

APPLICATION FOR EXTENSION OF VALIDITY OF CPC

WHO CAN AVAIL OF THE SERVICE

Holders of valid Certificate of Public Convenience (CPC) who intend to extend the validity of their expiring CPC.

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. Operators can already apply for this service one year prior to the expiration date of their CPC

REQUIREMENTS

General:

1. 5 copies of Verified Application Form/Petition
2. 2 accomplished copies of Operator Data Sheet with 2x2 photograph
3. Original and copy of Valid Government-Issued Identification Card with photograph of Applicant (Driver's License, SSS, PAG-IBIG, BIR, Phil Health, Postal, Voter's ID, or Philippine Passport).
4. Accomplished copy of Statement of Financial Capability Form
5. Evidence of Financial Capability -- Latest copy of Income Tax Return and
6. Certificate of Average Daily Balance from the bank for the past year up to present; note that current balance or cash in bank should correspond to LTFRB requirement of
 - a. Php30,000/unit for PUB and Trucks-for-Hire
 - b. Php10,000/unit for all other modes of transportation
7. *Original and copy of OR/CR of authorized units with year model duly issued by the Land Transportation Office

**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.)

8. ***Original and copy of Certificate of Business Name issued by the Department of Trade and Industry (DTI)
****except PUJ*
9. Location map and picture with dimension of garage with TCT/Tax declaration or Contract of Lease with specific garage area
10. 5R photograph of unit/s showing plate and required markings (*Photo should include the front page of a newspaper to show the date when the picture was taken*)
11. Proof of Publication of Notice to the Public – Affidavit of Publication or Copy of Notice to the Public as published (To be submitted after filing of application)

Additional Requirements:

For Tourist Transport Service:

1. Original and copy of Valid DOT Accreditation Certificate/Letter
2. Original and copy of Valid MIAA Concessionaire Agreement (For TTS Coupon Taxi)
3. Original and copy of Valid MIAA and/or hotel Concessionaire Agreement (For TTS Rent-a-Car)

For School Service:

1. Original and copy of valid Parent-Teacher Association or School Certification Authorizing/Accrediting the School Service

For Cooperatives:

1. Original and copy of Valid Certificate of Registration from Cooperative Development Authority (CDA)
2. Original and copy of Certification of Good Standing from the Office of Transportation Cooperatives (OTC)
3. Original and copy of Management Agreement between the Cooperative and the member
4. Original and copy of 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 Certificate of Good Standing duly issued by SEC
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 510.00 first two (2) units
Php 70.00 per unit in excess of two (2) units

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, Statement of Financial Capability Form, and Processing Schedule Forms (PSF) in the LTFRB website or Get the forms from the LTFRB Help Desk			
2	Present verified Application Form 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

Step	Requesting Party/ Client	Concerned LTFRB Division	Duration	Person-In- Charge
3		<p>TED If submission is complete, prepare POS to include fees for the following:</p> <ul style="list-style-type: none"> ▪ Filing ▪ Franchise Verification ▪ 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
4	Receive POS and application documents and proceed to cashier to give POS and settle payment	<p>Cashier Receive POS and payment and issue Official Receipt (OR) and copy of POS</p>	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 including accomplished PSF	<p>TED Officially receive application documents and provide call number to applicant</p> <p>Prepare and sign Notice to the Public</p> <p>Call out applicant and provide applicant with PSF¹ and signed copy of Notice to the Public for publication</p>	<p>*10 min</p> <p>*5 min</p> <p>*5 min</p>	<p>Violeta Berdos</p> <p>Elisa Divina Lilia Coloma</p> <p>Eymard Calub</p>
6	Proceed to TED (Window - 7) and receive PSF and signed copy of Notice to the Public then return on scheduled date			
7		<p>TED Forward application documents to MID for franchise verification (FV) and duplicate copy of PSF to the Office of the Chairman</p>		Verbo Laquindanum
8		<p>MID Prepare FV</p> <p>Notify concerned parties of the application via SMS</p> <p>Forward FV and application docs to TED</p>	Within 3 days	<p>Josefina De Guzman Maria Pilar Adecer</p> <p>Alexander Macalaba</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
9		TED Assess fees and prepare POS	*3 days	Assessors Ana Loreta Infante Marian Garcia Evelyn Calub Glenda Ofiana Janet Zuñiga Purísima Mirano Lourdes Dolar Ester Marian Rosimo
10	Proceed to TED (Window-7), present PSF, submit original and copy of proof of publication, and retrieve POS	TED Give POS and secure proof of publication for inclusion in application documents	*5 min	Eymard Calub
11	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
12	Proceed to TED (Window-4) and present original OR and submit a copy of the same - end - <i>Note: Applicant will receive LTFRB Decision/Resolution relative to the Application via Registered Mail. He/She will also be notified via SMS</i>	TED Receive OR Stamp clearance of accounts to the application form Forward application documents to Legal Division	*10 min	William Montales Assessors Verbo Laquindanum/ Violeta Berdos
13		LEGAL DIVISION Receive application docs Review and assess the content of application documents and performance of applicant in the past five years Prepare Decision/Resolution Review Decision/Resolution and recommend for approval/denial Forward Decision/Resolution to the Office of the Executive Director for review	*6 days	Imelda Castro Jocelyn Tataro Concesa Patting Maria Victoria Refuerzo Atty. Melchor Fronza Atty. Zona Russet Tamayo Atty. Leah Rojas Atty. Gonzalo Go, Jr. Imelda Castro

Step	Requesting Party/ Client	Concerned LTFRB Division	Duration	Person-In- Charge
14		ED Review the Decision/Resolution Forward Decision/Resolution to the Board for signature	*1 day	Dir. Francisco Mendoza Nilda Vergara
15		Board Majority of the Board sign the Decision/Resolution Record and forward Decision/Resolution 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.
16		ED Affix Dry Seal, countersign, and record the signed Order Forward the Order to Docket Section	*15 min	Roel Antonio Alsisto
17		Docket Section Docket the Decision/Resolution Record and forward Decision/Resolution to MID for release	*20 min	Maricel Victorio Petronila Gallero Mariza Llavore Arnel Yabut Melchor Mosarta
18		MID Release copy of Decision/Resolution to applicant via Registered Mail Notify applicant that Decision/Resolution has already been released via 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) For applications declared contested, a clarificatory conference or hearing before the Board en Banc will be set as the need arise.
- 2) In case of unforeseen events beyond the control of LTFRB, please be informed that there will be an extension of another five (5) days before the Decision/Resolution could be released to the requesting party.
- 3) For inquiries, recommendations on improving the process or other concerns, please coordinate with:

ATTY. ROBERTO P. CABRERA III
Executive Director