

APPLICATION FOR DROPPING AND SUBSTITUTION OF UNITS

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 units 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 copy OR/CR of unit/s to be dropped issued by LTO

**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 to be dropped
****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 Official Receipt and Certificate of Registration of substitute unit/s issued by LTO. If no OR/CR submit any of the following as may be applicable:
 - a) Original and Certified True Copy of the Official Receipt from the financing bank/institution (For new mortgaged substitute unit/s)
 - b) Original and copy of Sales Invoice of substitute unit/s and Original and copy of Delivery Receipt of substitute unit/s

Additional Requirements:

For Car-Napped units:

1. Original and copy of police report
2. Original and copy of PNP-HPG certificate of non-recovery of unit

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 dropping of the unit with concurrence by the dropped member unless delinquent
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 dropping of the unit with concurrence by the dropped member unless delinquent
2. Original and Copy of Board Resolution/ Secretary’s certificate of authorized representative/s

Notes:

1. **For Buses in Metro Manila** – substitute must be brand new.
2. **For Tourist Transport Services (chartered, coupon taxi, and rent-a-car)** - substitute unit must not be more than 3 years old from the date of manufacture and must be of later model than the unit to be dropped.
3. **For Taxis** – please see LTFRB Memorandum Circular 2011-010 (Re: Year Model of Units as Substitute for Authorized Taxi Units)

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 Petition Form, as well as Petition and Order Form Templates, 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	TED Check the completeness of Application particularly submitted documentary requirements and authenticate copies from original Provide call number to applicant	*5 min	William Montales

Step	Requesting Party/ Client	Concerned LTFRB Division	Duration	Person-in-Charge
3		<p>TED</p> <p>If submission is complete, prepare POS to include fees for the following:</p> <ul style="list-style-type: none"> ▪ Filing ▪ Franchise Verification ▪ Inspection of Unit ▪ Legal Research Fee <p>Call out applicant and issue POS together with application documents.</p> <p><i>Note: Application with incomplete requirements will not be received.</i></p>	*10 min	Glenda Ofiana Janet Zuñiga Purísima Emma Mirano
4	Receive POS and application documents from TED (Window 3) and proceed to cashier to give POS and settle payment	<p>Cashier</p> <p>Receive POS and payment and issue Official Receipt (OR) and copy of POS</p>	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.	<p>TED</p> <p>Officially receive application documents</p> <p>Process surrendered license plates and provide applicant with duplicate copy of Receipt of Return Plate and PSF¹</p> <p><i>Note: Surrender of For Hire plates for airport taxi units shall not be required at the time of filing but before release of order/decision on the application (LTFRB MC 2012-013)</i></p>	*10 min *20 min	Violeta Berdos Ma. Rimelia Mendoza Verbo Laquindanum
6	Secure Receipt of Return Plate from TED-Window 6 and PSF then return on scheduled date	<p>TED</p> <p>Conduct inspection of substitute unit/s and prepare Motor Vehicle Inspection Report</p> <p>Forward application documents to MID for franchise verification (FV)</p> <p>Forward duplicate copy of PSF to the Office of the Chairman</p>	Within 5 days	<p>Team 1 Esperanza C. Cruz Dionicia B. Atanacio Jojie Castriciones Or Team 2 Ian Dominic Buenafe Joseph Lovel Malijan Nickbert Muncal</p> <p>Verbo Laquindanum</p>
7		<p>MID</p> <p>Prepare franchise verification and secure signature of MID Chief on the Petition and Order Form</p> <p>Forward FV and application docs to TED</p>		<p>Josefina De Guzman Maria Pilar Adecer</p> <p>Elsa Navarro</p>

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
8		TED Assess fees and prepare POS	*5 days	<i>Assessors:</i> Ana Loreta Infante Marian Garcia Evelyn Calub Glenda Ofiana Janet Zuñiga Purissima 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, 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>	TED 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		ED Review the Order and forward to the Board for signature	*30 min	Dir. Francisco Mendoza
13		Board 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		ED Affix Dry Seal, countersign, and record the signed Order Forward the Order to Docket Section	*15 min	Roel Antonio Alsisto

Step	Requesting Party/ Client	Concerned LTFRB Division	Duration	Person-in- Charge
15		Docket Section Docket the Order Record and forward Order to MID for release Note: For applications/ petitions involving Airport Taxi Units, Order shall be forwarded to TED for release	*30 min	Maricel Victorio Petronila Gallero Mariza Llavore Arnel Yabut Melchor Mosarta
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
For applications/petitions involving Airport Taxi Unit/s, step 16 onwards shall be the following:				
16		TED Contact Petitioner to inform that Order is ready for release	*10 min	Paul Buenaventura
17	Proceed to TED Window-8 and surrender license plate	Processed surrendered license plate, provide applicant with duplicate copy of Receipt of Return Plate, and release copy of signed Order to applicant	*20 min	Ma. Rimelia Mendoza
18	Received copy of signed Order -- End --	Provide MID with duplicate copy of Order for recording purposes	*10 min	Elisa Divina
		MID Receive copy of Order and post copy of Order in the website	*15 min	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