

**REQUIREMENT FORM****Extension of Validity of CPC***Notes:*

1. Use blue-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. 5 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. 2 Operator Data Sheet with 2x2 photograph
5. Accomplished Statement of Financial Capability Form
6. Evidence of Financial Capability (Latest copy of Income Tax Return or Bank Certificate)
7. Certificate of Business Name issued by the Department of Trade and Industry (DTI) (*except PUJ*)
8. 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
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. Copy of Certificate of Registration (CR) and Official Receipt (OR) of unit/s with year model
11. Location map and picture with dimension of garage with TCT/Tax declaration or Contract of Lease with specific garage area
12. Copy of Passenger Accident Insurance Coverage
13. Proof of Publication of Application – Affidavit of Publication or Copy of Application as published (To be submitted after filing of application)
- For Tourist Transport Service:**
14. Valid DOT Accreditation Certificate/Letter
15. Valid MIAA Concessionaire Agreement (For TTS Coupon Taxi)
16. Valid MIAA and/or hotel Concessionaire Agreement (For TTS Rent-a-Car)

**For Cooperatives:**

- 17. Valid Certificate of Registration from Cooperative Development Authority (CDA)
- 18. Certification of Good Standing from the Office of Transportation Cooperatives (OTC)
- 19. Management Agreement between the Cooperative and the member
- 20. 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

**For Corporations:**

- 21. Certificate of Good Standing duly issued by SEC
- 22. Copy of Board Resolution/ Secretary's certificate of authorized representative/s

Remarks:

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Name & Signature of Receiving Officer

Date and Time Received: \_\_\_\_\_