



Internal/External

3. SERVICENAME: REGISTRATION FOR COOPERATIVE BUSINESS PERMIT

Description of the Service: Facilitate the speedy release of Business permit for newly organize cooperative.

Office or Division:	CITY COOPERATIVE OFFICE
Classification:	Simple
Type of Transaction:	Government-to-client (G2C)
Who may avail:	Residents only

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
a. Photocopy of Certificate of registration b. Sketch or location of the cooperative office c. Photocopy of Article of Cooperation and By-laws.	a. Cooperative Development Authority Office b. Made and prepared by the newly registered cooperative c. Coopeative Development Authority Office/City Cooperative Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the client logbook		None	1 minute	Marissa M. Larugal, Admin. Asst. V. (DEMO III) Elimar G. Cabalonga, Admin. Aide I
2. Submit the required documents for review	Review the required documents submitted by the client	None	30 minutes	Ynnad S. Domingo Local Treasury Operations Officer II



				Roger B. Magusib, Jr. Cooperative Development Specialist II Richard B. Taguam Book Binder III
3. Get endorsement	Approval	None	5 minutes	Valerie V. Santiago City Cooperative Officer
TOTAL			36 minutes	