

**PETITION FOR  
CHANGE OF VENUE OF LTO REGISTRATION  
(MC 2008-023)**

**WHO CAN AVAIL OF THE SERVICE/PURPOSE:** Any CPC holder who intends to transfer to another LTO District Office for registration purposes.

*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 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 requirements below.*

**REQUIREMENTS:**

1. Four (4) copies of Verified Petition with annexes and verification and certification of Non-Forum Shopping;
2. Original and photocopy of Valid Government-Issued Identification Card with photograph of Applicant/Petitioner and current address (Driver's License, SSS, PAG-IBIG, BIR, Phil Health, Postal, or Voter's ID);
3. Original and photocopy of current LTO OR/CR.

TD	LEGAL	OBMC	OED	OCHM

**Additional Requirements:**

*For Cooperatives:*

1. Original and photocopy of the Board Resolution authorizing the change of venue of registration and delegating the authorized representative/s to file petition.

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*For Corporations:*

1. Original and photocopy of Board Resolution/Secretary's Certificate authorizing the change of venue of registration and delegating the authorized representative/s to file petition.

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**DURATION** : Five (5) to Ten (10) days

**OUTPUT:** Order approving or denying the Petition

**FEE:**

**Filing fees:**

Php 350.00 first two (2) units *(Includes Clearance of Accounts, Franchise Verification and Legal Research Fee)*

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

**NOTES:**

*The petition for change venue is only allowed for second and succeeding registrations;*

*CPC holder base of operation should be within the jurisdiction of LTO District Office as basis for the change of venue of LTO registration.*