

**[ CDA MEMORANDUM CIRCULAR NO. 2010-04, July 20, 2010 ]**

**GUIDELINES ON COOPERATIVE NAME RESERVATION**

Pursuant to the provisions under Article 9, paragraph 1 of Republic Act 9520, otherwise known as Philippine Cooperative Code of 2008 and Section 3 (j) of RA 6939 ... the Authority hereby issues the following Guidelines on the subject.

*SECTION 1. Scope* - These guidelines shall govern reservation of cooperative name prior to the registration of new cooperatives and amendment of name for existing cooperatives with the Authority.

*SECTION 2. Submission of Cooperative Name Reservation Request Form (CNRRF)* – The CNRRF (Annex A\*) shall be submitted either to CDA Central Office or any of its Extension Offices nationwide through any of the following:

- 2.a. Personal
- 2.b. Postal Mail/Courier
- 2.c. Electronic Mail
- 2.d. Fax Transmission

The request for cooperative name reservation shall not be processed unless payment is received by the Authority.

*SECTION 3. Issuance of Reservation Notice* - The Central Office or any Extension Office can accept and process CNRRF. The Senior CDS assigned in the Registration Division/Registration Unit in the EO shall issue a computer generated Cooperative Name Reservation Notice (CNRN) (Annex "B"\*) to the applicant regardless of the principal office of the cooperative.

*SECTION 4. Reservation Fee* - The applicant has the option to choose from the following period to reserve their proposed names with the corresponding reservation fees, to wit:

Reservation Period	Fees
Thirty (30) calendar days	P100.00
Sixty (60) calendar days	P200.00
Ninety (90) calendar days	P300.00

*SECTION 5. Extension of Reservation Period* - A thirty day extension of reservation period may be allowed provided that the applicant pays the One hundred Pesos (P100) fee for every extension. However, any single or multiple extensions shall not exceed a total of ninety (90) days reservation period from date of original