

REQUIREMENT FORM

New Certificate of Public Convenience¹

Notes:

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

<input type="checkbox"/>	1. 5 copies of Verified Application Form
<input type="checkbox"/>	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).
<input type="checkbox"/>	3. 2 copies of Operator's Data Sheet with recent 2x2 photograph.
<input type="checkbox"/>	4. Route Measured Capacity (RMC) Certification from the Department of Transportation and Communications (DOTC) – <i>except for Truck-for-Hire, Shuttle Service and School Transport Service</i>
<input type="checkbox"/>	5. Evidence of Filipino Citizenship <i>For individual applicant:</i> -Authenticated Birth Certificate from National Statistics Office (NSO) issued within the past 3 months prior to submission of application or valid Philippine Passport <i>For juridical entity:</i> - Articles of Partnership/Incorporation and By Laws for Partnership or Corporation -Articles of Cooperation and By Laws for Cooperatives
<input type="checkbox"/>	6. Accomplished Statement of Financial Capability Form.
<input type="checkbox"/>	7. Evidence of financial capability - Latest copy of Income Tax Return and
<input type="checkbox"/>	8. Certificate of Average Daily Balance from the bank from the past year up to present, note that current balance or cash in bank (at least 1 month prior to date of application) should correspond to LTFRB requirement of: a. Php30,000/unit for PUB and Trucks-for-Hire b. Php10,000/unit for all other modes of transportation
<input type="checkbox"/>	9. Certificate of Business Name issued by the Department of Trade and Industry (DTI) - <i>except PUJ</i>
<input type="checkbox"/>	10. Certificate of Registration (CR) and Official Receipt (OR) of authorized units with year model duly issued by the Land Transportation Office (LTO) for TH, SHS or STS; or sales invoice or proforma invoice for services requiring brand new units
<input type="checkbox"/>	11. 5R photograph of unit/s subject of the application (front, back, and sides of the vehicle) <i>Note: Photo should include the front page of a newspaper to show the date when the picture was taken</i>
<input type="checkbox"/>	12. Location map and picture with dimension of garage with Transfer Certificate of Title (TCT)/ Tax declaration or Contract of Lease with specific garage area
<input type="checkbox"/>	13. Proof of Publication of Notice of Hearing (Original Affidavit of Publication or Copy of Notice as published) - <i>To be submitted during actual hearing</i>

¹ Personal appearance of applicant is required upon filing of application (please see Citizen's Charter)

	<u>For Tourist Transport Service:</u>
<input type="checkbox"/>	14. Valid DOT Accreditation Certificate/Letter
<input type="checkbox"/>	15. Valid MIAA Concessionaire Agreement (For TTS Coupon Taxi)
<input type="checkbox"/>	16. Valid MIAA and/or hotel Concessionaire Agreement (For TTS Rent-a-Car)
	<u>For School Service:</u>
<input type="checkbox"/>	17. Valid Parent-Teacher Association or School Certification/ Endorsement Letter Authorizing/Accrediting the School Service. The Certification or Endorsement Letter should contain the following information: a. Name of School b. Complete School address c. School Contact Person with contact details d. Full name of Applicant e. Number of units endorsed
<input type="checkbox"/>	18. Photocopies of two (2) valid government-issued IDs of the person who signed the School Certification/Endorsement Letter
<input type="checkbox"/>	19. LGU Zoning Clearance and/or Barangay Clearance for the location of the garage for three (3) or more units
	<u>For Cooperatives:</u>
<input type="checkbox"/>	20. Valid Certificate of Registration from the Cooperative Development Authority (CDA)
<input type="checkbox"/>	21. Endorsement from the Office of Transportation Cooperatives (OTC)
<input type="checkbox"/>	22. Management Agreement between the Cooperative and the member
<input type="checkbox"/>	23. 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
	<u>For Corporations:</u>
<input type="checkbox"/>	24. Board Resolution/ Secretary's certificate of authorized representative/s
<input type="checkbox"/>	25. Certificate of Good Standing from Securities and Exchange Commission (SEC) if incorporated for more than 2 years
	<u>For Truck-for-Hire:</u>
<input type="checkbox"/>	26. Valid Hauling Contract
<input type="checkbox"/>	27. LGU Zoning Clearance for the location of the garage
<input type="checkbox"/>	28. Barangay Clearance for the location of the garage

Note: For guidance on type of motor vehicles allowed per denomination please refer to LTFRB Memorandum Circular Numbers 2004-012, 2008-009, 2004-016, and 2008-015; as well as DOTC Department Order No. 2011-18.

Remarks:

Name & Signature of Receiving Officer

Date and Time Received: _____