

APPLICATION FOR REGISTRATION IN LIEU OF AUTHORIZED UNIT

WHO CAN AVAIL OF THE SERVICE

Holders of valid Certificate of Public Convenience (CPC) who intend to register unit/s in place of authorized unit/s.

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 unit/s to be conducted after filing of petition.*
4. *Petition to register new unit in lieu of the unit authorized in the decision is PROHIBITED if filed within one (1) year from the date of the decision, except for the ff. grounds (as stated in LTFRB MC No. 89-011):*
 - a. *The unit to be replaced is wrecked by accident, fire or other natural disaster causing serious defects on the unit which are beyond repair (subject to inspection by the Board's technical personnel)*
 - b. *The unit to be replaced has been stolen and not recovered; and*
 - c. *Non-delivery of the unit or delivery of a different unit by the motor company.*

REQUIREMENTS

General:

1. 4 copies of Verified 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 of Certificate of Registration with year model duly issued by the Land Transportation Office (LTO) or Delivery Receipt of proposed unit/s for registration
4. Original and copy of Certification of non-delivery of unit/s from the dealer/manufacturer
5. Certification of the LTO registering agency that the unit involved has yet to be registered.

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 Certificate of Registration from Cooperatives Development Authority (CDA)
2. Original and Copy of Management Agreement between the Cooperative and the member/owner
3. Original and Copy of the Board Resolution authorizing the registration in lieu of authorized unit/s.
4. 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.
5. Original and Copy of Certificate of Good Standing from the Office of Transport Cooperative (OTC)
6. Original and Copy of Indorsement of OTC

For Corporations:

1. Original and Copy of Board Resolution authorizing the registration in lieu of authorized unit/s.
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	TED Check the completeness of Application particularly submitted documentary requirements and authenticate copies from original Provide call number to applicant	*5 min	William Montales
3		TED 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>	*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	Cashier Receive POS and payment and issue Official Receipt (OR) and copy of POS	5 min	Mario Reyes, Jr. Mark Winston Dia Lucia Daquiwig

Step	Requesting Party/ Client	Concerned LTFRB Division	Duration	Person-in-Charge
5	Proceed to TED (Window 6), present original OR and submit photocopy of OR, application documents, and accomplished PSF	TED Officially receive application documents and provide applicant with copy of PSF ¹	*10 min	Violeta Berdos
6	Secure copy of PSF then return on scheduled date for inspection of unit and completion of process	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 I Esperanza C. Cruz Dionicia B. Atanacio Jojie Castrisciones 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, Jr. 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</p> <p>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</p> <p>Review the Order and forward to the Board for signature</p>	*30 min	Dir. Francisco Mendoza
13		<p>Board</p> <p>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</p> <p>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</p> <p>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</p> <p>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>
16		<p>MID</p> <p>Release copy of Order to applicant via Registered Mail</p> <p>Notify applicant that Order has already been released through SMS and post copy in the website</p>	*15 min	<p>Margarita Iguiron Mary Jane Valle</p> <p>Alexander Macalaba</p>

**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