**POLICY STATEMENT**

It is the policy of BCC to promote and expand its membership to enable the general public avail its services for their economic growth and the continuous development of the cooperative movement.

 **PROCEDURES**

1. The applicant must attend the Pre-membership Education seminar.
2. The applicant must be 18 years old but not over 69 years old upon application.
3. The applicant must fill-up and submit the Membership form with the following documents:
4. For DMPI Employee
* If married, Marriage contract, medical certificate of spouse and birth certificate of qualified dependents.
* If single, widow or widower, medical certificate of designated beneficiary.
* If single parent, medical certificate of designated beneficiary and birth certificate of qualified dependents.
* Fill-up CISP Enrollment Form
* TIN #
1. For Non-DMPI Employee
* If married, Marriage contract, medical certificate of applicant and spouse, and birth certificate of qualified dependents.
* If single, widow or widower medical certificate of applicant and designated beneficiary.
* If single parent, medical certificate of applicant and designated beneficiary; and birth certificate of qualified dependents.
* TIN #. **(*For no TIN#: To fill up form 1904 with P50.00 Service Fee.)***
1. The office staff will authenticate all documents endorsed, fill-up the date of Pre-membership seminar attended by the applicant and submit it to the office manager.
2. The office manager will present the Application for membership to BOD Chairman or during Board of Directors meeting for approval/disapproval.
3. Once the application for membership is approved, the following deposit must be complied:

For Credit Division:

 ● Share Capital minimum deposit of Ps. 500.00. (Ps.2,500)

 ● **NON-DMPI-**Mortuary Savings minimum deposit of Ps. 500.00.

 (Fund for Death Aid Contribution)

 ● Membership fee of Ps. 50.00.

For Consumer Division:

 ● Share Capital minimum of Three (3 ) shares equivalent to Six hundred pesos only Ps. 600.00. (Ps. 200/share)(Ps 2,500)

● Membership fee of Ps. 50.00.

**DESIGNATION OF A MEMBER’S BENEFICIARY**

**OBJECTIVE**

To establish implementing guidelines on designating a beneficiary

**CONCERN TO**

Board of Directors, Coop Management and Staff, Coop Members

**FORMS TO USE**

Membership Application Form, Member’s Beneficiary form

**POLICY STATEMENT**

Upon application for membership and in subsequent change of beneficiary, a member shall follow the Coop’s “Designation of Beneficiary “ policy as provided.

  **PROCEDURES**

1. Any person who wishes to become a Regular member of the Cooperative must submit an accomplished “Member’s Beneficiary Form” together with the “Membership Application Form”. Applicants must also attach a medical certificate of the designated beneficiary and documents indicating the legal relationship with the beneficiary such as marriage contract or birth certificate.
2. A beneficiary shall be anyone from the list below in hierarchical order (highest priority to lowest priority)

If married

1. Spouse
2. Son/Daughter in legal age of 18(if any)
3. Parent
4. Sibling
5. Others (must specify)

If single

1. Parent
2. Sibling
3. Others(must specify)
4. If in the event, other than the case as mentioned in the preceding clause, a member opt to designate a beneficiary not in accordance with the level of priority as provided above, the member shall be asked to provide a letter stating the reason for his/her beneficiary preferences. This letter shall be attached with application form and member’s beneficiary form; this shall be subject for Board’s approval. If reason stated in writing is found valid and is approved by the Board, the same shall be registered under the approved member’s record.
5. In the course of membership under the coop, if a change in beneficiary, for some reason (e.g. death of current beneficiary, separation of a married couple, etc.) is found valid and is deemed necessary, the member shall accomplish a change in beneficiary form to be submitted to the office. Provisions under this policy must also be followed.
6. In instances that may have not covered by this policy, the management shall recognize the supremacy of the Civil law of the Philippines, Title IV-Succession, Chap.3, Section 2-order of Intestate Succession.
7. **Contestability of one (1) year period will apply for new member and designated beneficiary aged seventy (60) years and above .**

**Medical certificate must be attached with the beneficiary form. (Effective Sept. 2018 per BOD meeting Sept. 20,2018)**

 **DEATH AID**

**OBJECTIVE**

To extend financial assistance to members, legal spouses, beneficiaries and legal dependents, in case of death of either party.

