

DE LA SALLE CREDIT COOPERATIVE PRIMER ON MEMBERSHIP & LOANS

Our Vision:

To be the leading provider of all financial needs of the Lasallian community

Our Mission:

1. *To inculcate a culture of thrift and assist members to attain financial stability through periodic savings and financial discipline among members.*
2. *To promote the upliftment of the quality of life of its members through mutual and cooperative programs.*
3. *To ensure financial and organizational stability through good governance and prudent management of financial, human and other resources guided by the Lasallian values.*
4. *To continually expand and improve services to members through the use of modern technology and availment of external resources.*
5. *To lead in the integration of cooperative organizations among the Lasallian institution in the Philippines.*
6. *To continually support or work on programs and activities that address pressing socio-economic needs of the community.*

CORE VALUES:

As steward of resources entrusted on us, our cooperative is founded on its commitment to efficiency and financial growth for service to members and the community at large.

Brief Historical Background :

The De La Salle Credit Cooperative was established in September 1963 by fifteen original cooperators from the faculty of De La Salle College. There were twenty-eight original members who paid an entrance fee of P1.00 totaling P28.00 and initial fixed deposit of P20.00 each totaling P560.00.

As of December 2013 membership have grown to 3,694 members with a total subscribed share capital of 132,051,500.

REQUIREMENTS FOR MEMBERSHIP:

1. The membership of this Cooperative is open to all bonafide employees of De La Salle University (Taft Campus and Science Technology Complex), De La Salle-College of Saint Benilde, De La Salle-Zobel, De La Salle University-Dasmariñas, De La Salle-Health Sciences Institute, De La Salle Araneta University, De La Salle Credit Cooperative, De La Salle Philippines, and other affiliates of DLSU. These are employees, who can make use of its services, are in agreement with its purposes and its by-laws. Members who have retired may opt to continue membership in the Cooperative.
2. An application form shall be filled out and sent to the Board through the Treasurer.
3. The applicant must attach to the application form a Certificate of Employment from their employer-school, indicating date of permanent employment, position and present salary.
4. Once approved, the applicant must pay the membership fee of P100.00 and the first installment of his/her share capital.

MONTHLY PAYMENT OF SHARE CAPITAL. A member shall determine the amount but it should not be less than One hundred (P100) PESOS per payday.

MODE OF PAYMENT OF SHARE CAPITAL/SAVINGS DEPOSIT. This is done through salary deductions or lump sum payment.

MEMBER'S TOTAL SHARE CAPITAL. A member shall subscribe a minimum of five Hundred (500) Shares with a total value of Fifty Thousand Pesos (P50,000).

MEMBER'S SAVINGS DEPOSIT. Payments made by a member in excess of his/her share capital will be considered as his/her savings.

WITHDRAWALS FROM SAVINGS DEPOSIT. As a general rule, only three withdrawals are allowed within a year. Service fee is P10 per withdrawal.

1. To assist the members to better manage their funds, minimum limits are set for the withdrawals:

First (1st) Withdrawal – Not less than P1,000

**Second(2nd)Withdrawal – Not less than P2,000
Third (3rd) Withdrawal – Not less than P3,000**

2. Fourth and Fifth withdrawals may be granted for the following reasons: for children's tuition fees, hospitalization and medical expenses for immediate family members, death expenses and other unforeseen expenses due to calamities.
3. Service fees for the 4th and 5th withdrawals are P40 and P50 respectively.
4. The minimum limits set for the fourth and fifth withdrawals are:

**Fourth (4th) Withdrawal –Not less than P3,000
Fifth (5th) Withdrawal –Not less than P4,000**

5. Justification letters should be attached to the requests for the fourth and fifth withdrawals, for approval by the General Manager.
6. A minimum balance of P5,000 will be required of all savings deposits.

FIRST LOAN. The following requirements are a MUST before a new member can avail of any loan:

1. *Payment of P100.00 membership fee;*
2. *Attendance of the educational seminar for new members;*
3. *Three (3) months residency,*
4. *Payment of at least 25% of subscribed capital stock or P2,500 for the availment of a regular and/or emergency loan;*
5. *Payment of 60% of subscribed capital stock or P30,000 for the availment of all the other unsecured loan*

AMOUNT OF REGULAR LOAN. The maximum loanable amount is Php225, plus 75% of monthly salary, subject to the share capital, savings deposit, and co-maker requirements.

The limits of loanable amount for regular loan for members whose membership in the cooperative ranges from one (1) to six (10) years will be covered by the following guidelines:

Years of Membership	Maximum Loanable Amount		
	No Co-Maker	One Co-Maker	Two Co-Makers
1-3 Years	P 50,000	P 51,000 - 100,000	P 101,000 - 150,000
Above 3-6 Years	P 100,000	P 101,000 - 150,000	P 151,000 - 200,000
Above 6-10 Years	P 250,000	P 251,000-300,000	P 301,000-350,000

Co-makers must be members of DLSCC in good standing and are permanent employees of their employer-school for at least 10 years. Directors, officers and committee members of the Coop are not allowed to be co-makers.

