	NNSD FORM	Doc. No.:	F-NNSD-06
		Revision No.:	02
	APPLICATION FOR CORRECTION OF DATA-ENTRY	Effective Date:	January 16, 2026
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Date: _____

THE NNSD MANAGER

Sir:

I, _____, a registered member consumer of BENECO with Membership No. _____ would like to request that the following data/information relative to my membership/accounts with the cooperative be corrected:

DATA TO BE CORRECTED:

ACCOUNT NUMBER/S: _____

___ Account Name
___Account Address
___Contact Information
___ Membership Name
___ Membership Address
___Others (Please Specify): _____

NEW/CORRECT DATA:

New and Correct Information: _____
_____

I am submitting the following documents as proof of the correct data/entry, to wit:

___ Valid ID
___ Birth Certificate
___ Marriage Contract
___ Affidavit of Two-Disinterested Person
___Barangay Certificate (Proof of Residency)
___Others (Please Specify): _____

Note: BENECO may require additional documents for validation purposes.

I certify that the above information is true and correct to the best of my knowledge and all documents submitted are genuine/faithful reproduction from the original copies.

APPLICANT: _____
(Signature over printed name)
Contact number of applicant: _____

ACTION TAKEN BY THE CONSUMER WELFARE OFFICE

This is to acknowledge receipt of the required documents and after thorough evaluation, said documents/s are in order and therefore recommend application for approval.

Evaluated by:

_____
Consumer Welfare and Call Center Associate

Date: _____

Reviewed by:

_____
Consumer Welfare Officer

Date: _____

Approved by:

RAMEL B. RIFANI
Department Manager, NNSD

Date: _____