**CONCERN TO**

Board of Directors, Coop Management, Office staff, Members, legal spouses, designated beneficiaries and legal dependents.

**FORMS TO USE**

Original copy of Death Certificate, CRO/Barangay Captain Certification, Marriage contract, Birth certificate, Adoption paper, Special Power of Attorney(SPA), Police report, Death aid claim, Cash voucher, Authorization to collect.

**POLICY STATEMENT**

It is the policy of BCC that all regular members shall contribute financial assistance amounting to Ps10.00 each in case of death of a member, his/her legal spouse ,legal dependent and designated beneficiary in case of single or widowed members.

 **PROCEDURES**

1. The person concerned shall notify the office and submits the following requirements:
2. Original copy of Registered Death Certificate
3. Marriage Contract
4. Birth Certificate
5. Special power of Attorney(SPA)
6. Police report in case of accident

 If the death certificate is not yet available, Certification from the Camp Administrator or Barangay Captain may temporarily serve the purpose, and the original death certificate to follow.

1. The Office Staff verifies the status of membership and authenticity of the documents presented.
2. The office prepares a cash advance of Ps20,000.00 payable to the legal spouse or designated beneficiary or to the member as the case maybe and release the advance to the payee in cash.
3. The balance of the death aid will be released after the 1stquincena payroll deduction of the following month and upon completion of the required documents but subject to deduction of outstanding coop account.
4. The office deducts thru payroll or collects from the Regular members the death aid contribution. The death aid contribution per month is variable (depending on the number of deceased member, legal spouse, legal dependents and designated beneficiary).
5. BCC shall publish the name of the deceased in the coop news; post in the bulletin board.

**LIMITATION OF GRANTING DEATH AID**

1. Death Aid is given to regular members only. Suspended or terminated members are not entitled to death aid.
2. Death aid is also given to designated beneficiary of single or widowed members. The designated beneficiary should be declared at the coop office.
3. For a married member, the legal spouse is the beneficiary.
4. Legal dependents who are one-day old to 21 yrs old are covered by death aid. Death upon delivery is not included.
5. Legal dependents who are incapacitated or disabled are covered with death aid regardless of age. Government Doctor’s certificate or DSWD certification is required.
6. Death benefit can be claimed within three (3) months from the date of death of a member, spouse, designated beneficiary and qualified dependents. Failure to claim within a period ofthree (3) months will forfeit the benefit.

**The revised policy was approved by the BCC Board of Directors during August 8, 2014 Special meeting and the effectivity August 8, 2014.**

**MORTUARY AID**

 **OBJECTIVE**

To extend financial assistance to members, legal spouses and designated beneficiaries in case of death of either party.

 **CONCERN TO**

Board of Directors, Coop Management, Office staff, Members, legal spouses and designated beneficiaries.

 **FORMS TO USE**

Original copy of Death Certificate, Marriage contract, Special Power of Attorney(SPA), Death Claim full settlement form, Cash voucher, Authorization to collect.

**POLICY STATEMENT**

It is the policy of BCC to extend financial assistance to members, legal spouses, and beneficiaries in case of death of either party.

 **PROCEDURES**

1. The person concerned shall submit completely all the requirements needed such as original copy of Registered Death Certificate, Marriage contract, Special Power of Attorney (SPA).
2. The office staff verifies the documents submitted.
3. In Credit division, upon full payment of death claim, BCC will give cash assistance of Php5,000.00 for the deceased member, legal spouse, and designated beneficiary.
4. In the Consumers division, upon submission of all the required documents, BCC will give assistance worth Php5,000.00 in cash or in kind for the deceased member, legal spouse, and designated beneficiary.