

PETITION FOR DROPPING OF UNIT

MC Nos. 87-010, 89-013, 89-013A, 89-014, 90-005, 99-001, 99-005, 2002-004, 2002-013, 2003-024, 2005-047, 2005-055, 2006-012, 2009006 and 2013-007)

WHO CAN AVAIL OF THE SERVICE/PURPOSE: CPC holder or any vendee who intends to drop an authorized unit.

*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 unit to be dropped; if not available, certified true copy of LTO OR/CR with certification and official receipt of payment;
4. Original and photocopy of Surrender of Plates / Return Receipt of Plates (RRPL):
 - a. In case of lost plates, submit an original copy of Affidavit of Loss and Certificate of No Apprehension duly issued by the LTO, and Police Report;
 - b. In case of improvised plates, submit LTO certification and authorization to use improvised plates;
 - c. In case of no issuance of yellow plate, submit LTO Certification and authorization to use the private plates as for hire plates pending the manufacture of the yellow plates.

TD	LEGAL	OBMC	OED	OCHM

Additional Requirements:

For Car-Napped units:

1. Original and photocopy of Police Report;
2. Original and photocopy of PNP-HPG Certificate Of Non-Recovery Of Unit;
3. Original and photocopy of Alarm Sheet.

For Cooperatives:

1. Original and photocopy of the Board Resolution authorizing the dropping of the unit/s and designating the authorized representative/s to file petition;
2. Original and photocopy of the Endorsement of the Office of Transport Cooperative;
3. Deed of Reconveyance/Affidavit of Concurrence to Board Resolution of the dropped unit to the member-owner.

For Corporations:

1. Original and photocopy of the Board Resolution/Secretary's Certificate authorizing the dropping of the unit/s and designating the authorized representative/s to file petition.

DURATION: Five (5) to Ten (10) days per unit

OUTPUT: Approved/Denied Order

FEES:

Filing Fee:

Php 350.00 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