

**PETITION TO RE-REGISTER UNIT**

**MC 2004-023 as amended by MC 2006-044)**

**WHO CAN AVAIL OF THE SERVICE/PURPOSE:** Any CPC holder who intends to re-register unit previously placed under storage for rehabilitation.

*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 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 authorized unit to be registered;
4. LTFRB Inspection Report of the authorized unit with attached picture taken during inspection;
5. Copy of order of storage not exceeding 120 days;

TD	LEGAL	OBMC	OED	OCHM

**Additional Requirements:**

*For Cooperatives:*

1. Original and photocopy of the Board Resolution authorizing the re-register of units and designating the authorized representative/s to file petition.

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*For Corporations:*

2. Original and photocopy of the Board Resolution/Secretary's Certificate authorizing the re-register of units and designating the authorized representative/s to file petition.

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

**OUTPUT** : Order Approving or Denying the Petition

**FEES :**

**Filing Fees:**

Php 350.00 first two (2) units (*Including 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)