



CONTROL NO.: \_\_\_\_\_

DATE: \_\_\_\_\_

Republic of the Philippines  
Department of Transportation  
**LAND TRANSPORTATION FRANCHISING AND REGULATORY BOARD**  
East Avenue, Quezon City

**REQUEST FOR SPECIAL PERMIT (OUT-OF-LINE OPERATION)**

(PURSUANT TO 2020 CITIZEN'S CHARTER, MC 2015-008 & MC 2016-014)

**PURPOSE:**

- Excursion  Fetch relatives
- Family Trip
- Others: (specify) \_\_\_\_\_

**DESCRIPTION OF UNIT TO BE USED:**

Name of Operator	: _____	Case No.	: _____
Make/Type	: _____	Validity of CPC	: _____
Chassis No.	: _____	No. of authorized units	: _____
Motor No.	: _____	Denomination	: _____
Plate No.	: _____	Total no. of authorized units	: _____
		(For fleet operator)	: _____

ORIGIN : \_\_\_\_\_

DESTINATION : \_\_\_\_\_

VIA : \_\_\_\_\_

NOTES: > FOR ORIGIN AND DESTINATION, PLEASE SPECIFY PARTICULAR PLACE INCLUDING TOWN, CITY & PROVINCE  
> FOR "VIA" INCLUDE HIGHWAYS, OTHER PLACES TO BE VISITED)

DURATION : FROM \_\_\_\_\_ TO \_\_\_\_\_  
(MM/DD/YYYY) (MM/DD/YYYY)

**REQUIREMENTS:**

**PLEASE ARRANGE IN THE FOLLOWING ORDER AND MUST BE CLEAR COPIES**

- 1. Accomplished Request Form
- 2. Original copy of franchise verification (from ISMD)
- 3. Current LTO Official Receipt (OR) and Certificate of Registration (CR);  
(vehicles shall not be more than 10 years old at the time of filing the request)
- 4. Valid/ current Passenger Accident Insurance
- 5. Notarized Contract of Agreement (if applicable)
- 6. Photocopy of Valid ID/ Company ID of the applicant/ authorized representative
- 7. Duly notarized Special Power of Attorney (SPA) - For Individual Operators
- 8. Board Resolution/ Secretary's Certificate authorizing the application for Special Permit and  
designating the authorized representative/s to file the request (for Corporations and Partnerships)
- 9. Official Receipt of Payment

Requested by : \_\_\_\_\_  
**PRINT NAME AND SIGNATURE**  
(Applicant/ Authorized Representative)

Remarks : \_\_\_\_\_  
: \_\_\_\_\_

Evaluated by : \_\_\_\_\_  
**PRINT NAME AND SIGNATURE**