

**[ CDA MEMORANDUM CIRCULAR NO. 04, S. 1996,  
February 12, 1996 ]**

**GUIDELINES ON THE ISSUANCE OF FAVORABLE INDORSEMENT  
FOR THE TAX AND DUTY FREE IMPORTATION OF MACHINERIES,  
EQUIPMENT AND SPARE PARTS (BOA RESOLUTION NO. 50, S.  
1996 DATED FEBRUARY 12, 1996)**

To facilitate the evaluation of requests of cooperatives for the tax and duty free importation of machineries, equipment and spare parts under Article 62 (1) of R.A. 6938, otherwise known as the Cooperative Code of the Philippines, and in consonance with the procedural guidelines enunciated in DOF-CDA Joint Circular No. 1-90 dated November 7, 1990, the following guidelines are hereby prescribed and promulgated for the compliance and information of all concerned:

SECTION 1. *Documentary Requirements* — Every applicant-cooperative for tax and duty-free importation shall submit, in five (5) copies, the following documentary requirements to the CDA:

- a) Letter of intent to import machineries, equipment or spare parts duly signed by the majority of the members of the Board of Directors of the cooperative.
- b) Proforma Invoice/Deed of Donation and Acceptance of Donation.
- c) Letter-request for a Certificate of Good Standing (CGS) for the purpose of importation. The letter-request, duly endorsed by the extension office where the cooperative is under operational jurisdiction, shall be addressed to the Central Office through the Legal and Registration Department and shall contain the following items:
  - i. Letter-application duly signed by the chairman or authorized officer of the cooperative, stating the reason for the request of the CGS;
  - ii. Copy of the Annual Report of the preceding year together with the Audited Financial Statements;
  - iii. Copy of the updated bond of accountable officers/employees of the cooperative;
  - iv. Minutes of the late General Assembly Meeting and the results of election of directors;
  - v. Certification that the cooperative has no pending case with the CDA duly certified by the Legal Officer of the extension office and/or Legal Division of the CDA Central Office, as the case may be;