

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		

**The requestor has paid the fees in the amount of Php500.00¹.

Received by:

Signature over Printed Name

Date: _____

REQUIREMENTS:

1. For Natural Persons

- a. Duly accomplished Request for Certificate of Pending/No Pending Case Form.
- b. Certified photocopy of a valid government issued ID of the requesting party. If request is through a representative, an authorization letter from the requesting party and also a certified photocopy of a valid government issued ID of the representative must be attached.

2. For Juridical Persons

- a. Duly accomplished Request for Certificate of Pending/No Pending Case Form to be filled-out by the Data Protection Officer (DPO), evidenced by a Certificate of DPO Registration with the NPC.
- b. Certified photocopy of a valid government issued ID of the DPO. If request is through a duly authorized representative of the DPO, an authorization letter and a certified photocopy of a valid government issued ID of the duly authorized representative must be attached.

¹ Pursuant to NPC Circular No. 2023-01 or the Schedule of Fees and Charges of the National Privacy Commission