

REQUIREMENT FORM

Dropping and Substitution

Notes:

1. Use lemon (yellow)-colored folder and secure photocopies/CTC of all required documents (Please note that original copies of the same should be presented during filing).
2. Tab every document corresponding to numbers on this form.

- 1. 4 copies of Verified Application Form/Petition
- 2. 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 Special Power of Attorney (SPA) and valid identification documents for authorized representative of individual petitioner.
- 4. Certificate of Registration (CR) and Official Receipt (OR) of unit/s to be dropped
- 5. License plates of unit/s to be dropped (to be surrendered)
- 6. (For new mortgaged substitute unit/s) Certified True Copy of the Official Receipt from the financing bank.
- 7. Sales Invoice of substitute unit/s
- 8. Delivery Receipt of substitute unit/s
- 9. Official Receipt and Certificate of Registration of substitute unit/s

For Car-Napped units:

- 10. Police report
- 11. PNP-HPG certificate of non-recovery of unit

For Cooperatives:

- 12. Management Agreement between the Cooperative and the member/owner of the substitute unit/s
- 13. Board Resolution authorizing the dropping of the unit with concurrence by the dropped member unless delinquent
- 14. 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
- 15. Indorsement of the Office of Transport Cooperative conforming to the involuntary dropping

For Corporations:

- 16. Board Resolution authorizing the dropping of the unit with concurrence by the dropped member unless delinquent
- 17. Board Resolution/ Secretary's certificate of authorized representative/s

Remarks:

Name & Signature of Receiving Officer

Date and Time Received: _____