

INTRUCTIONS

1. Fill out this form in two (2) copies and accomplish Parts I & II signed by the President/Chairman.
2. Submit this form to the nearest SSS Branch having jurisdiction over your operation with Cooperative Member List and the required documents duly marked "a-m" below.
3. This application shall be submitted with the following documents:
 - a) Articles of Incorporation
 - b) By-Laws
 - c) Economic Survey
 - d) Certificate of Registration with the Cooperative Development Authority
 - e) A favorable endorsement, issued not earlier than six (6) months prior to the time of filing the application, from the proper government agency in case of cooperatives engaged in the following activities:

Activity	Government Agency
Air Transport	Civil Aeronautics Board
Banking, Pawnshops, & other excersices with quasi-banking functions	Bangko Sentral ng Pilipinas
Professional Boxing	Games and Amusement Board
Operation of games of chance	Philippine Charity Sweepstakes Office
Educational Institution (College/Tertiary)	Commission on Higher Education
Educational Institution (Elementary/Secondary)	Department of Education
Educational Institution (Technical/Vocational)	Technical and Skills Development Authority
Electric Power Plants	Department of Energy
Hospitals	Department of Health
Insurance	Insurance Commission
Land Transport	Land Transportation Franchising and Regulatory Board
Construction of water transport/vessel	Maritime Industry Authority
Operation of Radio, Television, telephone	National Telecommunications Commision
Recruitment for overseas Employment	Philippine Overseas Employment Administration
Security Agency	Philippine National Police
Manufacture, repair, storage and/or distribution of products and/or ingredients of firearms, gunpowder and all those indicated in E O 95.s 2002 Foreign Investment Negative list.	Philippine National Police
Manufacture, repair, storage and/or distribution of products and/or ingredients of firearms, gunpowder and all those indicated in E O 95.s 2002 Foreign Investment Negative list.	Department of National Defense

- f) List of names and addresses of the present members of its Board of Directors
- g) The board resolution, duly certified by the Cooperative Secretary, approving the Collection Agency Agreement (CAA) and particularly naming the officer as the authorized signatory thereto.
- h) Audited Financial Statements for the last three (3) years
 - i) Names and addresses of accountable officers to be bonded, and the estimated amount of coverage of the bond
 - j) Proposed nature of the bond to secure its performance under the CAA, and the estimated amount of coverage of the bond.
- k) List of all cooperative creditors and their addresses and the corresponding nature, amount and terms of obligations
 - l) Certificate of Compliance issued by SSS
- m) List of members who are Self- Employed or Voluntary Members of the SSS and their Corresponding Social Security number, and individual statement allowing the cooperative to collect and remit their contributions to the SSS.

REMINDERS

1. Members of the cooperative who are self-employed members must be duly registered as such and must have submitted the required registration form.
2. Members of the cooperative who are voluntary members should have been previously covered by the SSS as Employed, Self-Employed, Overseas Filipino Worker or Non-Working spouse members. Otherwise, these members should register as Self-Employed members.

CATEGORIES OF COOPERATIVES

Primary - the members of which are natural persons of legal age.

Secondary - the members of which are primaries.

Tertiary - the members of which are secondaries upward to one (1) or more apex organizations.