

## REQUIREMENT FORM

### Change of Chassis<sup>1</sup>

**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 indicated 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. 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            *If original OR/CR is in the bank or other lending institutions, thus cannot be presented:</p> <p style="margin-left: 20px;">a) Submit **certification from the bank, financing institution or private person printed in an official stationery (as applicable)</p> <p style="margin-left: 20px;">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><b>Important Note:</b> 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)</p> <p style="margin-left: 20px;">***In case of lost plates:</p> <p style="margin-left: 40px;">(a) Affidavit of Loss</p> <p style="margin-left: 40px;">(b) Certification of No Apprehension duly issued by the Land Transportation Office</p>
<input type="checkbox"/>	6. Copy of Sales Invoice of the chassis or Deed of Sale of the chassis if the chassis was acquired from a private person or company/corporation
<input type="checkbox"/>	7. Copy of LTO Certificate of Stock Report
<input type="checkbox"/>	8. Copy of PNP-HPG Motor Vehicle Clearance Certificate and PNPCLG Macro-Etching Certificate
<input type="checkbox"/>	9. Copy of the Land Bank of the Philippines Official Receipt (OR) of PNP-HPG Motor Vehicle Clearance
<b><u>For Cooperatives:</u></b>	
<input type="checkbox"/>	10. Copy of Management Agreement between the Cooperative and the member/owner of the substitute unit/s
<input type="checkbox"/>	11. Copy of the Board Resolution authorizing the change of chassis
<input type="checkbox"/>	12. 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
<input type="checkbox"/>	13. Copy of the Indorsement of the Office of Transport Cooperative
<b><u>For Corporations:</u></b>	
<input type="checkbox"/>	14. Copy of Board Resolution authorizing the change of chassis
<input type="checkbox"/>	15. Copy of Board Resolution/ Secretary's certificate of authorized representative/s

Remarks:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Name & Signature of Receiving Officer

Date and Time Received: \_\_\_\_\_

<sup>1</sup> Note: With inspection of unit after payment of fees