

REQUIREMENT FORM

Change of Party

Notes:

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

<input type="checkbox"/>	1. 5 copies of Verified Application Form
<input type="checkbox"/>	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).
<input type="checkbox"/>	3. 2 copies of Operator's Data Sheet with recent 2x2 photograph.
<input type="checkbox"/>	4. Certificate of Registration (CR) or Official Receipt (OR) authorized units with year model duly issued by the Land Transportation Office (LTO)
<input type="checkbox"/>	5. Proof of Publication of Notice of Hearing (Original Affidavit of Publication or Copy of Notice as published) - <i>To be submitted during actual hearing</i>
<u>For Death of Franchisee:</u>	
<input type="checkbox"/>	6. Death Certificate
<input type="checkbox"/>	7. Deed of Extrajudicial Settlement of Estate or Affidavit of Adjudication as Sole Heir
<input type="checkbox"/>	8. Affidavit of Publication issued by the publisher (including the actual copies of each issue) relative to the publication of the Extrajudicial Settlement of Estate or Affidavit of Adjudication as Sole Heir that was published once a week for 3 consecutive weeks
<u>From Single Proprietor to Corporation:</u>	
<input type="checkbox"/>	9. Article of Incorporation and By Laws
<input type="checkbox"/>	10. Board Resolution authorizing the change of party
<input type="checkbox"/>	11. Board Resolution/ Secretary's Certificate of authorized representative

Remarks:

Name & Signature of Receiving Officer

Date and Time Received: _____