

NOTICE OF CHANGE OF ENGINE

WHO CAN AVAIL OF THE SERVICE

Holders of valid Certificate of Public Convenience (CPC) who changed the engine of an authorized unit with another engine because the former is no longer fit for public service.

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.*
- 3. The engine shall be registered first with the Land Transportation Office (LTO) before Operator submits the application to LTFRB.*

REQUIREMENTS

General:

1. 4 copies of Notice of Change of Engine
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 copy of the Certificate of Registration (CR) and Official Receipt (OR) covering the new engine duly issued by the Land Transportation Office (LTO)

Additional Requirements:

For Cooperatives:

1. Copy of the Board Resolution authorizing the Change of Engine
2. Copy of the Board Resolution authorizing the representative to file petition, follow-up, receive order on decision, and sign paper on document to the realization of the aforesaid matters.

For Corporations:

1. Copy of Board Resolution authorizing the Change of Engine
2. 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

Certification Fee:

Php 50.00 per unit

HOW TO AVAIL OF THE SERVICE

Step	Requesting Party/ Client	Concerned LTFRB Division	Duration	Person-in- Charge
1	Download Notice of Change of Engine Template, Requirement Form, and Processing Schedule Forms (PSF) in the LTFRB website or Get the Forms from the LTFRB Help Desk			

Step	Requesting Party/ Client	Concerned LTFRB Division	Duration	Person-in-Charge
2	Present Notice of Change of Engine with corresponding requirements to Receiving Section	Receiving Section Check the completeness of submitted documentary requirements Provide call number to applicant	*15 min	Linda J. Mohammad
	Secure call number and wait to be called	If submission is complete, prepare POS to include filing and legal research fees. Call out applicant and issue POS and give back application documents <i>Note: Application with incomplete requirements will not be processed.</i>		Swilbeny J. Baybayan
3	Present call number, receive POS and application documents and proceed to cashier to give POS and settle payment	Cashier Receive POS and payment and issue Official Receipt (OR) and copy of POS	5 min	Zerita F. Climaco
4	Proceed to Records Section, present original OR, submit photocopy of OR and application documents	Records Section Officially receive application documents and provide copy of PSF to applicant	*10 min	Linda J. Mohammad
5	Secure PSF and come back on scheduled date	Modify/Update records Certify/sign 4 copies of the Notice of Change of Engine Forward Applicant's copy of Notice of Change of Engine to Help Desk for Release	*3 days	Linda J. Mohammad
6	Proceed to Records Section, show OR as well as PSF and get Confirmation Certificate	Records Section Issue Applicant's copy of Notice of Change of Engine certified by the Records Officer	5 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 recommendations, inquiries, suggestions or other concerns, please coordinate with:

ZERITA F. CLIMACO
OIC, CTDO
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