

PETITION FOR WITHDRAWAL OF APPLICATION

WHO CAN AVAIL OF THE SERVICE/PURPOSE: Any CPC holder who intends to withdraw previously filed application/s

For individuals, personal appearance of petitioner is required. However, should it not be possible for petitioner to be physically present, authorized representative who is a lawyer or a relative (re: direct ascendant/descendants) is allowed upon presentation of duly notarized Special Power of Attorney (SPA), valid IDs and proof why petitioner is not physically present;

For corporations/cooperatives/others, please see corresponding below.

REQUIREMENTS:

1. Four (4) copies of Verified Petition with annexes and verification and certification of Non-Forum Shopping;
2. Original and photocopy of Valid Government-Issued Identification Card with photograph of Applicant/Petitioner (Driver's License, SSS, PAG-IBIG, BIR, Phil Health, Postal, Voter's ID, or Philippine Passport);
3. Copy of petition previously filed proposed to be withdrawn.

TD	LEGAL	OBMC	OED	OCHM

Additional Requirements:

For Cooperatives:

1. Original and photocopy of the Board Resolution authorizing the withdrawal of application and designating the authorized representative/s to file petition.

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For Corporations:

1. Original and photocopy of Board Resolution/Secretary's Certificate authorizing the withdrawal of application and designating the authorized representative/s to file petition.

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DURATION: Five (5) to Ten (10) days

OUTPUT: Order Approving or Denying the Petition

FEE:

Filing Fee:

Php 250.00 first two (2) units *(Includes Legal Research Fee)*

Php 70.00 per unit in excess of two (2) units

NOTE: Update from Docket Section on whether the application being withdrawn is already docketed or not.