

	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 GENERAL 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	____ Membership Name
____ Account Address	____ Membership Address
____ Contact Information	____ 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	____ Affidavit of Two-Disinterested Person
____ Birth Certificate	____ Barangay Certificate (Proof of Residency)
____ Marriage Contract	____ 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:

Reviewed by:

Consumer Welfare and Call Center Associate

Consumer Welfare Officer

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by:

RAMEL B. RIFANI  
Department Manager, NNSD

Date: \_\_\_\_\_