

PETITION FOR STORAGE OF UNIT'S PLATE

WHO CAN AVAIL OF THE SERVICE/PURPOSE: CPC holders who intend to have their units stored pending maintenance or repair.

*For individuals, personal appearance of petitioner is required. However, should it not be possible for petitioner to be physically present, authorized representative 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. Original and photocopy of LTO OR/CR;
4. 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.*

TD	LEGAL	OBMC	OED	OCHM

Additional Requirements:

For Cooperatives:

1. Original and photocopy of the Board Resolution authorizing the storage of unit/s and designating the authorized representative/s to file petition.

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For Corporations:

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

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

OUTPUT: Approved/Denied Order

FEES:

Filing Fee:

- 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

Allowable Period - Sixty (60) days only subject to one extension period

Penalty - Php 250.00/month/unit in excess of 60 days

NOTE: No stored unit can be the subject of a petition for extension of validity.