

## **APPLICATION FOR CHANGE OF CHASSIS**

### **WHO CAN AVAIL OF THE SERVICE**

Holders of valid Certificate of Public Convenience (CPC) who intend to drop unit/s from their franchise that are no longer fit for public service and substitute the same with new units.

*Notes:*

1. *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 Special Power of Attorney (SPA) and valid identification documents..*
2. *For corporations/cooperatives/others, please see corresponding requirements below*

### **REQUIREMENTS**

General:

1. 4 copies of Verified Application Form/Petition
2. Original and copy 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 OR/CR of chassis to be dropped
4. License plates of unit/s with changed chassis
5. Original and copy of Sales Invoice of the chassis or Deed of Sale of the chassis if the chassis was acquired from a private person or company/corporation
6. Original and copy of LTO Certificate of Stock Report
7. Original and copy of PNP-HPG Motor Vehicle Clearance Certificate and PNPCLG Macro-Etching Certificate
8. Original and copy of the Land Bank of the Philippines Official Receipt (OR) of PNP-HPG Motor Vehicle Clearance

Additional Requirements:

*For Cooperatives:*

1. Original and Copy of Management Agreement between the Cooperative and the member/owner of the substitute unit/s
2. Original and Copy of the Board Resolution authorizing the change of chassis
3. Original and Copy of the Board Resolution authorizing the representative to file petition, follow-up, appear in the hearing, receive order on decision, and sign paper on document to the realization of the aforesaid matters.
4. Original and Copy of the Indorsement of the Office of Transport Cooperative

*For Corporations:*

1. Original and Copy of Board Resolution authorizing the change of chassis
2. Original and Copy of Board Resolution/ Secretary's certificate of authorized representative/s

### **SCHEDULE OF THE AVAILABILITY OF SERVICE**

Monday – Friday,  
8:00 a.m. to 5:00 p.m.

### **FEES**

***Filing Fee:***

Php 250.00 first two (2) units  
Php 70.00 per unit in excess of two (2) units

***Inspection Fee:***

Php 50.00 – small PUV  
Php 100.00 – buses and trucks

**Franchise Verification Fee:**

Php 40.00

**Legal Research Fee:**

Php 10.00

**HOW TO AVAIL OF THE SERVICE**

Step	Requesting Party/ Client	Concerned LTFRB Division	Duration	Person-in-Charge
1	Download Application Form template, Requirement Form, and Processing Schedule Forms (PSF) in the LTFRB website or Get the forms from the LTFRB Help Desk			
2	Present verified Application Form/Petition with corresponding requirements to Receiving Section and secure call number	<b>Receiving Section</b> Check the completeness of Application particularly submitted documentary requirements and authenticate copies from original  Provide call number to applicant	*5 min	Linda J. Mohammad
3		<b>TED</b> If submission is complete, prepare POS to include fees for the following: <ul style="list-style-type: none"> <li>▪ Filing</li> <li>▪ Franchise Verification</li> <li>▪ Inspection of Unit</li> <li>▪ Legal Research Fee</li> </ul> Call out applicant and issue POS together with application documents.  <i>Note: Application with incomplete requirements will not be received.</i>	*5 min	Swilbeny J. Baybayan
4	Receive POS and application documents from TED and proceed to cashier to give POS and settle payment	<b>Cashier</b> Receive POS and payment and issue Official Receipt (OR) and copy of POS	5 min	Zerita F. Climaco
5	Proceed to Receiving Section, present original OR and submit photocopy of OR, application documents, including accomplished PSF, and surrender license plates of unit/s to be dropped.	<b>Receiving Section</b> Officially receive application documents  Process surrendered license plates and provide applicant with duplicate copy of Receipt of Return Plate and PSF <sup>1</sup>	*10 min	Linda J. Mohammad

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<sup>1</sup> PSF will include schedule of inspection as well as date of return to the office to complete the process

Step	Requesting Party/ Client	Concerned LTFRB Division	Duration	Person-in-Charge
6	Secure Receipt of Return Plate from TED and PSF then return on scheduled date	<b>TED</b> Conduct inspection of substitute unit/s and prepare Motor Vehicle Inspection Report  Forward application documents to Record Section for franchise verification (FV)	Within 5 days	Aykinal O. Abdulgafur
7		<b>Record Section</b> Prepare franchise verification  Forward FV and application docs to TED		Linda J. Mohammad
8	Proceed to TED and present original OR and submit copy of the same  - end -	<b>TED</b> Receive copy of OR  Stamp clearance of accounts  <b>Legal Section</b>  Evaluate authenticity of application documentary requirements  Prepare Order  Review and recommend Order for approval/denial  Forward Order to the CTDO for review	6 days	Swilbeny J. Baybayan  Maria Luisa B. Lahaman / Milagros M. Toribio
9		<b>CTDO</b> Review the Order  Forward Order to the Regional Director for signature	*30 min	Zerita F. Climaco
10		<b>Regional Director</b> Regional Director signs the Order	*1 day	Atty. Abdulgafur A. Mohammad
11		<b>Docket Section</b> Docket the Order  Record and forward Order to Record Section for release	*20 min	Linda J. Mohammad
12		<b>Record Section</b> Release copy of Order to applicant	*15 min	Linda J. Mohammad

*\*Time may vary depending on the volume of applications/documents received on the day*

Notes:

- 1) In case of unforeseen events beyond the control of LTFRB, please be informed that there will be an extension of another two (2) days before the requested document could be released to the requesting party.
- 2) For inquiries, recommendations on improving the process or other concerns, please coordinate with:

**ZERITA F. CLIMACO**  
OIC, CTDO  
Contact Number: 991 -4130  
E-mail: [jelle46@yahoo.com](mailto:jelle46@yahoo.com)