

Service name: Environmental Data

Type of service: Environmental Data Provider (Government to Government, Government to Public)

Template 1: Identify the as is service work process

Code	Activity	Action By	Check list/ what is required	Processing method (Manual/Online)	Record (Digital/Manual)	No. of working Days	Regulatory Reference	Dependency on another agency?	Remarks
MR-01	1. Submit official application to the NREB together with the completed Environmental Data and Publication Request Form.	Applicant	<ul style="list-style-type: none"> Environmental Data and Publication Request Form Supporting Documents 	Manual	Manual	-	-	None	
	2. Received official request on environmental data from applicant and forward to CEQ / DC.	AAO							
	3. CEQ / DC to review the application for approval.	CEQ / DC							
	➤ If approved, forward the application to SH for further action.	CEQ / DC							
	➤ If not approved, the applicant will be notified and the application is recorded in the file.	SH / SECO / ECO / SAECO / AECO							
	4. Officer to prepare the requested data and to be finalized by SH.	SH / SECO / ECO / SAECO / AECO							
	5. Finalized data to be endorsed by CEQ / DC.	CEQ / DC							

	6. The data will be sent via fax / mail / email / by-hand to the applicant. 7. Applicant to receive the requested data.	AAO Applicant							
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- Abbreviation:
- CEQ - Controller of Environmental Quality
 - DC - Deputy Controller
 - SH - Section Head
 - SECO - Senior Environmental Control Officer
 - ECO - Environmental Control Officer
 - SAECO - Senior Assistant Environmental Control Officer
 - AECO - Assistant Environmental Control Officer
 - AAO - Assistant Administrative Officer

FLOWCHART FOR APPLICATION AND DATA PROVISION



