

REPUBLIC OF THE PHILIPPINES  
Department of Transportation and Communications  
LAND TRANSPORTATION FRANCHISING AND REGULATORY BOARD  
Tiguma, Pagadian City

**REQUEST FOR CONFIRMATION OF UNITS**

FILING DATE : \_\_\_\_\_

DUE DATE : \_\_\_\_\_

CASE NO. : \_\_\_\_\_

NAME OF OPERATOR/ REPRESENTATIVE: \_\_\_\_\_

COMPLETE ADDRESS: \_\_\_\_\_

MOBILE NO. : \_\_\_\_\_

TYPE OF SERVICE:

PUJ  TX  PUB  VFH  SB  SHB  TB  TH  TTS

CHASSIS NO: \_\_\_\_\_ YEAR MODEL: \_\_\_\_\_ PLATE NO. \_\_\_\_\_

\_\_\_\_\_  
NAME AND SIGNATURE OF REQUESTING PARTY

**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

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. *\*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.*

*\* After processing of Confirmation of Units*