

National Water Resources Board
APPLICATION FOR
CERTIFICATE OF PUBLIC CONVENIENCE

Name of Applicant		Water Service Provider Category	Case Number		
Documentary Requirements			Cat. A	Cat. B	Cat. C
1	Articles of Incorporation/Partnership or DTI/CDA Registration		<input type="checkbox"/>		<input type="checkbox"/>
2	Authority to sign and file the application <ul style="list-style-type: none"> • Board Resolution for corporations and partnerships, or Board Secretary's Certificate • For single proprietorship, signed by owner or Special Power of Attorney 		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Copy of approved Conditional / Water Permit/s If water is bulk supplied, copy of agreement/contract/receipt		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Copy of latest Official Receipts of Annual Water Charges		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Copy of recent Certificate of Potability (within 6 months) issued by the City/ Municipal Health Officer where the source is located, with results of bacteriological (within 3 months), physical and chemical (at least one year) impurity tests conducted by a Department of Health accredited laboratory		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Plan duly signed by a licensed Engineer <ul style="list-style-type: none"> • Water distribution system • Elevation and cross-sectional views of tank/reservoir • Elevation and cross-sectional views of pump house, machinery and equipment For Category C, only sketch plan is required		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Latest audited financial statements for the waterworks operation only, if already operation for 1 year; For Category C: Income Statement and Balance Sheet		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Simplified Financial Projections Model for Category C (hard/soft copy) with the following data: <ul style="list-style-type: none"> • Revenue requirements for one year, composed of: <ul style="list-style-type: none"> ○ Operating expenses, with breakdown ○ Depreciation ○ Loan amortization (interest and principal) per year • Estimated total consumption for one year in cu.m. 				<input type="checkbox"/>
9	Business Plan containing: <ul style="list-style-type: none"> • List of existing/required investments consistent with the 10-year business plan • Proposed Tariff Schedule • Levels of service (e.g. water quality, water pressure, non-revenue water, number of hours of water supply per day) 		<input type="checkbox"/>	<input type="checkbox"/>	
10	Financial Projections Model for Category A/Category B (hard and soft copy)		<input type="checkbox"/>	<input type="checkbox"/>	
11	Proposed Tariff (Downloadable form under Supplemental Guidelines in the Preparation of the Tariff Proposal)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>