

REQUIREMENT FORM

Interchange of Units¹

Notes:

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

- 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 the Certificate of Registration (CR) and Official Receipt (OR) of authorized units with year model duly issued by the Land Transportation Office (LTO)

For Tourist Transport Service:

- 5. Copy of valid DOT Accreditation Certificate/Letter
- 6. Copy of valid MIAA Concessionaire Agreement (For TTS Coupon Taxi)
- 7. Copy of valid MIAA and/or Concessionaire Agreement (For TTS Rent-a-Car)

For Cooperatives:

- 8. Copy of Management Agreement between the Cooperative and the member
- 9. Copy of the Board Resolution authorizing the interchange of units
- 10. 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

For Corporations:

- 11. Copy of Board Resolution authorizing the interchange of units
- 12. Copy of Board Resolution/ Secretary's certificate of authorized representative/s

Remarks:

Name & Signature of Receiving Officer

Date and Time Received: _____

¹ Note: With Inspection of Unit after payment of fees