

## REQUIREMENT FORM

### Dropping of Unit

**Notes:**

1. Use dark brown-colored folder and secure photocopies of all required documents (Please note that original copies of the same should be presented during filing, unless indicated otherwise).
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) and Official Receipt (OR) of unit/s to be dropped  
 \* If original OR/CR is in the bank or other lending institutions, thus cannot be presented:  
 a) Submit \*\*certification from the bank, financing institution or private person printed in an official stationery (as applicable)  
 b) \*\*In case of refusal to issue certification by any of the entity mentioned above, submit an affidavit stating the circumstances, reason for non-issuance of certification, and authorized contact person with contact details (e.g. phone/mobile number) in the institution that presently holds the original OR/CR.  
**Important Note:** There should be an attached document proving that there is indeed a loan or that the OR/CR is not in the possession of the applicant/petitioner (i.e. Approved loan application or loan agreement stating that the authorized unit was used as collateral, etc.)  
**\*\*\*Original OR/CR should be presented (no exemption) if the applicant is the vendee.**
5. \*\*\*\*License plates of unit/s to be dropped (To be surrendered)  
 \*\*\*\* In case of lost plates:  
 (a) Affidavit of Loss  
 (b) Certification of No Apprehension duly issued by the Land Transportation Office
6. Copy of Deed of sale, if applicant is the vendee.

**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 Deed of Reconveyance between the Cooperative and the member/owner of the substitute unit/s
10. Copy of the Board Resolution authorizing the dropping of the unit with concurrence by the dropped member unless delinquent
11. 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
12. Copy of the Indorsement of the Office of Transport Cooperative

**For Corporations:**

13. Copy of Board Resolution authorizing the dropping of the unit with concurrence by the dropped member unless delinquent
14. Copy of Board Resolution/ Secretary's certificate of authorized representative/s

**For Taxi**

15. Calibration Booklet (To be surrendered)
16. Pull-Tight Seal (To be surrendered)

Remarks:

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Name & Signature of Receiving Officer

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