

Issuance of Certified Second (2nd) Sepia Printed Copy

Requirements:

1. Letter request from private party (registered owner/Heirs/Authorized Representative. (Notarized)
 - If the requestee are Heirs, attach Extra Judicial settlement among Heirs,
 - If the requestee is Authorized Representative, attach Special Power of Attorney
 - If the requestee is a Corporation, attach Secretary's certificate authorizing the person who represent the company.
2. Updated Certified copy of title/ titles of the subject lot/lots
3. Affidavit of loss (lost Sepia copy)
4. Certified copy of approved plan.