

APPLICATION FOR CONFIRMATION OF UNITS

WHO CAN AVAIL OF THE SERVICE

Holders of valid Certificate of Public Convenience (CPC) who intend to comply with the annual requirements of confirming franchise in line with the annual registration of units with LTO.

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 authorization letter and valid identification documents.*
- 2. For corporations/cooperatives/others, please see corresponding requirements below*

REQUIREMENTS

1. Accomplished Confirmation of Units Request 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. Original and Copy of Passenger Accident Insurance Coverage, except for Truck-for-Hire
4. Original and Copy of Compulsory Third Party Liability Insurance (CTPL)
5. Copy of LTO OR/CR of the previous year

Additional Requirements:

For Cooperatives:

1. Original and copy of Board Resolution authorizing the representative to file petition, follow-up, receive order or decision, and sign paper or document to the realization of the aforesaid matters.

For Corporations:

1. 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 40.00 per unit.

Certificate of Confirmation & Sticker:

Php 75.00

Supervision Fee:

Php 70.00 per automobile

Php 70.00 per unit (less than 2 tons gross capacity)

Php 140.00 per unit (less than 3 tons gross capacity)

Php 210.00 per unit (for 3 tons gross capacity but less than 4 tons)

Php 90.00 per tone per unit (for 4 tons and above)

HOW TO AVAIL OF THE SERVICE

Step	Requesting Party/ Client	Concerned LTFRB Division	Duration	Person-in- Charge
1	Download Request Form and Processing Schedule Forms (PSF) in the LTFRB website or Get the Forms from the LTFRB Help Desk			
2	Present request form with corresponding requirements to Receiving Section	Receiving Section Check the completeness of Application particularly submitted documentary requirements Provide call number to applicant	*10 min	Linda J. Mohammad
	Secure call number and wait to be called	If submission is complete, prepare POS to include fees mentioned as applicable: Call out applicant and issue POS and give back application documents <i>Note: Application with incomplete requirements will not be processed.</i>	10 min	Swilbeny J. Baybayan
3	Present call number, 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
4	Proceed to Receiving Section, present original OR, submit photocopy of OR and application documents	Receiving Section Officially receive application documents and provide copy of PSF to applicant	*10 min	Linda J. Mohammad
5	Secure PSF and come back on scheduled date	Prepare Confirmation Certificate Forward Certificate to Record Section for Release	10 min	Linda J. Mohammad
6	Proceed to Record Section, show OR as well as PSF and get Confirmation Certificate	Record Section Issue Confirmation Certificate	5 min	Linda J. Mohammad

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

Note:

- 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) To claim the Confirmation Certificate Sticker, please present original copy of LTO Official Receipt and submit photocopy of OR as proof of registration for the current year to MID-Window-8.
- 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: jelle46@yahoo.com