

WBGC	Form Number: FR-TRD-006	Revision Number: 00	Effectivity Date: May 2, 2019
	Form Title: CERTIFICATION LETTER REQUEST FORM To Applicant: To ensure prompt processing, please provide all the details requested, and <i>ensure your account is current</i> . Your request will be processed upon verification of your requirements.		

Applicant Information	
Company Name (Name of Lessee if Individual)	Name of Authorized Representative

Contact Information		
Telephone Number	Mobile Number	E-mail Address

Certification Information
Describe briefly the type of certification letter requested. Example: "Letter certifying we are the lessee of record of Unit 999 of W Building, Fifth Avenue"

Purpose
Describe briefly the purpose of the certification letter. Example: "Bank loan requirement"

Collection
<p>Please choose <u>one</u> of the following options:</p> <p><input type="checkbox"/> I will claim the letter in person at your office.</p> <p><input type="checkbox"/> My authorized representative will claim the letter on my behalf. I understand that my authorized representative will be required to present the following when he/she claims the letter at your office:</p> <ul style="list-style-type: none"> • A photocopy of my valid photo ID* • A photocopy of a valid photo ID* of my authorized representative • An authorization letter signed by me • A copy of the email sent by the BMO stating the <i>Certification Letter</i> is ready.

Declaration
<p>I hereby give my consent to _____ to collect my personal data and informtaion for the purpose of requested certification. All the Information I provided shall be treated in strict confidence and the same shall not be shared to third persons without my written permission or consent, except as may be provided by laws.</p> <p>By affixing my signature below, I hereby declare that I am (or the company of which I am an authorized representative is) a lessee in good standing with no past due accountabilities to, and that the details furnished above and herein are true and correct as of the date of this request.</p>

Signed by		
Name in Print, Title/Designation of Lessee's Authorized Representative	Signature	Date

For Building Management Use Only			
Received by	Date Received	Route to	Processing Period (in working days)

Acknowledgment Receipt		
Received the aforementioned <i>Certification Letter</i>		
Received by (Name in Print)	Signature	Date

Processing Period. One (1) to seven (7) working days from the date of receipt of request, depending on the nature of the certification letter.

Where/When to Claim. Building Management Office, during regular office hours.

Collection Deadline. Certification Letters should be claimed within one month from date of notification. If unclaimed, the BMO reserves the right to dispose of the document, and charge a processing fee in the event a new document is requested.

List of valid photo IDs. Driver's License, Passport, SSS ID, Voter's ID, Philhealth ID, PRC ID