

APPLICATION FOR EXTENSION OF VALIDITY OF CPC

WHO CAN AVAIL OF THE SERVICE

Holders of valid Certificate of Public Convenience (CPC) who intend to extend the validity of their expiring CPC.

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
3. Operators can already apply for this service one year prior to the expiration date of their CPC

REQUIREMENTS

General:

1. 5 copies of Verified Application Form/Petition
2. 2 accomplished copies of Operator Data Sheet with 2x2 photograph
3. 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).
4. Accomplished copy of Statement of Financial Capability Form
5. Evidence of Financial Capability (Latest copy of Income Tax Return or Bank Certificate)
6. *Original and copy of Certificate of Business Name issued by the Department of Trade and Industry (DTI)

**except PUJ*

7. Original and copy of Bank Statement for the past 2 years. Current balance or cash in bank should correspond to LTFRB requirement of
 - a. Php30,000/unit for PUB and Trucks-for-Hire
 - b. Php10,000/unit for all other modes of transportation
8. Original and copy of OR/CR of authorized units with year model
9. Evidence of Filipino Citizenship

For individual applicant:

-Original and copy of authenticated Birth Certificate from National Statistics Office (NSO) issued within the past 3 months prior to submission of application or valid Philippine Passport

For juridical entity:

-Original and copy of Articles of Partnership/Incorporation and By Laws for Partnership or Corporation

-Articles of Cooperation and By Laws for Cooperatives

10. Location map and picture with dimension of garage with TCT/Tax declaration or Contract of Lease with specific garage area
11. Copy of Passenger Accident Insurance Coverage
12. Proof of Publication of Application – Affidavit of Publication or Copy of Application as published (To be submitted after filing of application)

Additional Requirements:

For Tourist Transport Service:

1. Original and copy of Valid DOT Accreditation Certificate/Letter
2. Original and copy of Valid MIAA Concessionaire Agreement (For TTS Coupon Taxi)
3. Original and copy of Valid MIAA and/or hotel Concessionaire Agreement (For TTS Rent-a-Car)

For School Service:

1. Original and copy of valid Parent-Teacher Association or School Certification Authorizing/Accrediting the School Service

For Cooperatives:

1. Original and copy of Valid Certificate of Registration from Cooperative Development Authority (CDA)
2. Original and copy of Certification of Good Standing from the Office of Transportation Cooperatives (OTC)
3. Original and copy of Management Agreement between the Cooperative and the member
4. Original and copy of 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

For Corporations:

1. Original and copy of Certificate of Good Standing duly issued by SEC
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 510.00 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, Statement of Financial Capability Form, and Processing Schedule Forms (PSF) in the LTFRB website or Get the forms from the LTFRB Help Desk			
2	Present verified Application Form with corresponding requirements to Receiving Section and secure call number	<i>Receiving Section</i> Check the completeness of Application particularly submitted documentary requirements and authenticate copies from original Provide call number to applicant	*5 min	Linda J. Mohammad

Step	Requesting Party/ Client	Concerned LTFRB Division	Duration	Person-In- Charge
3		<p>TED If submission is complete, prepare POS to include fees for the following:</p> <ul style="list-style-type: none"> ▪ Filing ▪ Franchise Verification ▪ Inspection of Unit ▪ Legal Research Fee <p>Call out applicant and issue POS together with application documents.</p> <p><i>Note: Application with incomplete requirements will not be received.</i></p>	*10 min	Swilbeny J. Baybayan
4	Receive POS and application documents and proceed to cashier to give POS and settle payment	<p>Cashier Receive POS and payment and issue Official Receipt (OR) and copy of POS</p>	5 min	Zerita F. Climaco
5	Proceed to Receiving Section, present original OR and submit photocopy of OR and application documents including accomplished PSF	<p>Receiving Section Officially receive application documents and provide applicant with PSF¹ (including instruction to publish Application Form)</p>	*10 min	Linda J. Mohammad
6	Receive PSF then return on scheduled date	<p>TED Conduct inspection of unit/s and prepare Motor Vehicle Inspection Report</p> <p>Forward application documents to Records Section for franchise verification (FV)</p>	30 min	Aykinal O. Abdulgafur
7		<p>Records Section Prepare FV</p> <p>Forward FV and application docs to TED</p>		Linda J. Mohammad
8	Proceed to TED and present original OR and submit a copy of the same - end -	<p>TED Receive OR</p> <p>Stamp clearance of accounts to the application form</p> <p>Forward application documents to Legal Division</p>	*10 min	Swilbeny J. Baybayan

¹ 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
9		<p>LEGAL DIVISION Receive application docs</p> <p>Evaluate authenticity and content of application documents and performance of applicant in the past five years</p> <p>Prepare Decision/Resolution</p> <p>Review Decision/Resolution and recommend for approval/denial</p> <p>Forward Decision/Resolution to the CTDO for review</p>	*6 days	Maria Luisa B. Lahaman / Milagros M. Toribio
10		<p>CTDO Review the Decision/Resolution</p> <p>Forward Decision/Resolution to the Regional Director for signature</p>	*1 day	Zerita F. Climaco
11		<p>Regional Director Signs the Decision/Resolution</p>	*1 day	Atty. Abdulgafar A. Mohammad
12		<p>Docket Section Docket the Decision/Resolution</p> <p>Record and forward Decision/Resolution to Record Section for release</p>	*20 min	Linda J. Mohammad
13		<p>Record Section Release copy of Decision/Resolution to applicant</p>	*15 min	Linda J. Mohammad

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

Notes:

- 1) For applications declared contested, a clarificatory conference or hearing before the Board en Banc will be set as the need arise.
- 2) In case of unforeseen events beyond the control of LTFRB, please be informed that there will be an extension of another five (5) days before the Decision/Resolution 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
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