

## **APPLICATION FOR CHANGE OF NAME**

### **WHO CAN AVAIL OF THE SERVICE**

Holder of valid Certificate of Public Convenience (CPC) who intends to seek authorization for change of name to whom the franchise has been granted.

*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*

### **REQUIREMENTS**

General:

1. 4 copies of Verified Petition
2. Original and copy of Valid Government-Issued Identification Card with photograph of Applicant/Petitioner and current address (Driver's License, SSS, PAG-IBIG, BIR, Phil Health, Postal, or Voter's ID)
3. Copy of Certificate of Registration (CR) and Official Receipt (OR) of authorized unit/s with year model duly issued by the Land Transportation Office (LTO)

Additional Requirements:

*For Individuals:*

1. Original and copy of Marriage Certificate (for change of name due to change in civil status)

*For Cooperatives:*

1. \*Original and copy of the Certificate of Amendment indicating the approval of the change of name duly issued by the Cooperative Development Authority (CDA)
2. Original and copy of newly issued Articles of Cooperation and By Laws
3. Original and copy of Endorsement from the Office of Transport Cooperatives (OTC)
4. Original and Copy of the Board Resolution authorizing the change of name.
5. 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.

*For Corporations:*

1. \*Original and copy of Amended Certificate of Incorporation under the amended name duly issued by the Securities and Exchange Commission (SEC)
2. Original and copy of newly issued Articles of Incorporation and By Laws
3. Original and Copy of Board Resolution authorizing the change name.
4. Original and Copy of Board Resolution/ Secretary's certificate of authorized representative/s

*\*Names of investors/officers/incorporators should be the same*

### **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

**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	<b>TED</b> Check the completeness of Application particularly submitted documentary requirements and authenticate copies from original  Provide call number to applicant	*5 min	William Montales
3		<b>TED</b> If submission is complete, prepare POS to include fees for the following: <ul style="list-style-type: none"> <li>▪ Filing</li> <li>▪ Franchise Verification</li> <li>▪ Legal Research Fee</li> </ul> Call out applicant and issue POS together with application documents.  <i>Note: Application with incomplete requirements will not be received.</i>	*10 min	Glenda Ofiana Janet Zuñiga Emma Mirano
4	Receive POS and application documents and proceed to cashier to give POS and settle payment	<b>Cashier</b> Receive POS and payment and issue Official Receipt (OR) and copy of POS	*5 min	Mario Reyes, Jr. Mark Winston Dia Lucia Daquiwag
5	Proceed to TED (Window-6), present original OR and submit photocopy of OR and application documents	<b>TED</b> Officially receive application documents and provide applicant with duplicate copy of PSF	*10 min	Violeta Berdos

Step	Requesting Party/ Client	Concerned LTFRB Division	Duration	Person-in-Charge
6	Secure PSF then return on scheduled date	Forward application documents to MID for franchise verification (FV)  Forward duplicate copy of PSF to the Office of the Chairman	10 min	Verbo Laquindanum
7		<b>MID</b> Prepare franchise verification  Forward FV and application docs to TED	3 days	Josefina De Guzman Maria Pilar Adecser  Elsa Navarro
8		<b>TED</b> 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	<b>TED</b> Give POS to applicant	*5 min	Anthony Paras
10	Proceed to Cashier, give POS, and settle payment	<b>CASHIER</b> Receives payment and issue OR and POS	*5 min	Mario Reyes, Jr. Mark Winston Dia Lucia Daquiwig
11	Proceed to TED (Window 4) and present original OR and submit copy of the same  - end -  <i>Note: Applicant will receive LTFRB Order relative to the Application via Registered Mail. He/She will also be notified via SMS</i>	<b>TED</b> Receive copy of OR  Stamp clearance of accounts  Evaluate authenticity of application documentary requirements  Prepare Order  Review and recommend Order for approval/denial  Forward Order to the Office of the Executive Director for review	7 days	William Montales  Assessors  Esperanza Cruz Dionicia Atanacio Loida Balido Marites Peñas  Elisa Divina Flora Sodusta  Lilia Coloma  Elisa Divina
12		<b>ED</b> Review the Order  Forward to the Board for signature	*30 min	Dir. Francisco Mendoza  Nilda Vergara

Step	Requesting Party/ Client	Concerned LTFRB Division	Duration	Person-in-Charge
13		<b>Board</b> Majority of the Board sign the Order  Record and forward Order to the Office of the Executive Director (OED)	*1 day	Chairman Jaime Jacob BM Manuel Iway BM Samuel Julius Garcia  Nova Teresa Asor Jo-Ann Ramos Conrado Tobias, Jr. Numeriano Bautista, Jr.
14		<b>ED</b> Affix Dry Seal, countersign, and record the signed Order  Forward the Order to Docket Section	*15 min	Roel Antonio Alsisto
15		<b>Docket Section</b> Docket the Order  Record and forward Order to MID for release	*10 min	Maricel Victorio Petronila Gallero Mariza Llavore  Arnel Yabut Melchor Mosarta
16		<b>MID</b> 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:

**ATTY. ROBERTO P. CABRERA III**  
Executive Director