AMORTIZATION OF LOANS. Amortization of loans are made through salary deductions every payday. Payments through post-dated checks are not allowed. Deficiency in payments will be charged to savings deposits. A member who incurs two (2) deficiencies will be allowed to borrow up to 150% only of his share capital and savings deposit, upon renewal of his loan.

A member who incurs three (3) or more deficiencies will be allowed to borrow up to 100% only of his share capital and savings deposit upon renewal of his loan.

EMERGENCY LOAN. Presently a member can avail an emergency loan in the amount of Twenty Five Thousand (P25,000) Pesos for emergency purposes. The loan may be paid in one time lump-sum payment after a period of six months or in installment basis not to exceed ten months. If the emergency loan is not paid upon maturity date, the delinquent member can borrow only Twenty Thousand when he/she renews his/her emergency loan.

A member who fails to pay his/her emergency loan upon maturity will be subject to the following sanctions:

Frequency in Failure to Pay on Time	Loanable Amount
First Time	Php22,500 and renewable after three months
Second Time	Php22,500 which can be availed of in two months after payment of the previous emergency loan
Third Time	Php22,500 which can be availed in three months

UNSECURED LOANS. In addition to the regular loan of P350,000, the following are the unsecured loans available to qualified members:

- a. **Emergency loan** of P25,000.
- b. **Computer loan** of P40,000 for desktop and P50,000 for laptop.

- c. **Calamity loan** of P30,000.
- d. **Travel loan** of P70,000 for foreign tours, P20,000 for local tours, and P50,000 for pilgrimage travel
- e. **Cell phone loan** of P25,000.
- f. **Medical/Health Equipment loan** of P20,000
- g. **Educational loan** of P60,000.00.
- h. **Emergency Medication loan** of P5,000.
- i. **Memorial Plan loan** of P50,000.
- j. **Emergency loan for Caesarian Delivery** of P50,000.
- k. **House Improvement loan** of P50,000.
- l. **Appliance Loan** of P30,000
- m. **Extreme emergency loan** (difference of hospital bill and HMO)

1. To lessen the exposure of the cooperative to unsecured loans, members can avail only of two unsecured loans (emergency loan and calamity loan are not included) at one time. The total of the two loans should not exceed P50,000.
2. If a member has at present two unsecured loans, (ex. Computer loan and travel loan) that are still being amortized and the balance of these loans are above 40% of the loan, the members can not avail of another unsecured loan (ex. Cell phone loan).
3. If 60% of the unsecured loan is already paid then the loan is eligible for renewal and the member can apply for another unsecured loan.
4. A member who incurs deficiency in the payment of his/her unsecured loan will only be allowed to borrow another unsecured loan three months after the payment of the previous unsecured loan.

INTEREST ON REGULAR LOAN. Members pay .625% a month interest on loan, deducted in advance.

<u>TERMS OF LOAN</u>	<u>INTEREST RATE</u>
4 months	2.500%
6 months	3.750%
10 months	6.250%
12 months	7.500%
15 months	9.375%
18 months	11.250%
20 months	12.500%
24 months	15.00%

INTEREST ON EMERGENCY LOAN. Interest on emergency loan is 0.5% higher than the regular interest if paid in one time lump sum. So the interest for six months is 5 % instead of 4.5 %.

SERVICE FEES. A service fee is charged to all loans whether regular or unsecured loan and the rate will depend on the term of the loan as follows:

<u>TERMS OF LOAN</u>	<u>SERVICE FEE RATE</u>
From 1 month – 6 months	0
6½ months – 12 months	1.0%
12½ months – 18 months	1.5%
18½ months – 24 months	2.0%

RENEWAL OF LOAN. A member may apply for a loan renewal even before the loan is fully paid provided 60% of the loan has been paid. The balance of the loan, which is 40%, will be deducted from the proceeds of the new loan. An interest rebate will be computed on the balance of the loan. The interest rebate will be determined based on the number of the months still remaining unpaid.

PATRONAGE REFUND AND DIVIDENDS. The members are entitled to an annual patronage refund and dividends on their share capital and interest on their savings deposits.

OTHER GUIDELINES RE LOAN:

1. Emergency loans that are three (3) months overdue will be automatically charged to the members' savings deposits.
2. Only faculty members with permanent status are eligible to avail of the computer loan.
3. Non-teaching personnel who have been members of the Cooperative for at least three years are eligible to avail of the computer loan.
4. Part-time faculty whose certification of term of contract is only one term, can borrow up to a maximum of six to eight months only.
5. Part-time faculty whose certification of term of contract is two terms can borrow up to a maximum of twelve months.
6. The maximum term for part-time faculty is twelve months.
7. Fixed-Term Contract and Project Based personnel with one year contract can borrow up to a maximum of one year with co-maker who is a permanent employee of the member school and at least with 5 years membership in the De La Salle Credit Cooperative.

TST, 16 Jan. 2014