

**APPLICATION FOR
EXTENSION OF VALIDITY OF CERTIFICATE OF PUBLIC CONVENIENCE**

(Executive Order 202, MC Nos. 94-011, 99-017, 2003-029, 2007-036, 2009-006, 2010-014, 2012-004, and 2012-028)

WHO CAN AVAIL OF THE SERVICE/PURPOSE: CPC holder who intends to extend the validity of their expiring or expired CPC. Operators can already apply for this service one year prior to expiration of their CPC.

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:

Note: Photocopies should be submitted upon filing of application while originals are to be presented during the hearing.

I. FOR SUBMISSION UPON APPLICATION:

1. Four (4) copies of Verified Application alleging proof of citizenship and financial capacity with annexes and verification and certification of Non-Forum Shopping;
2. LTO OR/CR of authorized unit/s with year model;
3. Certificate of Business Name issued by the Department of Trade and Industry (except PUJ);
4. Operator's data sheet with complete details and valid Driver's License/s of the authorized driver/s (circa 2016 format).

TD	LEGAL	OBMC	OED	OCHM

Additional Requirements:

For Tourist Transport Service:

1. Valid Department of Tourism (DOT) Accreditation;
2. Valid Airport Concessionaire Agreement for Airport Terminals and DOT Accredited Hotels and Resorts.

For School Service:

1. Valid Parent-Teacher Association or School Certification/Endorsement Letter Authorizing/Accrediting the School Service; The Certification or Endorsement Letter should contain the following information:
 - a. Name of School;
 - b. Complete School address;
 - c. School Contact Person with contact details;
 - d. Full name of Applicant;
 - e. Number of units endorsed;
 - f. Area of Coverage.

For Truck-for-Hire:

1. Any proof of public need (Notarized Hauling Contract with Area of Operation, Number of Units to be authorized and Duration of Contract; Authority to Operate in Ports must be duly notarized).

For Shuttle Service:

1. Notarized Shuttle Service Contract with duration;
2. Time schedule of travel to and from company premises to designated pick-up/drop-off points and vice versa;
3. Number of Units to be Authorized.

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For Cooperatives:

1. Valid Certificate of Registration from the Cooperative Development Authority (CDA);
2. Endorsement and Certificate of Good Standing from the Office of Transportation Cooperatives (OTC);
3. Management Agreement between the Cooperative and the member;
4. Board Resolution authorizing the extension of validity and designating the authorized representative/s to file application.

For Corporations:

1. Board Resolution/ Secretary's Certificate authorizing the extension of validity and designating the authorized representative/s to file application.

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II. FOR SUBMISSION DURING THE HEARING:

Note: Originals must be presented during the hearing for comparison with photocopy.

1. Proof of Filipino Citizenship

For individual applicant:

- Authenticated Birth Certificate from National Statistics Office (NSO), valid Philippine Passport, Voter's ID, Senior Citizen's ID, NSO Marriage Certificate or any government-issued ID showing Filipino citizenship.

For juridical entity:

- Articles of Partnership/Incorporation and By Laws for Partnership or Corporation, and Certificate of Registration issued by SEC;
- Articles of Cooperation and By Laws for Cooperatives, and certificate of registration issued by CDA.

2. Proof of Existence and Sufficiency of Garage:

- a. Location map;
- b. Dimension of garage;
- c. If the applicant is the owner of the garage, Transfer Certificate of Title (TCT)/ Tax Declaration in the name of the applicant; if not, notarized Contract of Lease / Authority to use with TCT of Lessor;
- d. LGU Zoning Clearance for the location of the garage for at least three (3) units the gross weight of each does not exceed 4,500 kg or for one (1) unit for truck and bus;
- e. For TH, entering Metro Manila, proof of garage or authority to use garage within Metro Manila to avoid traffic congestion;
- f. For UV, exact location of terminal at both endpoints.

3. Proof of Financial Capability:

- a. Certified True Copy of latest Income Tax Return;
- b. Corporation/Partnership/Cooperative/Single proprietorship for PUB, TB, SHB and TH: Certified true copy of latest Financial Statement duly certified by a CPA;
- c. Single proprietorship / Individual:
 - Five Units or Less:
 - Proof of Bank Deposit in the amount of P20,000 per unit or other proof of financial capacity such as land title, ownership of business, etc. (For PUJ);
 - Proof of Bank Deposit in the amount of P50,000 per unit or other proof of financial capacity such as land title, ownership of business, etc. (For small units such as TX, TNVS, and AUV);
 - Proof of Bank Deposit in the amount of P100,000 per unit or other proof of financial capacity such as land title, ownership of business (For PUB, TB, SHB & TH);
 - At least 6 Units:
 - Certified true copy of latest Financial Statement duly certified by a CPA.

TD	LEGAL	OBMC	OED	OCHM

4. LTFRB Inspection Report with picture of unit taken during inspection;

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5. Certificate of Business Name issued by Department of Trade & Industry (except PUJ);

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6. Proof of Publication;

- a. Affidavit of publication by the publisher;
- b. Copies of publication.

DURATION: Within 15 days from the date the Application is submitted for resolution, the Legal Division/RFROs shall transmit the case folder to the Board through Office of the Executive Director for signature.

OUTPUT: DECISION/ORDER approving or dismissing the application

FEES:

Filing Fee:

Php 610.00 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

Inspection Fee:

Php 50.00 –PUV (with gross weight not exceeding 4,500 kg) per unit
 Php 100.00 – bus and truck per unit