

## 11. VOLUNTARY SURRENDER OF STALL

Stallholders may opt to voluntarily surrender the use of the stall

<b>Office:</b>	Market Development and Administration Department			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2B - Government to Business			
<b>Who may avail:</b>	Stallholders/vendors in city markets			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
None			None	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Log-in to the eServices site and access the Market One-Stop-Shop.	None	None	10 mins	Applicant (Stallholder)
2. Select "terminate lease" button	None	None	2 min	
3. Surrenders the Stall Award Certificate	None	None	5 mins	
	Review and recommend for approval	None	5 mins	Market Supervisor
	Approves recommendation	None	5 mins	Head, Public Market Division
	Close the application	None	5 mins	
	<b>TOTAL:</b>		<b>32 mins</b>	