

Republic of the Philippines NATIONAL PRIVACY COMMISSION

25th-27th Floors, The Upper Class Tower, Quezon Ave. Corner Scout Reyes Street, Quezon City 1103



REQUEST FOR CERTIFICATE OF PENDING/NO PENDING CASE

[] Request for Individu [] Request for Juridical	· ·	
Name:		
Surname	First Name	Middle Name
Sex: Presen	Address:	
Contact No.:	E-mail Address:	
* Office/Institution and	Designation:	
*Registered address of (ffice or Institution:	
*NPC Registration No.:		
Purpose of Request:		
*Applicable only to perso	ns representing a juridical entity.	
process the data indicate	hereby authorize the National Privacy C d herein. I understand that my personal in so known as the "Data Privacy Act of 20	nformation is protected by
	Requested by:	
	/D.: 1. 13	Name and Signature)

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.

 $^{\rm 1}$ Pursuant to NPC Circular No. 2023-01 or the Schedule of Fees and Charges of the National Privacy Commission