

## REQUIREMENT FORM

### Re-Registration of Unit

**Notes:**

1. Use white-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.

<input type="checkbox"/>	1. 4 copies of Verified Application Form/Petition
<input type="checkbox"/>	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).
<input type="checkbox"/>	3. Original Special Power of Attorney (SPA) and valid identification documents for authorized representative of individual petitioner.
<input type="checkbox"/>	4. Copy of Certificate of Registration (CR) and Official Receipt (OR) of unit with year model duly issued by the Land Transportation Office (LTO)
<input type="checkbox"/>	5. Copy of Inspection Report for Roadworthiness duly issued by LTO
<b><u>For Cooperatives:</u></b>	
<input type="checkbox"/>	6. Copy of Management Agreement between the Cooperative and the member/owner of the substitute unit/s
<input type="checkbox"/>	7. Copy of the Board Resolution authorizing the re-registration of unit/s
<input type="checkbox"/>	8. 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"/>	9. Copy of Certificate of Good Standing from the Office of Transport Cooperative (OTC)
<input type="checkbox"/>	10. Copy of the Indorsement of OTC
<b><u>For Corporations:</u></b>	
<input type="checkbox"/>	11. Copy of Board Resolution authorizing the re-registration of unit/s
<input type="checkbox"/>	12. Copy of Board Resolution/ Secretary's certificate of authorized representative/s

Remarks:

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Name & Signature of Receiving Officer

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