

REQUIREMENT FORM

Registration in Lieu of Authorized Unit

Notes:

1. Use light pink-colored folder and secure photocopies/CTC 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 Certificate of Registration (CR) with year model duly issued by the Land Transportation Office (LTO) or Delivery Receipt of proposed unit/s for registration
- 5. Copy of Certification of non-delivery of unit/s from the dealer/manufacturer
- 6. Certification of the LTO registering agency that the unit involved has yet to be registered.

For Car-Napped units:

- 7. Copy of police report
- 8. Copy of PNP-HPG certificate of non-recovery of unit

For Cooperatives:

- 9. Copy of Certificate of Registration from Cooperatives Development Authority (CDA)
- 10. Copy of Management Agreement between the Cooperative and the member/owner of the substitute unit/s
- 11. Copy of the Board Resolution authorizing the registration in lieu of authorized unit/s
- 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
- 13. Copy of Certificate of Good Standing from the Office of Transport Cooperative (OTC)
- 14. Copy of the Indorsement of OTC

For Corporations:

- 15. Copy of Board Resolution authorizing the registration in lieu of authorized unit/s
- 16. Copy of Board Resolution/ Secretary's certificate of authorized representative/s

Remarks:

Name & Signature of Receiving Officer

Date and Time Received: _____