



Service Request and Assessment Form

Reference Number: _____
(to be filled out by the National Privacy Commission)

| | |
|--------------------------------|--|
| A. REQUESTING PARTY: | |
| Date Requested: | |
| Name: | |
| Email Address/Contact Details: | |

| Put (✓) checkmark | Particulars/Type of Request | Rates |
|--------------------------|--|---|
| | Complaints and Investigation | |
| | Filing Fee for Complaints | Php 500.00 |
| | Additional Fee for Claims of Damages a. Not more than Php 20,000.00 = Php150.00 b. More than Php 20,000.00 up to Php 100,000.00 = Php500.00 c. For every succeeding Php 100,000.00, or a fraction thereof = Php500.00 | |
| <input type="checkbox"/> | Motion for Reconsideration Decision from Legal and Enforcement Office Decision from Commission En Banc | Php 500.00 |
| | Application for Cease-and-Desist Order (CDO) | Php 1,000.00 |
| | Cease and Desist Order Bond | <i>Subject to computation</i> |
| | Certificate of No Pending Case | Php 500.00 |
| | Temporary Ban Bond | <i>Subject to computation</i> |
| | Legal Research Fee | 1% of the filing fee but not less than Php 10.00 |
| | Advisory Opinion and Legal Research | |
| | Request for Advisory Opinion | Php 7,500.00 |
| | Legal Research Fee for issuance of Advisory Opinions | Php 75.00 |
| | Enforcement | |
| | Certified True Copies (CTC) of any paper, record, decree, judgment, or entry thereof. Number of Copies, Name of Document and Purpose. <i>(Use additional sheet if necessary):</i> _____ _____ | Php 10.00 per page plus Php 50.00 authentication fee per document |
| | Request for issuances of clearances and certifications | Php 50.00 per document |
| | Legal Research Fee for issuance of clearances and certifications. | 1% of the filing fee imposed but in no case lower than Php 10.00 |

| B. TO BE FILLED-OUT BY THE NATIONAL PRIVACY COMMISSION (ASSESSOR): | | | | |
|---|---------------------|--|--------------------------------------|--------------------------------|
| <i>Put (✓) checkmark</i> | Assessment: | Amount to be paid | Assessed and approved by: | Date and Time Approved: |
| | Proceed for payment | <i>(Use additional sheet if necessary)</i> | _____ Signature Over Printed Name | |
| | Return to Requester | | | |

Reason for return: _____

| C. TO BE FILLED-OUT BY THE NATIONAL PRIVACY COMMISSION (ACCOUNTANT/CASHIER): | | | |
|---|--|---|--------------------------------|
| Reference/Serial Number: | | Processed by: | Date and Time Released: |
| Order of Payment Serial No. | | _____ Accountant/Head of Accounting Unit | |
| Official Receipt No./Reference No. | | _____ Cashier/Head of Cashier Unit | |

| D. TO BE FILLED-UP BY THE NATIONAL PRIVACY COMMISSION (ASSESSOR): | | | |
|--|---|--------------------------------------|--------------------------------|
| <i>Put (✓) checkmark</i> | Remarks/Action Required | Processed by: | Date and Time Released: |
| | Approved/Issue Claim Stub | _____ Signature Over Printed Name | |
| | Other/s (specify): _____ _____ | | |

| E. TO BE FILLED-UP BY REQUESTING PARTY UPON RECEIPT OF REQUESTED SERVICE/S: | |
|--|-----------------------------------|
| Received by: | Date and Time of received: |
| _____ Signature Over Printed Name | |

| IMPORTANT REMINDER: | | | |
|--|---|--|------------------------------------|
| <p>1. For Enforcement Services:</p> <ul style="list-style-type: none"> • Indicate the Case Docket Number. • If representative, documents submitted: <ul style="list-style-type: none"> ▪ Letter of authorization ▪ Photocopy of ID with picture and signature of requesting party and duly authorized representative <p>2. For Advisory Opinion: If request and/or claim via representative, please present either:</p> <ul style="list-style-type: none"> • Letter of Authorization • Photocopy of valid ID of representative and requesting party <p>3. Delivery cost and arrangement of service shall be covered by the requestor.</p> <p>4. Pay exact amount only.</p> <p>5. Bring the claim stub to the Office/Division below upon claiming the requested service/documents:</p> | | | |
| | Administrative Services Division - General Records Unit | | Compliance and Monitoring Division |
| | Complains and Investigation Division | | Policy Review Division |
| | Enforcement Division | | Others, Specify: |