

iMCOOP Terms and Conditions

Program Description

The iMCOOP is a product establishing the Cooperative Credit Information System (CCIS) that provides PCF and the participating primary cooperatives access to more relevant and extensive credit and related information.

For this, PCF has partnered with the CIBI Information, Inc. (CIBI). CIBI will act as the repository of factual information containing the information on the cooperative members.

The CCIS central concept is information sharing. All information contributed will be consolidated, processed, and uploaded to the PCF-CCIS forming the iMCOOP database and is accessible on-line via Information for Business (i4B) portal of CIBI.

Participating cooperatives shall have access to the iMCOOP database and CIBI's database of Bank Loan Exposure File (BLEF), negative and other records.

Program Legal Basis. The PCF CCIS is developed under the mandate covered under RA 9510, also known as the Credit Information System Act.

Participation Requirements

The Participating Cooperative (this cooperative) shall submit the following documents:

1. Duly filled-up iMCOOP enrolment form
2. Board resolution to participate
3. Resolution identifying authorized representative

Payment of the one-time enrolment fee should be attached to the enrolment form.

Program Mechanics, Roles and Responsibilities

A. Participating Cooperative (This Cooperative) Responsibilities

1. Submit initial basic cooperative members data and data for new cooperative members
2. Electronically submit monthly to PCF updated data, particularly loan/credit data, enumerated under "B. Required Information" below, using pre-designed data entry template. (See Annex)
3. Pay monthly access fees to PCF
4. **Non-Disclosure Agreement.** The Participating Cooperative agrees to the limitation of data use and disclosure of confidential information, in whole or in part, shall be only as far as the purpose of the iMCOOP CCIS program is designed. A separate **Non-Disclosure Agreement (NDA)** shall be signed for this purpose and shall form part of these Terms and Conditions.
5. The access to and use of assigned iMCOOP user-name and password shall be the responsibility of the Participating Cooperative

B. Required Information. The following information shall be required from Participating Cooperatives:

a. Basic Cooperative Member Data (at start and for every new member)

1. Complete Name – first, middle, surname, maiden name for married females, spouse name
2. Member Coop ID# / Passbook #
3. Date, place of birth
4. Gender and Civil status
5. Member status in the coop (active, delisted, withdrawn)
6. Present address, type of house ownership
7. Residence in the last two years
8. SSS, TIN numbers, date of birth
9. Current and previous employment in the last 5 years details – employer name, employer address and employer contact number/s

b. Member's Loan/Credit Information

1. Credit/ Loan availments
 - Original amount, date released and outstanding balance per loan type

2. Credit/Loan status [Current? Delinquent? Past Due? Date written-off? Others]
3. Mode of payment
4. Security/collateral type
 - assignment of deposits/shares, REM, Chattel
5. Amount of past due, age of account (days)
6. Adverse Information
 - account under litigation, foreclosure proceedings on-going, small claims court filed cases, resolution of disputes taken
6. Loan Update Status Date

C. Submission of Data

1. The Participating Cooperatives shall submit required data monthly using the data entry template and send preferably via email to PCF every 10th day of the following month.
2. Non-submission of updated data may suspend access privileges to the iMCOOP CCIS data.

D. Information Access and Ordering

1. Data from the iMCOOP CCIS may be obtained by the Participating Cooperative on a "per inquiry" basis, including CIBI BLEF and negative records, through on-line access through the log-in username and password provided by PCF.

E. Report/s for Access

- A Participating Cooperative can access and obtain the following --
1. Report containing information submitted by other participating cooperatives on subject individual member
 2. Report on the Adverse Records available in CIBI's database. The database includes court cases (criminal and civil records gathered from city and provincial trial courts); cancelled credit cards from selected issuers; accounts referred to CIBI for collection and reported as delinquent.
 3. All reports are via web access and are printable.

F. Rates

1. A one-time enrolment fee of Php500.00 shall be paid by the Participating Cooperative to PCF.
2. A monthly access fee shall be charged, based on the loan portfolio size of the PCF participating cooperative, but shall in no case be lower than Php200 and higher than Php1,000. (See Annex)
3. Payment of the monthly access fee shall be for unlimited access to information in the iMCOOP CCIS by the Participating Cooperative.
4. Additional access fees shall be charged for data/information from CIBI's BLEF and other records file. Corresponding fees are as follows:

Negative Records	Php25 per access
BLEF	Php50 per search
	Php75 per download

G. Billing of Usages

1. PCF shall review and prepare billing statements to Participating Cooperative on actual usage.
2. The Participating Cooperative shall remit payment to PCF on or before the 20th day of each month.
3. Non-payment of monthly access fees may suspend access privileges to the Participating Cooperative.