

## REQUIREMENT FORM

### Extension of Validity of CPC

**Notes:**

1. Use blue-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. 5 copies of Verified Application Form/Petition
- 2. 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. 2 Operator Data Sheet with 2x2 photograph
- 5. Accomplished Statement of Financial Capability Form
- 6. Evidence of Financial Capability -Latest copy of Income Tax Return
- 7. 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
- 8. \*Copy of Certificate of Registration (CR) and Official Receipt (OR) of unit/s with year model duly issued by the Land Transportation Office
 

*\*If original OR/CR is in the bank or other lending institutions, thus cannot be presented upon filing, please submit an original copy of \*\*certification from the bank, financing institution or private person printed in an official stationery (as applicable) in lieu of the original OR/CR.*

*\*\*In case of refusal to issue certification by any of the entity mentioned above, please 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.)
- 9. Certificate of Business Name issued by the Department of Trade and Industry (DTI) (except PUJ)
- 10. Location map and picture with dimension of garage with TCT/Tax declaration or Contract of Lease with specific garage area
- 11. 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)
- 12. Proof of Publication of Notice to the Public – Affidavit of Publication or Copy Notice to the Public as published (To be submitted after filing of application)

**For Tourist Transport Service:**

- 13. Valid DOT Accreditation Certificate/Letter
- 14. Valid MIAA Concessionaire Agreement (For TTS Coupon Taxi)
- 15. Valid MIAA and/or hotel Concessionaire Agreement (For TTS Rent-a-Car)

**For Cooperatives:**

- 16. Valid Certificate of Registration from Cooperative Development Authority (CDA)
- 17. Certification of Good Standing from the Office of Transportation Cooperatives (OTC)
- 18. Management Agreement between the Cooperative and the member
- 19. 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

**For Corporations:**

- 20. Certificate of Good Standing duly issued by SEC
- 21. 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: \_\_\_\_\_