

OWNER./PRESIDENT  
2 x 2  
picture

**NATIONAL WATER RESOURCES BOARD**  
8th Floor, N.I.A. Building, E.D.S.A., Quezon City  
Tel./Fax No. 920-2654

**MONITORING & ENFORCEMENT DIVISION**

Control No. \_\_\_\_\_

**WELL DRILLER'S ANNUAL REGISTRATION FORM**

1. REGISTERED NAME \_\_\_\_\_ T I N : \_\_\_\_\_

2. BUSINESS/OFFICE ADDRESS: \_\_\_\_\_

3. Tel. No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

4. EQUIPMENT YARD \_\_\_\_\_ Tel. No. \_\_\_\_\_

5. OWNER/PRESIDENT \_\_\_\_\_ T.I.N : \_\_\_\_\_

6. HOME ADDRESS: \_\_\_\_\_

7. Tel. No.: \_\_\_\_\_ Mobile No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_ E-mail Add.: \_\_\_\_\_

8. CATEGORY :  Mechanized Drilling  Manual Drilling

9. WELL DRILLER CLASSIFICATION :  
 Individual / Single Proprietorship  Partnership / Corporation / Cooperative

10. TYPE OF REGISTRATION :  
 New  Renewal

11. IF RENEWAL:  
Registration No.: \_\_\_\_\_ Date Issued : \_\_\_\_\_

**I hereby declare that all the foregoing answers, informations, statements and submitted documents are complete, true and correct.**

\_\_\_\_\_  
SIGNATURE OVER PRINTED NAME

\_\_\_\_\_  
OWNER/PRESIDENT

\_\_\_\_\_  
DATE

Com. Tax Cert. No.: \_\_\_\_\_

Issued at: \_\_\_\_\_

Issued on: \_\_\_\_\_

**ORDER OF PAYMENT**

*New Well Driller Annual Registration Fee Effective November 11, 2015*

P 2,500.00 (Individual / Single) Total Amount: ₱ \_\_\_\_\_

P 5,000.00 (Partnership / Corporation)

\_\_\_\_\_ (Arrears &/ Penalties)

\_\_\_\_\_  
Enforcement Section

**(TO BE FILLED UP BY THE CASHIER)**

Official Receipt No.: \_\_\_\_\_

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

\_\_\_\_\_  
Cashier Section

**PLEASE RETURN THIS FORM TO THE MONITORING & ENFORCEMENT DIVISION FOR RECORD PURPOSES.**

**NATIONAL WATER RESOURCES BOARD**

8<sup>th</sup> Floor NIA Building, EDSA, Quezon City  
Tel./Fax No. (02) 920-26-54

**MONITORING & ENFORCEMENT DIVISION**

**REQUIREMENTS FOR ANNUAL WELL DRILLER'S REGISTRATION**

**A. MECHANIZED WELL DRILLER**

1. Duly accomplished well driller's annual registration form with one (1) pc. 2 x 2 picture
2. Name/s of personnel with three (3) years experience in mechanized well drilling work as certified by duly registered mechanized well driller; or holder of a bachelor's degree in geology, civil, mechanical, or other related engineering courses with one (1) year experience in actual drilling work.
3. For Individual/Sole Proprietorship:
  - Certificate of Registration of Business Name issued by the Department of Trade and Industry (DTI) OR
 For Partnership/Corporation:
  - Certificate of Registration from Security and Exchange Commission (SEC)
4. Contractor's License issued by the Philippine Contractor's Accreditation Board (PCAB), if available.
5. Financial Statement
6. List of Drilling and other Equipment
7. List of Completed and On-going Projects, indicating the following:
  - Name of Project
  - Exact location of Project (No., Street, Sitio, Brgy., City/Municipality, Province)
  - Owner
  - Year Completed
  - Office Address
  - Contact Person
  - Telephone No.
8. Photo copy of latest Certificate of Well Driller's Registration, if renewal
9. Registration Fee:
  - **₱ 2,500.00 - Individual/Single Proprietorship**
  - **₱ 5,000.00 – Partnership/Corporation**

**B. MANUAL WELL DRILLER**

1. Duly accomplished well driller's annual registration form with one (1) pc. 2 x 2 picture
2. Name/s of personnel with three (3) years experience in mechanized well drilling work as certified by duly registered mechanized well driller; or holder of a bachelor's degree in geology, civil, mechanical, or other related engineering courses with one (1) year experience in actual drilling work.
3. Certificate of Registration of Business Name issued by the Department of Trade and Industry (DTI)  
OR  
Business Permit issued by the Local Government Unit
4. Photo copy of latest Certificate of Well Driller's Registration, if renewal
5. Annual Registration Fee of **₱ 2,500.00**

- ***All submitted documents for well driller's registration must be in company letterhead duly certified by the owner/president and fastened in a long folder.***