

**[ CDA, July 29, 1992 ]**

**GUIDELINES FOR THE USE OF SHARE BOOKS AND THE ISSUANCE OF SHARE CAPITAL CERTIFICATES**

SECTION 1. Title — These guidelines shall be known as the "Guidelines on Share Books and Share Capital Certificates".

SECTION 2. Share Book — (a) Every newly registered cooperative shall present for authentication a blank share book to the Cooperative Development Specialist II (CDS II) assigned to the cooperative's area of operations within ninety (90) days from the issuance of the cooperative's certificate of registration.

b. As soon as one share book is filled up, the cooperative secretary shall present for authentication another blank share book. The filled up share book shall be presented to the CDS II for inspection and verification.

c. For cooperatives registered prior to the effectivity of the Cooperative Code and those under transformation from the fixed deposit system to the share capital system, their respective cooperative secretaries shall present blank share books to the CDS II within (30) days from notice to present such share books.

SECTION 4. Contents of the Share Book — The share book to be used by cooperatives shall contain the following information in columnar format:

a. The date the information was entered;

b. The name and complete address of the member;

c. The number of share capital contributed by the member;

d. The value of such shares contributed by the member;

e. The serial number of the share capital certificate issued by the cooperative evidencing such contribution of the member;

f. A remarks column wherein any transaction concerning such shares shall be entered, such as transfer to another member or withdrawal by the member of such share capital contribution.

SECTION 5. Duties of the CDS II — (a) It shall be the duty of every CDS II assigned to verify the share books of every cooperative within his area of responsibility.

b. On the first blank page of every share book, the CDS II shall make the following notation: "I have inspected and verified the \_\_\_\_\_ share book of the