

BATANGAS UNITED AND PROGRESSIVE CREDIT COOPERATIVE
MEMBERSHIP ADMISSION FORM

For BUPCC Use: Application No.	Date Received	PMES Completion Date
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(Revised 5 September 2026 — mirrors the current online Apply Now flow at bupcc.com)

You may complete and sign this form before, during, or after your PMES session — whichever is convenient. The one thing that cannot be skipped or reordered is attending PMES itself: your Board Review will not begin until PMES attendance is confirmed by BUPCC Personnel, no matter when this form was signed or which documents were provided digitally versus on paper.

PART 1 DATA PRIVACY STATEMENT & CONSENT

*BUPCC collects this information solely to process your Membership Application, consistent with the Data Privacy Act (RA 10173).
Legal Basis: Republic Act No. 10173 — Data Privacy Act of 2012.*

☐ **I have read and consent to BUPCC's Data Privacy Notice.**

BUPCC's information will be stored securely and accessible only to authorized BUPCC officers and committees; used exclusively for cooperative purposes, including loan evaluation, governance, and member communication; and never shared, sold, or disclosed to any third party without your express written consent, except as required by law or by the Cooperative Development Authority (CDA). You have the right to access, correct, or request deletion of your personal data at any time by written request to the BUPCC Board of Directors.

Person Assisting This Application (fill in only if a BUPCC Recruiter or Personnel is helping you complete this form)

Full Name of Person Assisting	Recruitment or Staff PIN Used
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PART 2 HOW DID YOU HEAR ABOUT BUPCC

☐ Friend or Relative Member	☐ Social Media	☐ PMES Outreach
☐ Walk-in	☐ BUPCC Advertisement	☐ Other
If Referred by a BUPCC Member or Other Person — Their Name	Their Contact Number	

Is this person a BUPCC Member? ☐ Yes ☐ No

PART 3 ABOUT YOU

Title (optional — e.g. Mr., Ms., Dr., Engr., or write your own)	First Name	Middle Name (optional)
Last Name	Suffix (optional — e.g. Jr., Sr., II)	

Birthdate (MM/DD/YYYY)	Place of Birth
Gender: ☐ Male ☐ Female Civil Status: ☐ Single ☐ Married ☐ Widowed ☐ Separated	
Citizenship <i>Filipino (BUPCC membership under RA 9520 is limited to Filipino citizens)</i>	TIN — Tax Identification Number (optional)

Government-Issued ID Details

☐ Philippine Passport	☐ Driver's License	☐ UMID
☐ PhilSys National ID	☐ Voter's ID	☐ PRC ID
☐ Postal ID	☐ SSS ID	☐ Senior Citizen ID
☐ Other (specify below)		
Name Shown on ID		ID Number
Date Issued	Date of Expiry	Issuing Institution (e.g. DFA, LTO, PSA, COMELEC)

You'll provide a photo or scanned copy of this ID — or tell us you'll bring a physical copy — in the Documentary Requirements part below.

PART 4 WHERE YOU LIVE

Current Address

Street Address		Barangay
City or Municipality	Province	ZIP Code
How Long Have You Lived Here? (years, optional)		

Permanent Address

Your registered home address, if different from your Current Address above — this matters for reference checking and, later, loan collection. Leave blank if it's the same as your Current Address.

Street Address		Barangay
City or Municipality	Province	ZIP Code

PART 5 HOW TO REACH YOU

Mobile Phone Number *	Telephone Number (optional)	Email Address
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If you have any of these, they help BUPCC Personnel reach you if your mobile number is ever unreachable (all optional).

Facebook Account Name	WhatsApp Number	Viber Number
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Emergency Contact

Full Name	Relationship
Mobile Number	Address

PART 6 EMPLOYMENT AND BUSINESS PROFILE

☐ Employed (Private)	☐ Employed (Government)
☐ Self-Employed / Business Owner	☐ Farmer / Agricultural Worker
☐ Freelancer / Professional	☐ Retired
☐ Student	☐ Other
Occupation	Employer or Business Name

Monthly Income Range:

☐ Below ₱10,000	☐ ₱10,000 – ₱20,000	☐ ₱20,000 – ₱40,000	☐ Above ₱40,000
Nature of Business (if applicable)		Years in Current Livelihood	

PART 7 YOUR SKILLS OR BUSINESS EXPERIENCE (BRIEF SNAPSHOT)

This is intentionally brief—just enough for an early, rough signal. Once you're an active Member, BUPCC's Member Engagement Tool invites you twice a year to share your skills and interests in real depth, and to help lead a committee if you'd like to. That deeper conversation happens there, not here.

