

**PETITION FOR  
UPGRADE/ DOWNGRADE OF UNIT**

(MCNos. 89-001 and 90-022)

**WHO CAN AVAIL OF THE SERVICE/PURPOSE:** CPC holder who intends to request for authorization to convert specification of unit from Non-Air-con to Air-con or vice versa.

*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 current LTO OR/CR of authorized unit with year model;
4. LTFRB Inspection Report with attached picture taken during inspection.

TD	LEGAL	OBMC	OED	OCHM

**Additional Requirements:**

*For Cooperatives:*

1. Original and Copy of the Board Resolution authorizing the upgrading or downgrading 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 upgrading or downgrading of unit/s and designating the authorized representative/s to file petition.

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**DURATION:** Five (5) days per unit and not exceed ten (10) days per application

**OUTPUT :** Order

**FEES:**

**Filing Fee:**

Upgrading- Php 610.00 first two (2) units (Include Clearance of Accounts, Franchise Verification and Legal Research Fee)

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

Downgrading- Php 300.00 first two (2) units

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

**NOTES:**

- The upgrading of unit shall mean upgrading a unit from regular/ordinary to air-conditioned PUV;
- The downgrading of unit shall mean downgrading a unit from air-conditioned to regular/ordinary PUV;  
If Petition involves two (2) totally different units, requirements for Petition for Dropping and Substitution applies