

APPLICATION FOR NEW CERTIFICATE OF PUBLIC CONVENIENCE (CPC)

WHO CAN AVAIL OF THE SERVICE

Any person or any juridical person with intention to file a new franchise application on any denomination and requests for the issuance of a new Certificate of Public Convenience (CPC).

*Notes: *Applicant is required to personally appear upon submission of application. For succeeding process steps, authorized representatives (limited to counsel or immediate family members only) are allowed upon presentation of Special Power of Attorney (SPA) and valid identification documents.*

**For applicant corporations/cooperatives/others, authorized representative should present valid Board Resolution Authorization for this purpose and identification documents.*

REQUIREMENTS**

***Photocopies should be submitted upon filing of application while originals are to be presented during the hearing*

General:

1. 5 copies of Verified Application Form
2. 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)
3. 2 copies of Operator's Data Sheet with recent 2x2 photograph
4. **Route Measured Capacity (RMC) Certification from the Department of Transportation and Communications (DOTC) – *except for Truck-for-Hire, Shuttle Service and School Transport Service*
5. **Evidence of Filipino Citizenship

For individual applicant:

-Authenticated Birth Certificate from National Statistics Office (NSO) issued within the past 3 months prior to submission of application or valid Philippine Passport

For juridical entity:

- Articles of Partnership/Incorporation and By Laws for Partnership or Corporation
-Articles of Cooperation and By Laws for Cooperatives

6. Accomplished copy of Statement of Financial Capability Form
7. **Evidence of financial capability - Latest copy of Income Tax Return and
8. ** Certificate of Average Daily Balance from the bank from the past year up to present, note that current balance or cash in bank (at least 1 month prior to date of application) 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
9. **Certificate of Business Name issued by the Department of Trade and Industry (DTI) - *except PUJ*
10. **Certificate of Registration (CR) and Official Receipt (OR) of authorized units with year model duly issued by the Land Transportation Office (LTO) for TH, SHS or STS; or sales invoice or proforma invoice for services requiring brand new units
11. 5R photograph of unit/s subject of the application (front, back, and sides of the vehicle)

Note: Photo should include the front page of a newspaper to show the date when the picture was taken

12. Location map and picture with dimension of garage with Transfer Certificate of Title (TCT)/ Tax declaration or Contract of Lease with specific garage area
13. Proof of Publication of Notice of Hearing (Original Affidavit of Publication or Copy of Notice as published) -*To be submitted during actual hearing*

Additional Requirements:

For Tourist Transport Service:

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

For School Service:

1. **Valid Parent-Teacher Association or School Certification/ Endorsement Letter Authorizing/Accrediting the School Service. The Certification or Endorsement Letter should contain the following information:
 - a. Name of School
 - b. Complete School address
 - c. School Contact Person with contact details
 - d. Full name of Applicant
 - e. Number of units endorsed
2. Photocopies of two (2) valid government-issued IDs of the person who signed the School Certification/Endorsement Letter.
3. **LGU Zoning Clearance and/or Barangay Clearance for the location of the garage for three (3) or more units.

For Cooperatives:

1. **Valid Certificate of Registration from the Cooperative Development Authority (CDA)
2. **Endorsement from the Office of Transportation Cooperatives (OTC)
3. **Management Agreement between the Cooperative and the member
4. **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. **Board Resolution/ Secretary's certificate of authorized representative.
2. **Certificate of Good Standing from Securities and Exchange Commission (SEC) if incorporated for more than 2 years

For Truck-for-Hire:

1. **Valid Hauling Contract
2. **LGU Zoning Clearance for the location of the garage
3. **Barangay Clearance for the location of the garage

Note: For guidance on type of motor vehicles allowed per denomination please refer to LTFRB Memorandum Circular Numbers 2004-012, 2008-009, 2004-016, and 2008-015; as well as DOTC Department Order No. 2011-18.

