

**PETITION FOR REGISTRATION IN-LIEU  
OF AUTHORIZED UNIT  
(MC 87-006 and 89-011; Board Resolution 2013-01)**

**WHO CAN AVAIL OF THE SERVICE/PURPOSE:** CPC holder who intends to register a new unit in lieu of the authorized unit that is not yet registered as for hire.

*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 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 (Driver's License, SSS, PAG-IBIG, BIR, Phil Health, Postal, Voter's ID, or Philippine Passport);
3. LTO Certification indicating that the unit has not been registered as for hire vehicle;
4. Original and photocopy of LTO OR/CR of new unit, if not available, sales invoice and delivery receipts if not more than three (3) months:
  - a. In case of imported unit or unit with imported components or rebuilt units, submit LTO Certification on year model pursuant to JAO 2014-02;
  - b. 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;
5. Original and photocopy of LTO OR/CR of authorized unit to be replaced if not available, Certified True Copy of LTO OR/CR of unit with attached certification and official receipt of payment;
6. LTFRB Inspection Report of the New Unit with attached picture 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 of Alarm Sheet.


*For Cooperatives:*

1. Original and photocopy of Management Agreement between the Cooperative and the member/owner;
2. Original and photocopy of the Board Resolution authorizing the registration in lieu of authorized unit/s and designating the representative/s to file petition;
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 registration in lieu of authorized unit/s and designating the authorized representative/s to file petition.

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

**OUTPUT:** Approved/Denied Order

**FEES:**

**Filing Fee:**

Php 400.00 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

**Penalty Fee:**

Php 250.00/month/unit for non-registration of unit (extension fees)

**NOTES:**

*For substitute unit, the OR/CR must be in the name of the franchisee;*

*Refurbished buses are not allowed as PUB substitute;*

*LTRFB 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).*