



4. REQUEST PROCEDURE – CHANGE NAME

Requesting for change name of concessionaire.

Office or Division:	Customer Services Division			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen, G2B – Government to Business, G2G – Government to Government			
Who may avail?	Balanga Water District Concessionaire			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Proof of Ownership (Title/Rights/Tax Declaration) or Deed of Absolute Sale (1pc., Original)		Concessionaire		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Go to BLWD Office and approach the Customer Service Officer.	1. Customer Service Officer interview and give the requirements for change name.	None	<i>5 minutes</i>	Customer Service Officer
2. None	2. The Customer Service Officer Accomplished Maintenance Order and post in the computer for change name.	None	<i>5 minutes</i>	Customer Service Officer
3. None	3. The Customer Service Officer logs the transaction in the Maintenance Order Logbook noting the following: a. Customer Name b. MO Number c. Account Number	None	<i>5 minutes</i>	Customer Service Officer
Total:		None	<i>15 minutes</i>	