

REQUIREMENT FORM

Application for Authority to Install Advertising Signs on Authorized Units

Notes:

- 1. Use lavender-colored folder and secure photocopies of all required documents (Please note that original copies of the same should be presented during filing, unless indicated otherwise).
- 2. Tab every document corresponding to numbers on this form.
- 3. Units are subject for inspection before release of the Order.

- 1. 4 copies of Verified Application Form/Petition
- 2. 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 Special Power of Attorney (SPA) and valid identification documents for authorized representative of individual petitioner.
- 4. *Copy of Certificate of Registration (CR) and Official Receipt (OR) of authorized unit/s with year model

**no need to present original upon filing*
- 5. Copy of Contract between the operator and advertising agency
- 6. Copy of the details of the design, dimension, material, and mounting

For Cooperatives:

- 7. Copy of the Board Resolution authorizing the installation of advertisement
- 8. Copy of the Board Resolution authorizing the representative to file petition, follow-up, receive order on decision, and sign paper on document, among others, to the realization of the aforesaid matters

For Corporations:

- 9. Copy of Board Resolution authorizing the installation of advertisement
- 10. Copy of Board Resolution/ Secretary's certificate of authorized representative/s

Remarks:

Name & Signature of Receiving Officer

Date and Time Received: _____