



OFFICE OF THE CITY COOPERATIVES OFFICER

External Services



1. Issuance of Certification for securing Business Permit

The certification is issued when a primary cooperative secure a business permit. This is being done to ensure that the cooperative is legally operating as cooperative and have submitted necessary documents

Office or Division:	City Cooperative Office			
Classification:	Simple			
Type of Transaction:	G2B - Government to Business			
Who may avail:	Primary Cooperatives			
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE
1. Certificate of Compliance – 1 photo copy				CDA
2. Cooperative Annual Performance Report - One (1) photo copy of				CDA
3. Articles & By-laws (for new/branching out) - One (1) photo copy of				CDA
4. Certificate of Registration - One (1) photo copy of CDA				CDA
5. Certificate of Authority (Branching out) - One (1) photo copy				CDA
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the complete required documents	1.1 Review documents, prepare and print Certification for signature	None	15 minutes	Arlene Galvez Administrative Asst. III Bayani R. Torres Jr City Cooperative Officer City Cooperative Office
2. Receive Certificate	2.1 Release Certificate	None	2 Minutes	Arlene Galvez Administrative Asst. III City Cooperative Office
	Total	None	17 minutes	