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

Legal Research Fee

Php 10.00

HOW TO AVAIL OF THE SERVICE

Step	Requesting Party/ Client	Concerned LTFRB Division	Duration	Officer-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/Petition with corresponding requirements to TED (Window-4) and secure call number	TED Check the completeness of Application particularly submitted documentary requirements Provide call number to applicant	*5 min	Violeta Berdos
3		Encode and verify application	* 1 hour	Verbo Laquindanum Paul Vincent Buena Ventura
4		If submission is complete and verification cleared, prepare POS to include fees for the following: <ul style="list-style-type: none"> ▪ Filing ▪ Legal Research Fee 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
5	Receive POS and application documents 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 Daquiwag
6	Proceed to TED (Window-6), present original OR and submit photocopy of OR and application documents including accomplished PSF	TED Officially receive application documents and provide applicant with PSF indicating schedule when to come back to claim Notice of Hearing	*10 min	Violeta Berdos
7	Receive PSF then return on scheduled date	Evaluate financial capacity Review financial evaluation	*2 hours	Glenda Ofiana Emma Mirano Lilia Coloma
8		Forward application documents with financial evaluation report to Legal Division	10 min	Verbo Laquindanum Violeta Berdos

Step	Requesting Party/ Client	Concerned LTFRB Division	Duration	Officer-In-Charge
9		<p>LEGAL DIVISION</p> <p>Receive, log case folder and stamp schedule of hearing on the case folder</p> <p>Prepare 5 copies of Notice of Hearing and forward to Chief of Legal Division</p> <p>Sign 5 copies of Notice of Hearing</p>	*2 days	<p>Imelda Castro</p> <p>Judy Garcia</p> <p>Atty. Gonzalo Go, Jr.</p>
10	<p>Proceed to Legal (Window 16), present PSF, retrieve Notice of Hearing, and come back on scheduled hearing date</p> <p><i>Note: Notice of Hearing should be published and copies forwarded to affected parties. Proof of publication of the Notice of Hearing and originals of documentary requirements shall be presented during the Hearing.</i></p>	<p>LEGAL</p> <p>Release Notices of Hearing to recipients:</p> <ol style="list-style-type: none"> 1) Applicant/Counsel 2) Legal Division 3) Case Folder 4) LTO 5) MID* 	*10 min	Evangeline Binobo
11		<p>MID</p> <p>Upon receipt, Post Notice of Hearing in the LTFRB website and provide advance information to the applicant and affected/concerned parties through SMS</p>	*15 min	Alexander Macalaba
12	<p>Attend Hearing on scheduled date</p> <p>- end -</p> <p><i>Note: Applicant will receive LTFRB Decision/ Resolution relative to the Application via Registered Mail. He/She will also be notified via SMS</i></p>	<p>LEGAL</p> <p>Conduct hearing</p> <p><i>Note: One (1) resetting may be allowed in case of incomplete documents</i></p>	*45 min	<p><i>Legal Officers:</i></p> <p>Atty. Melchor Fronda</p> <p>Atty. Zona Russet Tamayo</p> <p>Atty. Leah Rojas</p>
13		<p>Prepare Decision/Resolution</p> <p>Review and recommend Decision/Resolution</p> <p>Forward Decision/Resolution to the Office of the Executive Director for review</p>	*3 days	<p>Legal Officers</p> <p>Atty. Gonzalo Go, Jr.</p> <p>Imelda Castro</p>

Step	Requesting Party/ Client	Concerned LTFRB Division	Duration	Officer-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	*30 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 and post copy in the website	*15 min	Margarita Iguiron Mary Jane Valle Alexander Macalaba

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

Notes:

- 1) Re: Hearing – If the petitioner and counsel fail to appear on the initial scheduled hearing, the case shall be reset to another date. However, only a maximum of two (2) resetting within a period of one (1) month shall be allowed. Failure to appear on the third (3rd) scheduled hearing shall automatically dismiss the application for lack of interest.
- 2) For applications declared contested, a clarificatory conference or hearing before the Board en Banc will be set as the need arise
- 3) In case of unforeseen events beyond the control of LTFRB, please be informed that there will be an extension of fifteen (15) days before the Decision/Resolution could be released to the requesting party.
- 4) For inquiries, recommendations on improving the process or other concerns, please coordinate with:

ATTY. ROBERTO P. CABRERA III
Executive Director