

REQUIREMENT FORM

Dropping and Substitution¹

Notes:

1. Use lemon (yellow)-colored folder and secure photocopies/CTC of all required documents (Please note that original copies of the same should be presented during filing, unless stated otherwise).
2. Tab every document corresponding to numbers on this form.

| | |
|-------------------------------------|---|
| <input type="checkbox"/> | 1. 4 copies of Verified Application Form/Petition |
| <input type="checkbox"/> | 2. 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). |
| <input type="checkbox"/> | 3. Original Special Power of Attorney (SPA) and valid identification documents for authorized representative of individual petitioner. |
| <input type="checkbox"/> | <p>4. *Certificate of Registration (CR) and Official Receipt (OR) 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: (a) Submit certification from the bank, financing institution or private person printed in an official stationery (as applicable) (b) **In case of refusal to issue **certification by any of the entity mentioned above, 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.</p> <p>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.)</p> |
| <input type="checkbox"/> | <p>5. ***License plates of unit/s to be dropped (to be surrendered) *** In case of lost plates: (a) Affidavit of Loss (b) Certification of No Apprehension duly issued by the Land Transportation Office</p> <p>Note: Surrender of For Hire plates for airport taxi units shall not be required at the time of filing but before release of decision on the application (LTFRB MC 2012-013)</p> |
| <input type="checkbox"/> | <p>6. Official Receipt and Certificate of Registration of substitute unit/s issued by LTO. If no OR/CR submit any of the following: a) Certified True Copy of the Official Receipt from the financing bank (For new mortgaged substitute unit/s) b) Sales Invoice of substitute unit/s and Delivery Receipt of substitute unit/s</p> |
| <u>For Car-Napped units:</u> | |
| <input type="checkbox"/> | 7. Police report |
| <input type="checkbox"/> | 8. PNP-HPG certificate of non-recovery of unit |
| <u>For Cooperatives:</u> | |
| <input type="checkbox"/> | 9. Management Agreement between the Cooperative and the member/owner of the substitute unit/s |
| <input type="checkbox"/> | 10. Board Resolution authorizing the dropping of the unit with concurrence by the dropped member unless delinquent |
| <input type="checkbox"/> | 11. 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 |
| <input type="checkbox"/> | 12. Indorsement of the Office of Transport Cooperative conforming to the involuntary dropping |
| <u>For Corporations:</u> | |
| <input type="checkbox"/> | 13. Board Resolution authorizing the dropping of the unit with concurrence by the dropped member unless delinquent |
| <input type="checkbox"/> | 14. Board Resolution/ Secretary's certificate of authorized representative/s |

 Remarks:

 Name & Signature of Receiving Officer

Date and Time Received: _____

¹ Note: With inspection of units after payment of fees