



Republic of the Philippines
Department of Transportation & Communications
LAND TRANSPORTATION FRANCHISING & REGULATORY BOARD

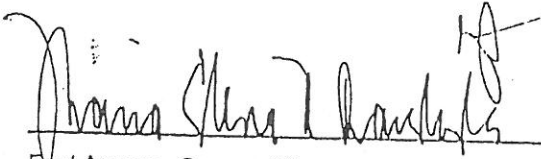
MEMORANDUM CIRCULAR
NUMBER 2003 C-31

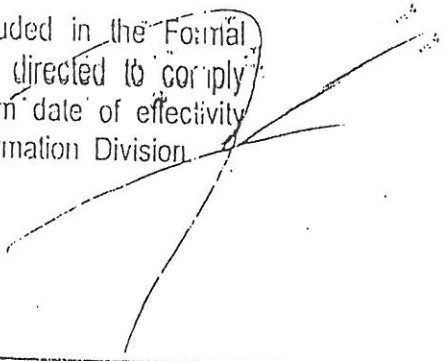
**Subject: INFORMATION/DATA TO BE SUBMITTED BY
OPERATORS AND APPLICANTS**

Pursuant to the desire of the Board for a close monitoring of the existing operators and petitioners/applicants, and to store all the needed information/data into our Database, all existing operators and applicants are hereby ordered that henceforth, the following data should be submitted by them to the Board per Case Number:

1. Name & Business Address (If Corporation, Corporate Name, Name of President, & TIN);
2. Contact Person;
3. Position;
4. Telephone Number (Landline);
5. Fax Number;
6. Cellphone Number;
7. E-Mail Address;
8. Birthday of the Operator (natural person or the President if corporation);
9. Names of Drivers, their respective addresses and individual pictures;
10. Any change of drivers and their home addresses shall be immediately reported to the Board within a week of such change;
11. Names of substitute drivers or extras, if any; and
12. Business Name of the operator or applicant duly authorized by the DTI.

It is also directed that the aforesaid information shall be included in the Formal Offer of Evidence of the applicant. As to existing operators, they are directed to comply with this Memorandum Circular within a period of ninety (90) days from date of effectivity of this Memorandum Circular and submit same to the Management Information Division.


East Avenue, Quezon City
Direct Lines 434-80-25 up to 36
426-25-05, 426-25-01


Fax Nos. 921-2616
426-2485



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- 2 -

Failure to comply with any of the requirements of this Memorandum Circular, the Board shall impose the following penalties:

Applicant: Immediate denial of application.

Existing Operators:

First Offense - Fine of Three Thousand (P3,000.00) Pesos

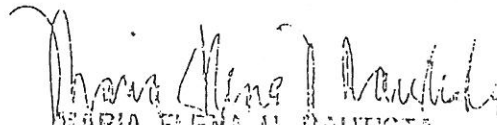
Second Offense - Fine of Five Thousand (P5,000.00) Pesos


Third Offense - Suspension and/or Revocation of CPC

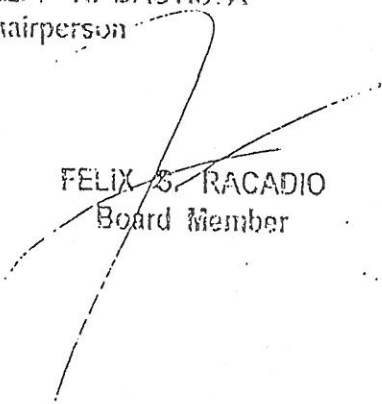
This Memorandum Circular supersedes any and all issuances inconsistent herewith.

This Memorandum Circular shall take effect fifteen (15) days following its publication in the Official Gazette or in a newspaper of general circulation or by filing of three (3) copies of the same with the U.P. Law Center pursuant to Presidential Memorandum Circular No. 11, dated October 9, 1992.

Quezon City, November 19, 2003.


MARIA ELENA H. BAUTISTA
Chairperson


REMEDIOS G. BELLEZA
Board Member


FELIX S. RACADIO
Board Member