

Complaints and Request for Inspection

Procedures

STEP	APPLICANT ACTIVITY	OFFICE ACTIVITY	PERSON RESPONSIBLE	FORMS
1	Files letter-complaint or letter-request	Receipt of letter-complaint or letter-request	Receiving Section	
2		Inspection within fifteen (15) days from filing of complaint/request	Inspectors	Notice of Inspection
3		Endorsement to regulatory offices, if applicable	Inspectors	Endorsement
4		2nd Inspection, if necessary		Notice of Inspection
5		Closure of establishment if continues violation and non-compliance	Inspectors	Closure Order
6	Receives letter as to actions taken	Furnish complainant/requestor of actions taken	Inspectors	Reply letter
END OF TRANSACTION				

Requirement

1. Letter-request for list of registered business establishments indicating the details needed (Taxpayer's name, Business Name, Business Address etc.)
2. Letter-complaint