

REGULATION OF ELECTRONIC RESERVATION OF SPACES FOR PARTICIPATION AND/OR TRANSPORTATION BACK AND FORTH, IN COOPEDUC, R.L. MASS ACTIVITIES

ARTICLE No.1: The Cooperativa de Ahorro y Crédito El Educador, R.L. has within its purpose and objectives to provide safety and comfort to its members and thirds (affiliates) that assist to mass training activities.

ARTICLE No.2: Spaces will be assigned for those who attend thru their means as well as for those who will require transportation **back and forth** to assist to the following events: **Massive Seminars, Encounter of Delegates, Inter-Chapter Encounters, Cooperative Forum, Day of the Retiree**, and those other authorized by the Board of Directors; the same shall be coordinated by the members of the Education Committee, Chapter Coordinators and a Technical Support, to guarantee the compliance with this regulation.

ARTICLE No.3: Shall be recommended to the members interested in attending Chapter Meetings, to be registerd electronically at our Head Office, Branch and Assistance office, to guarantee logistic details of these activities. Registrations will be in accordance with laws, bylaws and regulations.

ARTICLE No.4: No Member, Third Affiliate, Directive or Employee shall carry families, friends, children or depositors in the buses.

ARTICLE No.5: Meeting points, time of departure, dates of opening and closing of registrations shall be announced through the **annual activity schedule** and invitations placed in boards at the Head Office and branches, as follows:

Chapter of Panama and Darien:

Meeting Point: Gran Estación in San Miguelito

Time of Registry: 6:15 a.m.

Time of Departure: 7:15 a.m.

Meeting Point: El Dorado Shopping Mall

Time of Registry: 6:15 a.m.

Time of Departure: 7:15 a.m.

Meeting Point: El Faro Shopping Mall (Cerro Viento)

Time of Registry: 7:15 a.m.

Time of Departure: 7:30 a.m.

Stopover: Tocumen Plaza

Chapter of Western Panama and other Provinces:

Meeting Point:	La Chorrera branch
Stopover:	Vista Alegre (La Lupita) Arraijan (Pio Pio)
Time of Registry:	6:00 a.m.
Time of Departure:	6:30 a.m.
Route:	Buses will take Las Americas Bridge, Cinta Costera and South Corridor
Meeting Point:	Cable & Wireless, Colón
Route No.1 - Transístmica	
Time of Registry:	5:00 a.m.
Time of Departure:	5:30 a.m.
Stopover:	Sabanitas and Gatún River
Route:	This bus will enter the freeway thru Chilibre, the North Corridor up to Brisas del Golf
Route No.2 - Freeway	
Time of Registry:	5:30 a.m.
Time of Departure:	6:00 a.m.
Stopover:	Cativá (IPTC)
Route:	This bus will enter the freeway thru Sabanitas, up to Brisas del Golf

ARTICLE No.6: The Board of Directors in the approved budgeted, **will determine the amount of spaces that will assist thru their means and/or will attend** in the buses per Chapter, according to the event.

ARTICLE No.7: The Members or third affiliates, **will reserve their participation space or transportation back and forth electronically, at the Head Office, Branches or Assistance Office** according to the meeting point established, for which they must submit their personal identification card or their DESCOOP card and endorse the printed document as sign of acceptance of the conditions approved by the Board of Directors.

ARTICLE No.8: The members or third affiliates must register at the Head Office and Branches in person; the reservation made by other person or transfer of space to another member or thirds (affiliates) will not be allowed.

ARTICLE No.9: The members or third affiliates, that have receive their participation space and/or transportation **back and forth** and have an emergency that makes it

impossible to assist to the event, shall inform so to the Training Center of COOPEDUC at 260-1944 Ext.120 y 123, 48 hours prior to the event, in order to reassign the space according to the electronic waiting list.

ARTICLE No.10: The members or third affiliates shall be penalized if incurred in the following breaches:

1. Failure to report with 48 hours in advance the declination to the space reserved whether to attend thru its means or in the buses designated.
2. Those members and third affiliates, who make the reservation of their space in the transportation and do not attend the activity in the same, will not be allowed to return in the buses, as provided in Article No.12 of this regulation.
3. Attend in the bus and do not return in the same, unless the coordinator of the bus has been informed.

Members or third (affiliates) that incur in this faults, must cover the cost of B/.25.00 (twenty five balboas) that correspond to food, educational material, speaker, transportation, among other aspects of logistics; whom will have a maximum of one (1) month from the day of the activity to make the payment. At the end of this date the collection will be made thru internal transference.

ARTICLE No.11: The return of the buses will be one (1) hour after the beginning of the lunch.

ARTICLE No.12: Members or third (affiliates) that attend thru their own media to the event, shall return in the same way to preserve the order.

ARTICLE No.13: For the return of the buses, the following instructions shall be followed:

1. Bus drivers will make stops as required by the passengers up to the point of arrival of the initial meeting point.
2. It is forbidden to stop at shopping malls or any other place, to make individual shopping.

ARTICLE No.14: It is forbidden to take or bring passengers that are not part of the assigned delegation, formed by members, directors or employees of COOPEDUC, R.L. Members, families or individuals will not be transported.

ARTICLE No.15: Main Directors of the Board of Directors, Surveillance Board and Credit Committee will confirm their participation and/or reservation for transportation, forms

shall be issued by the Assistant to the Boards and Committees in the dates in which begins the registrations to the events in which the Board of Director authorizes their participation.

ARTICLE No.16: Members, third affiliates, directors and employees, which fail to comply with this disposition, shall be penalized by the Board of Directors, as provided in the Cooperative Laws and Bylaws of COOPEDUC, R.L.

ARTICLE No.17: This was approved by the Board of Directors at Meeting No.30.2006 of November 16, 2006, modified at Meeting No.31-2009 of January 7, 2010 and Meeting No.33-2013 of January 16, 2014.

(signed) Prof. Cecilia Elena Quintana P.
President of the Board of Directors

(signed) Prof. Vielka Sanford
Secretary of the Board of Directors