

CHANGE OF PARTY APPLICANT

WHO CAN AVAIL OF THE SERVICE: Any compulsory heir who intends to request for transfer of CPC of a deceased operator.

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 Form alleging proof of citizenship and financial capacity;
2. LTO OR/CR of authorized unit/s with year model;
3. Death Certificate of the operator;
4. Deed of Extrajudicial Settlement of Estate and/or Affidavit of Adjudication as Sole Heir filed with the Register of Deeds wherein the franchise is adjudicated to a single or individual heir;
5. Certificate of Business Name issued by the Department of Trade & Industry (except PUJ);
6. Operator's Data Sheet with complete details and Valid Driver's License/s of the authorized driver/s (circa 2016 format).

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II. FOR SUBMISSION DURING THE HEARING:

Note: Originals must be presented during the hearing for comparison.

1. Proof of Publication:
 - a. Affidavit of publication by the publisher;
 - b. Copies of publication.
2. Proof of Filipino Citizenship:

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For individual party applicant:

-Authenticated Birth Certificate from National Statistics Office (NSO), valid Philippine Passport, Voter's ID, Senior Citizen's ID, NSO Marriage Certificate or any government-issued ID showing Filipino citizenship.

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3. Proof of Existence and sufficiency of Garage:
 - a. Location map;
 - b. Dimension of garage;
 - c. If the applicant is the owner of the garage, Transfer Certificate of Title (TCT)/ Tax declaration in the name of the applicant; if not, notarized Contract of Lease / Authority to use/TCT of Lessor;
 - d. LGU Zoning Clearance for the location of the garage for at least three (3) units the gross weight of each does not exceed 4,500 kg or for one (1) unit for truck and bus.

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4. Proof of Financial Capability

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.

5. Proof of Publication

- a. Affidavit of publication by the publisher relative to the publication of Extrajudicial Settlement of Estate or Affidavit of Adjudication as Sole Heir that was published once a week for 3 consecutive weeks (required under Rule 74 of the Rules of Court);
- b. Copies of publication.

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DURATION: Within fifteen (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

FEE:

Filing Fee : Php 610.00 first two (2) units (Includes Clearance of Accounts, Franchise Verification and Legal Research Fee)
 Php 70.00 for the succeeding units