

APPLICATION FOR CHANGE OF PARTY

WHO CAN AVAIL OF THE SERVICE

Applicant who intends to request for re-assignment of Certificate of Public Convenience (CPC) or change of party.

Notes:

1. Applicant is required to personally appear upon submission of application. For succeeding process steps, authorized representatives are allowed upon presentation of Special Power of Attorney (SPA) and valid identification documents.
2. For applicant corporations/cooperatives/others, authorized representative should present valid Board Resolution Authorization for this purpose and identification documents.
3. There shall be no monetary transaction for the assignment of CPC or change of party.

REQUIREMENTS**

***Photocopies should be submitted upon filing of application while originals are to be presented during the hearing*

General:

1. 5 copies of Verified Application Form
2. Original and copy of Valid Government-Issued Identification Card with photograph of Applicant (Driver's License, SSS, PAG-IBIG, BIR, Phil Health, Postal, Voter's ID, or Philippine Passport).
3. 2 copies of Operator's Data Sheet with recent 2x2 photograph
4. **Certificate of Registration (CR) or Official Receipt (OR) authorized units with year model duly issued by the Land Transportation Office (LTO)
5. Proof of Publication of Notice of Hearing (Original Affidavit of Publication or Copy of Notice as published) - *To be submitted during actual hearing*

Additional Requirements:

For Death of Franchisee:

1. **Death Certificate
2. **Deed of Extrajudicial Settlement of Estate or Affidavit of Adjudication as Sole Heir
3. **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

From Single Proprietor to Corporation:

1. **Article of Incorporation and By Laws
2. **Board Resolution authorizing the change of party
3. **Board Resolution/ Secretary's Certificate of authorized representative

SCHEDULE OF THE AVAILABILITY OF SERVICE

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

FEES

Filing Fee:

Php 510.00

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	Officer-In-Charge
1	Download Application Form template, Requirement Form, Statement of Financial Capability 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	Receiving Section 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		TED If submission is complete, prepare POS to include fees for the following: <ul style="list-style-type: none"> ▪ Filing ▪ Franchise Verification ▪ Legal Research Fee Call out applicant and issue POS together with application documents. <i>Note: Application with incomplete requirements will not be received.</i>	*10 min	Swilbeny J. Baybayan
4	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
5	Proceed to Receiving Section, present original OR and submit photocopy of OR and application documents including accomplished PSF	Receiving Section Officially receive application documents and provide applicant with PSF	*10 min	Linda J. Mohammad
6	Receive PSF then return on scheduled date	Receiving Section Forward application documents to Record Section for franchise verification (FV)		Linda J. Mohammad
7		Records Section Prepare FV Forward FV and application docs to TED	10 min	Linda J. Mohammad

Step	Requesting Party/ Client	Concerned LTFRB Division	Duration	Officer-In-Charge
8		Stamp clearance of accounts to the application form Forward application documents to Legal Division	*10 min	Swilbeny J. Baybayan
9		LEGAL DIVISION Receive, log case folder and stamp schedule of hearing on the case folder Prepare 5 copies of Notice of Hearing and forward to Chief of Legal Division Sign 5 copies of Notice of Hearing	*1 day	Maria Luisa B. Lahaman / Milagros M. Toribio Zerita F. Climaco
10	Proceed to Legal Division, present PSF, retrieve Notice of Hearing, and come back on scheduled hearing date <i>Note: Notice of Hearing should be published and copies forwarded to affected parties. Proof of publication of the Notice of Hearing and originals of documentary requirements shall be presented during the Hearing.</i>	LEGAL Release Notices of Hearing to recipients: 1) Applicant/Counsel 2) Legal Division 3) Case Folder 4) LTO 5) Record Section	*10 min	Maria Luisa B. Lahaman / Milagros M. Toribio
11	Attend Hearing on scheduled date - end - <i>Note: Applicant will receive LTFRB Decision/ Resolution relative to the Application via Registered Mail. He/ She will also be notified via SMS</i>	LEGAL Conduct hearing	*45 min	Maria Luisa B. Lahaman / Milagros M. Toribio
12		Prepare Decision/Resolution Review and recommend Decision/Resolution Forward Decision/Resolution to the CTDO for review	*3 days	Maria Luisa B. Lahaman / Milagros M. Toribio

Step	Requesting Party/ Client	Concerned LTFRB Division	Duration	Officer-In- Charge
13		TED Review the Decision/Resolution Forward Decision/Resolution to the Regional Director for signature	*1 day	Zerita F. Climaco
14		Regional Director Regional Director signs the Decision/Resolution	*1 day	Atty. Abdulgafar A. Mohammad
15		Docket Section Docket the Decision / Resolution Record and forward Decision / Resolution to Record Section for release	*20 min	Linda J. Mohammad
16		Record Section Release copy of Decision / Resolution to applicant	*15 min	Linda J. Mohammad

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

Notes:

- 1) Re: Hearing – If the petitioner and counsel fail to appear on the initial scheduled hearing, the case shall be reset to another date. However, only a maximum of two (2) resetting within a period of one (1) month shall be allowed. Failure to appear on the third (3rd) scheduled hearing shall automatically dismiss the application for lack of interest.
- 2) For applications declared contested, a clarificatory conference or hearing before the Board en Banc will be set as the need arise.
- 3) In case of unforeseen events beyond the control of LTFRB, please be informed that there will be an extension of fifteen (15) days before the Decision/Resolution could be released to the requesting party.
- 4) For inquiries, recommendations on improving the process or other concerns, please coordinate with:

ZERITA F. CLIMACO
OIC, CTDO
Contact Number: 9914130
E-mail: jaelle46@yahoo.com