

REQUIREMENT FORM**Sale and Transfer¹***Notes:*

1. Use maroon-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.

1. 5 copies of Verified Application Form
2. Original and Copy of Valid Government-Issued Identification Card with photograph of Applicant and Vendor (Driver's License, SSS, PAG-IBIG, BIR, Phil Health, Postal, Voter's ID, or Philippine Passport).
3. If the vendor cannot appear for whatever valid reason, submit evidence to support your claim:
- a. Death - Original Death Certificate duly issued by Local Registrar or National Statistics Office
 - b. Out of the country or living Abroad – Original/ valid Certificate of Travel Records duly issued by the Bureau of Immigration
 - c. Migrated in a different locality where it would be impossible for the vendor to visit the office, e.g. Visayas etc. – Certification from the Barangay that the individual is no longer living in the area
 - d. Any documentary proof duly issued by government authority that what the petitioner or vendee is saying is true (subject to evaluation and approval by LTFRB)
4. 2 copies of Operator's Data Sheet with recent 2x2 photograph.
5. Deed of Sale of sold franchise with unit
6. Evidence of Filipino Citizenship
- For individual applicant:*
-Authenticated Birth Certificate from National Statistics Office (NSO) issued within the past 3 months prior to submission of application or valid Philippine Passport
- For juridical entity:*
- Articles of Partnership/Incorporation and By Laws for Partnership or Corporation
-Articles of Cooperation and By Laws for Cooperatives
7. Accomplished Statement of Financial Capability Form.
8. Evidence of financial capability -Latest copy of Income Tax Return and
9. **Certificate of Average Daily Balance from the bank for the past year up to present, note that current balance or cash in bank 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
10. Certificate of Business Name issued by the Department of Trade and Industry (DTI) - *except PUJ*
11. Certificate of Registration (CR) or Official Receipt authorized units with year model duly issued by the Land Transportation Office (LTO)

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

- 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
- 13. Passenger Accident Insurance Coverage
- 14. 5R photograph of unit/s showing plate and required markings (*Photo should include the front page of a newspaper to show the date when the picture was taken*)
- 15. Proof of Publication of Notice of Hearing (Original Affidavit of Publication or Copy of Notice as published) -*To be submitted during actual hearing*

For Tourist Transport Service:

- 16. Valid DOT Accreditation Certificate/Letter
- 17. Valid MIAA Concessionaire Agreement (For TTS Coupon Taxi)
- 18. Valid MIAA and/or hotel Concessionaire Agreement (For TTS Rent-a-Car)

For School Service:

- 19. Valid Parent-Teacher Association or School Certification/ Endorsement Letter Authorizing/Accrediting the School Service.

For Cooperatives:

- 20. Valid Certificate of Registration from the Cooperative Development Authority (CDA)
- 21. Certification of Good Standing from the Office of Transportation Cooperatives (OTC)
- 22. Management Agreement between the Cooperative and the member
- 23. Board Resolution authorizing the sale and transfer
- 24. 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:

- 25. Certificate of Good Standing duly issued by SEC (if incorporated for more than 2 years)
- 26. Board Resolution authorizing the sale and transfer
- 27. Board Resolution/ Secretary's certificate of authorized representative/s

Remarks:

Name & Signature of Receiving Officer

Date and Time Received: _____