

PETITION FOR DROPPING AND SUBSTITUTION OF UNIT

(MC Nos. 87-010, 89-013, 89-013A, 89-014, 90-005, 99-001, 99-005, 2002-004, 2002-013, 2003-024, 2004-023, 2005-047, 2005-055, 2006-044, 2006-012, 2007-006 and 2013-007; Board Resolution 2013-01)

WHO CAN AVAIL OF THE SERVICE/PURPOSE: Holder of CPC who intends to drop an authorized unit and substitute it with a new unit.

*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:

1. Four (4) copies of Verified Application 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 (Driver's License, SSS, PAG-IBIG, BIR, Phil Health, Postal, Voter's ID, or Philippine Passport);
3. Original and photocopy of LTO OR/CR of unit to be dropped; if not available, certified true copy of LTO OR/CR with certification and official receipt of payment;
4. Original and photocopy of Surrender of Plates / Return Receipt of Plates (RRPL):
 - a. In case of lost plates, submit an original copy of Affidavit of Loss and Certificate of No Apprehension duly issued by the LTO, and Police Report;
 - b. In case of improvised plates, submit LTO certification and authorization to use improvised plates;
 - c. In case of no issuance of yellow plate, submit LTO Certification and authorization to use the private plates as for hire plates pending the manufacture of the yellow plates.
5. Original and photocopy of OR/CR of substitute unit:
 - a. If no OR/CR yet, original and photocopy of Sales Invoice and Delivery Receipt, if not more than three (3) months;
 - b. In case of imported unit or unit with imported components or rebuilt units, submit LTO certification on year model pursuant to JAO 2014-02;
 - c. If substitute unit is mortgaged with a financing bank/institution, certified true copy of OR/CR issued by the financing bank/institution with certification that the original LTO OR/CR of unit is in their custody.
6. LTFRB Inspection Report of the substitute unit with pictures taken during inspection;

TD	LEGAL	OBMC	OED	OCHM

Additional Requirements:

For Car-Napped units:

1. Original and Photocopy of police report;
2. Original and Photocopy of PNP-HPG certificate of non-recovery of unit;
3. Original and Photocopy Alarm Sheet.

For Cooperatives:

1. Original and photocopy of the Board Resolution authorizing the dropping and substitution of the unit/s and designating the authorized representative/s to file petition;
2. Original and photocopy of Management Agreement between the Cooperative and the member/owner of the substitute unit/s;
3. Deed of Reconveyance/Affidavit of Concurrence to Board Resolution of the dropped unit to the member-owner;
4. Original and photocopy of the Endorsement of the Office of Transport Cooperative (OTC);
5. Certificate of Good Standing from OTC.

TD	LEGAL	OBMC	OED	OCHM

For Corporations:

1. Original and photocopy of Board Resolution/Secretary's Certificate authorizing the dropping and substitution of the unit/s and designating the authorized representative/s to file petition.

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NOTES:

- For substitute unit, the OR/CR must be in the name of the franchisee;
- Refurbished buses are not allowed as PUB substitute;
- LTFRB to verify that substitute unit (Unit Verification) is not yet authorized in other CPC;
- For Buses in Metro Manila – substitute unit must be brand new even if the unit to be dropped is not yet a phased-out unit; seating capacity of new unit passing EDSA at least 50 seaters (DO No. 97-1097, DO 2010-32 and MC No. 2013-007);
- For Provincial Buses, Shuttle Bus and Tourist Bus – substitute unit must be brand new if the unit to be dropped is phased-out, or at least three (3) years younger upon filing of the Petition if the unit to be dropped is not yet phased out. (DO 2010-32, MC Nos. 2005-027 and 2013-007 and Board Resolution 2013-01);
- For Tourist Transport Services (chartered, coupon taxi, and rent-a-car) - substitute unit must not be more than 3 years old from the date of manufacture and must be of later model than the unit to be dropped. (MC No. 2005-010);
- For Taxis – substitute unit must not be more than 3 years old upon filing of the Petition. (MC No. 2009-029);
- For UV Express – substitute unit must not be more than 3 years old upon filing of the Petition. (MC No. 2012-030);
- For School Transport – substitute unit must not be more than 3 years old upon filing of the Petition and with front seating arrangement. (MC No. 2014-012, MC No. 2015-007).

DURATION: Five (5) to Ten (10) days per unit but not exceeding fifteen (15) days per application.

OUTPUT: Approved/Denied Substitution Order

FEES:

Filing Fee:

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

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

Penalty Fee:

Php 250.00/month/unit - if unit to be dropped is not currently registered