REVENUE MEMORANDUM ORDER NO. 76-2010 issued on September 28, 2010 prescribes the policies and guidelines in the issuance of Certificate of Tax Exemption of Cooperatives and the monitoring thereof.

All cooperatives previously registered with and confirmed by Cooperative Development Authority (CDA) under Republic Act (RA) Nos. 6938 and 6939 are deemed registered under the new Cooperative Code (RA No. 9520) and a new Certificate of Registration shall be issued to them by CDA. It is only after a cooperative has secured a new certificate of registration that it becomes eligible to apply for a Certificate of Tax Exemption with the BIR.

A cooperative applying for tax exemption shall be required to update its BIR registration with the Revenue District Office (RDO) having jurisdiction over the cooperative’s principal place of business. The Updated Certificate of Registration shall be issued and released to the cooperative, together with the Certificate of Tax Exemption, by the concerned RDO within ten (10) working days from submission of complete documents by the cooperative. The RDO will not accept the cooperative's application for Certificate of Tax Exemptions and its subsequent renewals when it is not properly supported by the required documents specified in the Order.

The tax exemptions and incentives provided under Articles 60 and 61 of RA No. 9520, as implemented by Section 7, 8, 9 and 10 of the Joint Rules and Regulations (JRR), as well as the procedures in the processing of request for issuance of Certificate of Tax Exemption are specified in the Order.

The Certificate of Tax Exemption shall be valid for a period of five (5) years from the date of issue or date of effectivity, unless sooner revoked or cancelled. To effectively monitor the administration of tax incentives and to ensure that tax-exempt cooperatives are faithfully abiding by the terms and conditions of the exemption, cooperatives are required to submit yearly to the appropriate RDO certain information or documents specified in the Order, together with the filing of the cooperative's Annual Information Return (BIR Form 1702) due on or before the 15th day of the fourth month following the close of the calendar year. Failure of the cooperatives to comply with the said requirements shall be a ground for cancellation/revocation of the Certificate of Tax Exemption.

After the issuance of the original certificates of tax exemption for cooperatives registered under RA No. 9520, all cooperatives are required to accomplish and file BIR Form No. 1945 at least two (2) months prior to the date of expiration of the Certificate of Tax Exemption. The renewal certificate shall be good for another period of five (5) years, unless sooner revoked for a cause.

All applications for tax exemption under RA No. 9520 filed by cooperatives with the Law Division prior to the issuance of this Order shall be transmitted to the concerned RDO within ten (10) days from effectivity of this Order, for their appropriate processing.