

APPLICATION FOR CHANGE OF CHASSIS

WHO CAN AVAIL OF THE SERVICE

Holders of valid Certificate of Public Convenience (CPC) who intend to drop unit/s from their franchise that are no longer fit for public service and substitute the same with new units.

Notes:

1. For individuals, personal appearance of petitioner is required. However, should it not be possible for petitioner to be physically present, authorized representative is allowed upon presentation of Special Power of Attorney (SPA) and valid identification documents..
2. For corporations/cooperatives/others, please see corresponding requirements below
3. Inspection of substitute unit/s to be conducted after filing of petition.

REQUIREMENTS

General:

1. 4 copies of Verified Application Form/Petition
2. Original and copy of Valid Government-Issued Identification Card with photograph of Applicant/Petitioner (Driver's License, SSS, PAG-IBIG, BIR, Phil Health, Postal, Voter's ID, or Philippine Passport).
3. *Original and Photocopy OR/CR of chassis to be dropped

**If original OR/CR is in the bank or other lending institutions, thus cannot be presented upon filing, please submit an original copy of **certification from the bank, financing institution or private person printed in an official stationery (as applicable) in lieu of the original OR/CR.*

*** In case of refusal to issue certification by any of the entity mentioned above, please submit an affidavit stating the circumstances, reason for non-issuance of certification, and authorized contact person with contact details (e.g. phone/mobile number) in the institution that presently holds the original OR/CR.*

Important Note: *There should be an attached document proving that there is indeed a loan or that the OR/CR is not in the possession of the applicant/petitioner (i.e. Approved loan application or loan agreement stating that the authorized unit was used as collateral, etc.)*

4. ***License plates of unit/s with changed chassis

****In case of lost plates, submit an original copy of Affidavit of Loss and Certification of No Apprehension duly issued by the Land Transportation Office*

5. Original and copy of Sales Invoice of the chassis or Deed of Sale of the chassis if the chassis was acquired from a private person or company/corporation
6. Original and copy of LTO Certificate of Stock Report
7. Original and copy of PNP-HPG Motor Vehicle Clearance Certificate and PNPCLG Macro-Etching Certificate
8. Original and copy of the Land Bank of the Philippines Official Receipt (OR) of PNP-HPG Motor Vehicle Clearance

Additional Requirements:

For Cooperatives:

1. Original and Copy of Management Agreement between the Cooperative and the member/owner of the substitute unit/s
2. Original and Copy of the Board Resolution authorizing the change of chassis
3. Original and Copy of the Board Resolution authorizing the representative to file petition, follow-up, appear in the hearing, receive order on decision, and sign paper on document to the realization of the aforesaid matters.
4. Original and Copy of the Indorsement of the Office of Transport Cooperative

For Corporations:

1. Original and Copy of Board Resolution authorizing the change of chassis
2. Original and Copy of Board Resolution/ Secretary's certificate of authorized representative/s

SCHEDULE OF THE AVAILABILITY OF SERVICE

Monday – Friday,
8:00 a.m. to 5:00 p.m.
No Lunch Break

FEES

Filing Fee:

Php 250.00 first two (2) units
Php 70.00 per unit in excess of two (2) units

Inspection Fee:

Php 50.00 – small PUV
Php 100.00 – buses and trucks

Franchise Verification Fee:

Php 40.00

Legal Research Fee:

Php 10.00

HOW TO AVAIL OF THE SERVICE

Step	Requesting Party/ Client	Concerned LTFRB Division	Duration	Person-in- Charge
1	Download Application Form template, Requirement Form, and Processing Schedule Forms (PSF) in the LTFRB website or Get the forms from the LTFRB Help Desk			
2	Present verified Application Form/Petition with corresponding requirements to TED (Window-4) and secure call number	<i>TED</i> Check the completeness of Application particularly submitted documentary requirements and authenticate copies from original Provide call number to applicant	*5 min	William Montales
3		<i>TED</i> If submission is complete, prepare POS to include fees for the following: <ul style="list-style-type: none"> ▪ Filing ▪ Franchise Verification ▪ Inspection of Unit ▪ Legal Research Fee Call out applicant and issue POS together with application documents. <i>Note: Application with incomplete requirements will not be received.</i>	*5 min	Glenda Ofiana Janet Zuñiga Purísima Emma Mirano

