRED

[Update Basic Information]

Step 1 — COMPLETE
Cooperative Name Reservation and Basic Information.

Step 2 — COMPLETE
Additional Information: By Laws
[View]

Step 3 — COMPLETE
Capitalization
[View]

Step 4 — COMPLETE
List of Cooperators
[View]

Step 5 — COMPLETE
Cooperative's Purposes
[View]

Step 6 — COMPLETE
Additional Information: Articles of Cooperation
[View]

Step 7 — COMPLETE
List of Committees
[View]

Step 8 — COMPLETE
Additional Information: Economic Survey
[View]

Step 9 — COMPLETE
List of Staff/Employees
[View]

Step 10 — COMPLETE
View your Bylaws, Article of Cooperation, Economic Survey, Treasurer Affidavit and Upload other documents
[View]

Step 11 — COMPLETE
Finalize and review all the information you provide. After reviewing your application, click proceed for evaluation of your application.
[Submit]

Step 12
Wait for an e-mail notification list of documents for submission.

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

Email from: CoopRIS Administrator

Cherry Factory Dairy Cooperative Evaluation Result `Inbox ×`

CoopRIS Administrator <coopris.test@gmail.com>
to me ▾

Sorry. . Your application **Cherry Factory Dairy Cooperative** has been deferred because of the following reason/s:

Test
Only
Sample
Only

You have 15 days to complete the following.