

**APPLICATION FOR ISSUANCE FOR A
NEW CERTIFICATE OF PUBLIC CONVENIENCE**

(Executive Order 202, DO No. 2015-018, MC Nos. 92-009, 97-1097, 2010-22, 2011-018, 2011-014, 2011-016, ,
2013-004, 2013-006, 2015-011, 2015-008)

WHO CAN AVAIL OF THE SERVICE/PURPOSE: Any person who intends to secure a new Certificate of Public Convenience (CPC).

For individuals, personal appearance of petitioner is required. However, should it not be possible for petitioner to be physically present, authorized representative who is a lawyer or a relative (re: direct ascendant/descendants) is allowed upon presentation of duly notarized Special Power of Attorney (SPA), valid IDs and proof why petitioner is not physically present;

For corporations/cooperatives/others, please see corresponding below.

REQUIREMENTS:

Note: Photocopies should be submitted upon filing of application while originals are to be presented during the hearing.

I. FOR SUBMISSION UPON APPLICATION:

1. Four (4) copies of Verified Application alleging proof of citizenship and financial capacity with annexes and verification and certification of Non-Forum Shopping;
2. Authorization from the Department of Transportation (DOTr) for applicable types of service (PUB, TX, PUJ, UV, TNVS and P2P);
3. LTO OR/CR of authorized unit/s with year model;
4. Certificate of Business Name issued by the Department of Trade and Industry (except PUJ);
5. Operator's data sheet with complete details and Valid Driver's License/s of the authorized driver/s (circa 2016 format).

TD	LEGAL	OBMC	OED	OCHM

Additional Requirements:

For Tourist Transport Service:

1. Valid Department of Tourism (DOT) and Department of Transportation (DOTr) Endorsement Letters per Department Order No. 2013-004 (indicate area of operation);
2. Valid Concessionaire Agreement DOT Accredited Hotels and Resorts.

Note: If DOT-Central Office endorsement, area of operation can cover at least two (2) Regions.

If DOT-Regional Office endorsement, area of operation is limited to concerned region.

For School Service:

1. Valid Parent-Teacher Association or School Certification/Endorsement Letter Authorizing/Accrediting the School Service. The Certification or Endorsement Letter should contain the following information:
 - a. Name of School;
 - b. Complete School address;
 - c. School Contact Person with contact details, valid ID;
 - d. Full name of Applicant;
 - e. Number of units endorsed;
 - f. Area of Coverage.

3. Proof of Financial Capability:

- a. Certified True Copy of latest Income Tax Return or Certificate of Registration issued by the BIR for newly incorporated corporations and new individual applicant;
- b. Corporation/Partnership/Cooperative/Single proprietorship for PUB, TB, SHB and TH: Certified true copy of latest Financial Statement duly certified by a CPA;
- c. Single proprietorship/Individual:
 - Five Units or Less
 - Proof of Bank Deposit in the amount of P20,000 per unit or other proof of financial capacity such as land title, ownership of business, etc. (For PUJ);
 - Proof of Bank Deposit in the amount of P50,000 per unit or other proof of financial capacity such as land title, ownership of business, etc. (For small units such as TX, TNVS and AUV);
 - Proof of Bank Deposit in the amount of P100,000 per unit or other proof of financial capacity such as land title, ownership of business (For PUB, TB, SHB & TH).
 - At least 6 units
 - Certified true copy of latest Financial Statement duly certified by a CPA.

TD	LEGAL	OBMC	OED	OCHM

4. LTFRB Inspection Report with picture of unit taken during inspection;

5. Certificate of Business Name issued by Department of Trade & Industry (except PUJ);

6. Proof of Publication:

- a. Affidavit of publication by the publisher;
- b. Copies of publication.

DURATION: Within 15 days from the date the Application is submitted for resolution, the Legal Division/RFROs shall transmit the case folder to the Board through the Office of the Executive Director for signature

OUTPUT: DECISION/ORDER approving or dismissing the application

FEES:

Filing Fee:

- Php 510.00 first two (2) units
- Php 70.00 per unit in excess of two (2) units

Unit Verification Fee: Php 40.00 per unit

Inspection Fee:

- Php 50.00 – PUV (with gross weight not exceeding 4,500 kg) per unit
- Php 100.00 – bus and truck per unit