

REQUIREMENT FORM

Change of Chassis

Notes:

1. Use lemon (yellow)-colored folder and secure photocopies/CTC of all required documents (Please note that original copies of the same should be presented during filing).
2. Tab every document corresponding to numbers on this form.

<input type="checkbox"/>	1. 4 copies of Verified Application Form/Petition
<input type="checkbox"/>	2. 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).
<input type="checkbox"/>	3. Original Special Power of Attorney (SPA) and valid identification documents for authorized representative of individual petitioner.
<input type="checkbox"/>	4. Copy of Certificate of Registration (CR) and Official Receipt (OR) of unit/s to be dropped
<input type="checkbox"/>	5. License plates of unit/s to be dropped (to be surrendered)
<input type="checkbox"/>	6. 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
<input type="checkbox"/>	7. Copy of LTO Certificate of Stock Report
<input type="checkbox"/>	8. Copy of PNP-HPG Motor Vehicle Clearance Certificate and PNPCLG Macro-Etching Certificate
<input type="checkbox"/>	9. Copy of the Land Bank of the Philippines Official Receipt (OR) of PNP-HPG Motor Vehicle Clearance
<u>For Cooperatives:</u>	
<input type="checkbox"/>	10. Copy of Management Agreement between the Cooperative and the member/owner of the substitute unit/s
<input type="checkbox"/>	11. Copy of the Board Resolution authorizing the change of chassis
<input type="checkbox"/>	12. 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
<input type="checkbox"/>	13. Copy of the Indorsement of the Office of Transport Cooperative
<u>For Corporations:</u>	
<input type="checkbox"/>	14. Copy of Board Resolution authorizing the change of chassis
<input type="checkbox"/>	15. Copy of Board Resolution/ Secretary's certificate of authorized representative/s

Remarks:

Name & Signature of Receiving Officer

Date and Time Received: _____