

**PETITION FOR CORRECTION OF TYPOGRAPHICAL
ERRORS IN ORDER/DECISION**

WHO CAN AVAIL OF THE SERVICE/PURPOSE: CPC holder who intends to request the Board for the correction of a typographical error in the Order/Decision issued to them.

*For individuals, personal appearance of petitioner is required. However, should it not be possible for petitioner to be physically present, authorized representative 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. 4 Copies of Verified Petition with annexes and verification and certification of Non-Forum Shopping;
2. Valid Government-Issued Identified with photograph of Applicant/Petitioner (Driver's License, SSS, PAG-IBIG, BIR, Phil Health, Postal, Voter's ID, Philippine Passport);
3. Name - Birth Certificate/NSO Certificate and/or Marriage Contract;
Trade Name - Approved trade name from DTI (except PUJ);
Details of the Unit - Stencil of the motor or chassis number;
- current LTO OR/CR; if not available,
Certificate from LTO with OR of payment;
- Plate No.; Make, etc.

TD	LEGAL	OBMC	OED	OCHM

Additional Requirements:

For Cooperatives:

1. Board Resolution authorizing the Correction of Entry and designating the authorized representative/s to file petition.

--	--	--	--	--

For Corporations:

1. Board Resolution authorizing the Correction of Entry and designating the authorized representative/s to file petition

--	--	--	--	--

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

OUTPUT : Order

FEE:

Filing Fees:

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