

Date : 17 July 2008
 To : All DLSCC Members
 From : DLSCC General Manager
 Re : **New procedures and other matters of interest.**

1. Please be informed that our cooperative's general and specific policies on loan applications and various loans available to members, withdrawals from savings deposit, and benefits of members are now posted in our cooperative website (www.dlsu.edu.ph/affiliates/dlsc/default.asp).
2. To avoid future problems we are now enforcing stricter procedures with regard to the following:
 - 2.1 Authorization letter issued by a member for the release of his/her loan check should be accompanied by two valid ID's and his/her contact numbers should be indicated on the letter so he/she can be easily reached for verification purposes.
 - 2.2 Faxed authorization letter will not be honored by the cooperative.
 - 2.3 Faxed loan and withdrawal application forms will be processed but the check will be released only upon submission to the coop office of the original application form.
3. Please be reminded that if your emergency loan of P18,000 is not paid on maturity date, the amount of emergency loan you will be allowed to avail of after you settle your overdue emergency loan will be P15,000 only.
4. May we remind again the members of our cooperative who have not done so yet, to increase their share capital so they can enjoy a higher ROI. Below is our projected number of members who will increase their share capital in the year indicated:

Year	Target Amount of Share Capital			
	P 20,000	P 30,000	P 40,000	P 50,000
2007	250			
2008	150	150		
2009	150	150	150	
2010	150	150	150	150
2011	150	150	150	150
TOTAL	850	600	450	300

Please be reminded that the increase in share capital is in multiples of P10,000.

5. We are also reminding members to submit to the coop's office as soon as possible the official receipts and other documents to support their purchases which were financed by the cooperative

Thank you for your cooperation.