

# APPLICATION FOR ADOPTION OF COLOR SCHEME OR TRADE NAME

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

Holders of valid Certificate of Public Convenience (CPC) who intend to change their adopted color scheme or registered trade name.

*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 (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) of authorized unit with year model issued by the Land Transportation Office (LTO)
4. Original and copy of valid Certificate of Business Name issued by Department of Trade and Industry (DTI)- *For Trade Name Petition only*
5. Picture of design and color specification- *For color scheme Petition only*

Additional Requirements:

*For Cooperatives:*

1. Original and Copy of the Board Resolution authorizing the Adoption of Color Scheme or Trade Name
2. Original and 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. Original and Copy of Board Resolution authorizing the Adoption of Color Scheme or Trade Name
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

***Inspection Fee:***

Php 50.00 – small PUV

Php 100.00 – buses and trucks

***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>▪ Inspection of Unit</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>	*5 min	Swilbeny J. Baybayan
4	Receive POS and application documents from TED 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, application documents, including accomplished PSF	<b>Receiving Section</b> Officially receive application documents and provide applicant with duplicate copy of PSF <sup>1</sup>	*10 min	Linda J. Mohammad

<sup>1</sup> PSF will include schedule of inspection as well as date of return to the office to complete the process

Step	Requesting Party/ Client	Concerned LTFRB Division	Duration	Person-in-Charge
6	Secure copy of PSF then return on scheduled date	<b>TED</b> Conduct inspection of unit/s and prepare Motor Vehicle Inspection Report  Forward application documents to Record Section for franchise verification (FV)	Within 5 days	Aykinal O. Abdulgafur
7		<b>Records Section</b> Prepare franchise verification  Forward FV and application docs to TED		Linda J. Mohammad
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 CTDO for review	6 days	Swilbeny J. Baybayan  Maria Luisa B. Lahaman / Milagros M. Toribio
9		<b>CTDO</b> Review the Order and forward to the Regional Director for signature	*30 min	Zerita F. Climaco
10		<b>Regional Director</b> Regional Director signs the Order	*1 day	Atty. Abdulgafar A. Mohammad
11		<b>Docket Section</b> Docket the Order  Record and forward Order to Record Section for release	*20 min	Linda J. Mohammad
16		<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) Please be reminded that the Operator needs to submit a photograph (5R) of the unit adopting the color scheme approved by LTFRB during Confirmation of Unit/s.
- 2) 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.
- 3) 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](mailto:jaelle46@yahoo.com)