Step	Requesting Party/ Client	Concerned LTFRB Division	Duration	Person-in-Charge
4	Receive POS and application documents from TED (Window 3) and proceed to cashier to give POS and settle payment	Cashier Receive POS and payment and issue Official Receipt (OR) and copy of POS	5 min	Mario Reyes, Jr. Mark Winston Dia Lucia Daquiwig
5	Proceed to TED (Window 6), present original OR and submit photocopy of OR, application documents, including accomplished PSF, and surrender license plates of unit/s to be dropped.	TED Officially receive application documents Process surrendered license plates and provide applicant with duplicate copy of Receipt of Return Plate and PSF ¹	*10 min *20 min	Violeta Berdos Marimel Mendoza Verbo Laquindanum
6	Secure Receipt of Return Plate from TED-Window 6 and PSF then return on scheduled date	TED Conduct inspection of substitute unit/s and prepare Motor Vehicle Inspection Report Forward application documents to MID for franchise verification (FV) Forward duplicate copy of PSF to the Office of the Chairman	Within 5 days	Team 1 Esperanza C. Cruz Dionicia B. Atanacio Jojie Castriciones Or Team 2 Ian Dominic Buenafe Joseph Lovel Malijan Nickbert Muncal Verbo Laquindanum
7		MID Prepare franchise verification Forward FV and application docs to TED		Josefina De Guzman Maria Pilar Adecer Elsa Navarro
8		TED Assess fees and prepare POS	*5 days	Assessors: Ana Loreta Infante Marian Garcia Evelyn Calub Glenda Ofiana Janet Zuñiga Purísima Mirano Lourdes Dolar Ester Marian Rosimo
9	Proceed to TED (Window 7), present PSF, and retrieve POS	TED Give POS to applicant	5 min	Anthony Paras
10	Proceed to Cashier, give POS, and settle payment	CASHIER Receives payment and issue OR and POS	5 min	Mario Reyes Mark Winston Dia Lucia Daquiwig

¹ PSF will include schedule of inspection as well as date of return to the office to complete the process

Step	Requesting Party/ Client	Concerned LTFRB Division	Duration	Person-in-Charge
11	<p>Proceed to TED (Window 4) and present original OR and submit copy of the same</p> <p>- end -</p> <p><i>Note: Applicant will receive LTFRB Order relative to the Application via Registered Mail. He/She will also be notified via SMS</i></p>	<p>TED Receive copy of OR</p> <p>Stamp clearance of accounts</p> <p>Evaluate authenticity of application documentary requirements</p> <p>Prepare Order</p> <p>Review and recommend Order for approval/denial</p> <p>Forward Order to the Office of the Executive Director for review</p>	7 days	<p>William Montales</p> <p>Assessors</p> <p>Esperanza Cruz Dionicia Atanacio Loida Balido Marites Peñas</p> <p>Elisa Divina Flora Sodusta</p> <p>Lilia Coloma</p> <p>Elisa Divina</p>
12		<p>ED Review the Order</p> <p>Forward Order to the Board for signature</p>	*30 min	<p>Dir. Francisco Mendoza</p> <p>Nilda Vergara</p>
13		<p>Board Majority of the Board sign the Order</p> <p>Record and forward Order to the Office of the Executive Director (OED)</p>	*1 day	<p>Chairman Jaime Jacob BM Manuel Iway BM Samuel Julius Garcia</p> <p>Nova Teresa Asor Jo-Ann Ramos Conrado Tobias, Jr. Numeriano Bautista, Jr.</p>
14		<p>ED Affix Dry Seal, countersign, and record the signed Order</p> <p>Forward the Order to Docket Section</p>	*15 min	Roel Antonio Alsisto
15		<p>Docket Section Docket the Order</p> <p>Record and forward Order to MID for release</p>	*20 min	<p>Maricel Victorio Petronila Gallero Mariza Llavore</p> <p>Arnel Yabut Melchor Mosarta</p>

Step	Requesting Party/ Client	Concerned LTFRB Division	Duration	Person-in- Charge
16		MID Release copy of Order to applicant via Registered Mail Notify applicant that Order has already been released through SMS and post copy in the website	*15 min	Margarita Iguiron Mary Jane Valle Alexander Macalaba

**Time may vary depending on the volume of applications/documents received on the day*

Notes:

- 1) In case of unforeseen events beyond the control of LTFRB, please be informed that there will be an extension of another two (2) days before the requested document could be released to the requesting party.
- 2) For inquiries, recommendations on improving the process or other concerns, please coordinate with:

DIRECTOR FRANCISCO M. MENDOZA

Executive Director
 Contact Number: 9257194
 E-mail: ltfrboed@gmail.com