Primary Skill or Trade	Years of Experience
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☐ Currently active in this skill/trade

PART 8 WHY DO YOU WANT TO JOIN BUPCC

Please check all that apply and share more in the space provided.

☐ Savings discipline	☐ Access to affordable loans
☐ Business support	☐ Community & belonging
☐ Other	
Tell Us More (optional)	

PART 9 TYPE OF MEMBERSHIP & SHARE CAPITAL

Individuals only — per the CDA ruling confirmed 31 July 2026, BUPCC does not accept organizational members.

☐ Individual — Regular Member (Full voting rights, eligible for elected and appointed posts)

Where Would You Like to Start Your Share Capital?

This is for illustration only — it helps you see the range you can start within. The real, binding conversation happens with BUPCC Personnel after your application is approved, and is recorded in a separate Subscription Agreement.

Subscribed Capital Amount (₱)
Minimum ₱4,000 · Suggested for Regular Membership ₱15,000 · Maximum ₱20,000 — write your chosen amount

Paid-Up Capital Due at Application = 25% of your Subscribed Capital, rounded UP to the nearest whole ₱100 share (e.g. 25% of ₱5,000 = ₱1,250, which rounds up to ₱1,300).
Plus a flat ₱100.00 Membership Fee — separate, non-refundable, always due at application.

How would you like to pay the balance after Paid-Up Capital? (Estimated monthly amounts are illustrative only — your actual plan will be worked out with BUPCC Personnel.)

☐ Full Prepayment upon admission	☐ 12-Month Installment	☐ 24-Month Installment
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PART 10 SAVINGS ACCOUNT INTENTION

☐ Yes, I would like to open a savings account ☐ No, not at this time

What Are You Hoping to Save Toward? (optional)

Initial Savings Amount You're Planning (₱)	Planned Monthly Addition (₱, optional)
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PART 11 BENEFICIARIES

The people who will receive your benefits from BUPCC in the event of your demise or disability. If you can share this now, that's great — if not, no problem at all. BUPCC Personnel can complete or update this with you later, and if you have more than 2 beneficiaries, let them know and they can add these to your record.

Beneficiary 1 (Recommended)

Full Name		Relationship with You	
Birth Date	Email Address		Mobile Phone Number

Beneficiary 2 (Optional)

Full Name		Relationship with You	
Birth Date	Email Address		Mobile Phone Number

PART 12 CHARACTER REFERENCES (2, NON-RELATIVES)

BUPCC Personnel will call both references directly as part of verification — no action needed from them right now.

Reference 1

Full Name	Relationship	Contact Number (optional)
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Reference 2

Full Name	Relationship	Contact Number (optional)
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PART 13 COOPERATIVE MEMBERSHIP HISTORY

☐ I am currently or have previously been a member of another cooperative membership ☐ No, this is my first cooperative

Tell us about the cooperative(s) you've belonged to (up to 3). BUPCC Personnel will call your cooperative(s) directly as part of verification.

Cooperative 1

Cooperative Name	Position/Role	Years	Status ☐ Active ☐ Inactive
Cooperative Representative Name	Representative Position	Representative Mobile Number	

☐ BUPCC may contact this cooperative

Cooperative 2 (optional)

Cooperative Name	Position/Role	Years	Status ☐ Active ☐ Inactive
Cooperative Representative Name	Representative Position	Representative Mobile Number	

☐ BUPCC may contact this cooperative

Cooperative 3 (optional)

Cooperative Name	Position/Role	Years	Status ☐ Active ☐ Inactive
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Cooperative Representative Name	Representative Position	Representative Mobile Number
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☐ BUPCC may contact this cooperative

PART 14 DOCUMENTARY REQUIREMENTS

Preferred PMES Schedule

The Pre-Membership Education Seminar (PMES) is required by law before admission.

