

## **APPLICATION FOR CHANGE VENUE OF REGISTRATION**

### **WHO CAN AVAIL OF THE SERVICE**

Holder of valid Certificate of Public Convenience (CPC) who intends to change Land Transportation Office (LTO) location in which his unit/s is/are registered.

*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*

### **REQUIREMENTS**

General:

1. 4 copies of Verified Petition
2. Original and copy of Valid Government-Issued Identification Card with photograph of Applicant/Petitioner and current address (Driver's License, SSS, PAG-IBIG, BIR, Phil Health, Postal, or Voter's ID)
3. Original and Photocopy Certificate of Registration (CR) and Official Receipt (OR) of authorized unit/s with year model duly issued by the Land Transportation Office (LTO)

Additional Requirements:

*For Cooperatives:*

1. Original and Copy of the Board Resolution authorizing the change venue of registration.
2. Original and 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.

*For Corporations:*

1. Original and Copy of Board Resolution authorizing the change venue of registration.
2. Original and 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**

***Filing Fee:***

Php 250.00 first two (2) units

Php 70.00 per unit in excess of two (2) units

***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	Person-in-Charge
1	Download Application Form template, Requirement 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	<b>Receiving Section</b> 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		<b>TED</b> If submission is complete, prepare POS to include fees for the following: <ul style="list-style-type: none"> <li>▪ Filing</li> <li>▪ Franchise Verification</li> <li>▪ Legal Research Fee</li> </ul> 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	<b>Cashier</b> 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	<b>Receiving Section</b> Officially receive application documents and provide applicant with duplicate copy of PSF	*10 min	Linda J. Mohammad
6	Secure PSF then return on scheduled date	Forward application documents to Record Section for franchise verification (FV)	10 min	Linda J. Mohammad
7		<b>Records Section</b> Prepare franchise verification  Forward FV and application docs to TED	10 min	Linda J. Mohammad

Step	Requesting Party/ Client	Concerned LTFRB Division	Duration	Person-in-Charge
8	Proceed to TED and present original OR and submit copy of the same  - end -  <i>Note: Applicant will receive LTFRB Order relative to the Application via Registered Mail. He/She will also be notified via SMS</i>	<b>TED</b> Receive copy of OR  Stamp clearance of accounts  <b>Legal Section</b>  Evaluate authenticity of application documentary requirements  Prepare Order  Review and recommend Order for approval/denial  Forward Order to the Office of the Regional Director for signature	6 days	Swilbeny J. Baybayan   Maria Luisa B. Lahaman / Milagros M. Toribio   Zerita F. Climaco
9		<b>Regional Director</b> Signs the Order	*1 day	Atty. Abdulgafar A. Mohammad
10		<b>Docket Section</b> Docket the Order  Record and forward Order to Record Section for release	*20 min	Linda J. Mohammad
11		<b>Record Section</b> Release copy of Order to applicant	*15 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 inquiries, recommendations on improving the process or other concerns, please coordinate with:

**ZERITA F. CLIMACO**  
OIC, CTDO  
Contact Number: 991-4130  
E-mail: jaelle46@yahoo.com