

4. Loan Facilitation Under DNCSF

Davao del Norte Credit Surety Fund Loan Facilitation for the working capital of the cooperative.

Office or Division:	PAdO-Cooperative and Investment Development Division			
Classification:	HIGHLY TECHNICAL			
Type of Transaction:	G2B, G2G			
Who may avail:	Duly registered cooperatives (Well managed coop) or Member of DNCSF only			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly notarized Board Resolution signifying to apply for loan stating the amount of loan and partner bank where to avail loan (1 Original)		Concerned Cooperative Applicant		
2. Duly notarized Board Resolution stating its authorized representatives to sign and transact with the DNCSF and the Bank and sign contracts/loan agreements (1 Original)		Concerned Cooperative Applicant		
3. Latest Audited Financial Statements/Aging of Accounts for lending/CAPR /COC/Business Permit and Registration (1 Original)		Concerned Cooperative Applicant CDA, LGU, BIR		
4. Business Plan (1 Original/Photocopy)		Concerned Cooperative applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach the Office in charge of the program and discuss about the loan	Advise the coop on the requirements to be submitted and submit same to the lending bank		10 mins	<i>Cooperative Development Specialist II, PADO</i> –Cooperative and Investment Development Division
2. Submit the required documents	Receive documents submitted by the cooperatives and check as to its completeness		20mins.	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<p>Coordinate with the bank loan officer about the loan and evaluate the borrower</p> <p>Bank loan officer will prepare on the packaging of the loan and the one in charge for the determination of the credit line and amount of loan to be availed by the cooperative</p> <p>After the packaging, loan officer will feed back to DNCSF and in charge will arrange for inclusion on the agenda during the Oversight committee meeting for its approval on the loan</p> <p>Prepare reports on the borrower and its capacity to pay during the Oversight Committee Meeting</p>		<p>30mins.</p> <p>Dependent on the action taken by the loan officer of the bank</p> <p>30 mins.</p> <p>2hours to half day</p>	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<p>Facilitate the conduct of the Monthly and Special DNCSF Oversight Committee Meeting</p> <p>Prepare Endorsement/DNCSF Board Resolution on the approval of the loans and facilitate its notarization and to be submitted to the bank</p> <p>Prepare Surety Agreement coop and the DNCSF and facilitate its processing between the coop and the DNCSF and facilitate its notarial and to be submitted to the lending bank for its loan releases</p>		<p>Half day to one day</p> <p>2 hrs, to 1 day</p> <p>Half day to 1 day</p>	
	TOTAL:	none	1 month	