Choose from BUPCC's Published PMES Schedule and Write Here

☐ I have attended BUPCC PMES already

Date Attended (MM/DD/YYYY), if already attended

☐ PMES Certificate attached (photo or scanned copy enclosed)

If you don't have it on hand right now, that's okay — BUPCC Personnel will follow up with you before this goes to the Board. Note: attending PMES does not by itself mark this requirement Completed — BUPCC Personnel still verify attendance before Board Review.

Profile Photo (optional)

A clear photo of your face — helps BUPCC Personnel recognize and reach you later. Attach a printed photo, or BUPCC Personnel can add one from the Portal anytime.

☐ Photo attached

Barangay Clearance

Required before your application can go to the Board for review.

☐ Attached (photo or scanned copy enclosed) ☐ Will provide a physical copy before Board Review

Government-Issued ID

Required before your application can go to the Board for review, same as your Barangay Clearance — see the ID details you declared in Part 3.

☐ Attached (photo or scanned copy enclosed) ☐ Will provide a physical copy before Board Review

PART 15 DECLARATION, PLEDGE & MEMBER CODE OF CONDUCT

About your signature: this single signature covers the admission Declaration, the Article 10 Affirmation & Pledge, and agreement to be bound by the Member Code of Conduct — no separate Code of Conduct document needs to be signed later. Signing is a separate, unhurried step — you can complete it now, on the day of PMES, or afterward, in whichever way is most accessible to you. BUPCC Personnel will follow up with you on this once your application is lodged.

I, the undersigned, hereby declare and pledge that:

1. All information provided in this admission form is true, complete, and accurate to the best of my knowledge. I understand that any false declaration may result in the denial or termination of my membership.
2. I have attended, or will attend, the BUPCC Pre-Membership Education Seminar (PMES) as required under Article 10 of Republic Act No. 9520 — and I understand my Board Review cannot begin until that attendance is confirmed by BUPCC Personnel.
3. I have read and understood the BUPCC Member Code of Conduct in full, and I agree to be bound by its provisions from the date of this signature.
4. I join BUPCC freely, voluntarily, and without coercion or misrepresentation of any kind.
5. I understand that BUPCC does not guarantee specific financial returns, and that all benefits are subject to the Cooperative's performance, bylaws, and RA 9520.

6. I commit to fulfill all the responsibilities and obligations of membership — financial, governance, and conduct — as outlined in the Member Code of Conduct, and I affirm the Member's Pledge as my own.

Signature of Applicant over Printed Name	Date
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PART 16 CONDITIONS OF MEMBERSHIP ADMISSION

Submission of this form does not constitute automatic admission to BUPCC membership. Admission is subject to ALL of the following conditions being fully satisfied:

1. Completion of the BUPCC Pre-Membership Education Seminar (PMES) — required by law under Article 10, RA 9520, and confirmed by BUPCC Personnel even if you self-reported having already attended.
2. A satisfactory Reference Check — BUPCC will contact the character references and cooperative organizations declared in this form.
3. Submission of a valid Barangay Clearance — digitally or as a confirmed physical copy.
4. Submission of a valid Government-Issued ID — digitally or as a confirmed physical copy.

Once all four conditions above are Completed, the application proceeds to:

5. Board of Directors approval — the Board reserves the right to approve or deny any admission request without obligation to disclose the specific reasons for denial, subject to the applicant's right of appeal.
6. Payment of initial Share Capital subscription — upon Board approval, within the period specified by the Board.
7. Declaration, Pledge & Member Code of Conduct signed — the one signature in Part 15 above, if not already completed.

PART 17 FOR BUPCC USE ONLY

Application No.	Date Received	Reviewing Officer
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Board Review Prerequisites — All Four Must Be Completed

☐ PMES Condition — ☐ Completed ☐ Pending	☐ Reference Check Condition — ☐ Completed ☐ Pending	
☐ Barangay Clearance Condition — ☐ Completed ☐ Pending	☐ Government ID Condition — ☐ Completed ☐ Pending	
Declaration, Pledge & CoC Signed ☐ Yes ☐ No	Board Decision ☐ Approved ☐ Denied ☐ On Hold ☐ Pending	Date of Board Decision

Signature of Reviewing Officer over Printed Name	Chairperson / Authorized Board Representative
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