

**REQUIREMENT FORM****Change of Name****Notes:**

1. Use pink-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.

1. 4 copies of Verified Application Form/Petition
2. 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 Special Power of Attorney (SPA) and valid identification documents for authorized representative of individual petitioner.
4. Certificate of Registration (CR) and Official Receipt (OR) of authorized unit/s with year model duly issued by the Land Transportation Office (LTO)

**For Individuals:**

5. Marriage Certificate (for change of name due to change in civil status)

**For Cooperatives:**

6. Certificate of Amendment indicating the approval of the change of name duly issued by the Cooperative Development Authority (CDA)
7. Newly issued Articles of Cooperation and By Laws
8. Board Resolution authorizing the change of name
9. 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
10. Endorsement of the Office of Transport Cooperative conforming to the involuntary dropping

**For Corporations:**

11. Amended Certificate of Incorporation under the amended name duly issued by the Securities and Exchange Commission (SEC)
12. Newly issued Articles of Incorporation and By Laws
13. Board Resolution authorizing the change of name
14. Board Resolution/ Secretary's certificate of authorized representative/s

Remarks:

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 Name & Signature of Receiving Officer

Date and Time Received: \_\_\_\_\_