



Memorandum Circular
Number 2004-016

RECEIVED
MAY 27 2004

Subject: APPLICATION FOR THE ISSUANCE OF A CERTIFICATE OF PUBLIC CONVENIENCE TO OPERATE A SHUTTLE SERVICE

The operation of a "Shuttle Service" is only limited to the special transport of employees of companies, single proprietors, and members of homeowner's associations between two fixed points with no dropping off and picking-up of passengers between the designated terminating points. The fare rates shall be regulated by the Board.

Applications to operate a Shuttle Service shall be accompanied by, among others, the following but not limited to:

1. Contracts of Shuttle Service between the companies, single proprietors or homeowner's associations, and the operators.
2. Certificate of Incorporation of the company or of the association issued by the Securities and Exchange Commission or Business Name duly registered with the Department of Trade and Industry of the single proprietor.
3. Business Name, duly registered with the Department of Trade and Industry, of the operator.
4. Name, office address, contact number, and designation of the authorized signatory of the company, single proprietor or association and Board Resolution authorizing the signatory to sign for and in behalf of the company or association.

The following unit classifications allowed for this type of service are (1) buses; (2) mini-buses; and (3) coasters, and those excluded from the application of this Circular are: (1) Sedan; (2) Pick-up; (3) Asian Utility Vehicle; (4) Station Wagon; and, (5) Van.

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