

APPLICATION FOR DROPPING OF UNIT

WHO CAN AVAIL OF THE SERVICE

Holders of valid Certificate of Public Convenience (CPC) or vendee who intend to drop an authorized unit.

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 (To be accomplished by the Operator)
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 Photocopy OR/CR of unit/s to be dropped
4. License plates of unit/s to be dropped
5. Original and copy of Deed of Sale, if applicant is the vendee

Additional Requirements:

For Car-Napped units:

1. Original and copy of police report
2. Original and copy of PNP-HPG certificate of non-recovery of unit

For Cooperatives:

1. Original and Copy of Deed of Reconveyance between the Cooperative and the member/owner of the substitute unit/s
2. Original and Copy of the Board Resolution authorizing the dropping of the unit with concurrence by the dropped member unless delinquent
3. 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.
4. Original and Copy of the Indorsement of the Office of Transport Cooperative.

For Corporations:

1. Original and Copy of Board Resolution authorizing the dropping of the unit with concurrence by the dropped member unless delinquent
2. Original and Copy of Board Resolution/ Secretary's certificate of authorized representative/s

For Taxi:

1. Calibration booklet
2. Pull-tight seal

*Note: The Operator is given a period of **30 days** from the date of receipt of Dropping Order to substitute a dropped unit*

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	Receiving Section 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		TED If submission is complete, prepare POS to include fees for the following: <ul style="list-style-type: none">▪ Filing▪ Franchise Verification▪ Legal Research Fee 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	Cashier Receive POS and payment and issue Official Receipt (OR) and copy of POS	*5 min	Zerita F. Climaco

Step	Requesting Party/ Client	Concerned LTFRB Division	Duration	Person-in-Charge
5	Proceed to Receiving Section, present original OR and submit photocopy of OR, application documents, including accomplished PSF, and surrender license plates of unit/s to be dropped. <i>Note: For Taxi, Calibration Booklet and Pull-Tight Seal should also be surrendered</i>	Receiving Section Officially receive application documents Process surrendered license plates and provide applicant with duplicate copy of Receipt of Return Plate and PSF	*10 min	Linda J. Mohammad
6	Secure Receipt of Return Plate and PSF then return on scheduled date	Forward application documents to Record Section for franchise verification (FV)	10 min	Linda J. Mohammad
7		Record Section Prepare franchise verification Forward FV and application docs to TED	10 min	Linda J. Mohammad
8	Proceed to TED and present original OR and submit copy of the same - end -	TED Receive copy of OR Stamp clearance of accounts Legal Section 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
12		CTDO Review the Order Forward to the Regional Director for signature	*30 min	Zerita F. Climaco
13		Regional Director Signs the Order	*1 day	Atty. Abdulgafar A. Mohammad
15		Docket Section Docket the Order Record and forward to Record Section for release	*20 min	Linda J. Mohammad

Step	Requesting Party/ Client	Concerned LTFRB Division	Duration	Person-in- Charge
16		Record Section 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