

APPLICATION FOR SPECIAL PERMIT – WITH PETITION

WHO CAN AVAIL OF THE SERVICE

Holders of valid Certificate of Public Convenience (CPC) who intend to request for permission to make trips outside of his authorized route (PUB only).

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 Application Form/Petition
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 copy of OR/CR of authorized unit/s with year model (Should not be 15 years old and above)
4. Original and copy of Passenger Accident Insurance Coverage

Additional Requirements:

For Cooperatives:

1. Original and Copy of the Board Resolution authorizing the application for special permit.
2. Original and Copy of the Board Resolution authorizing the representative to file petition, follow-up, receive order, and sign paper on document to the realization of the aforesaid matters.

For Corporations:

1. Original and Copy of Board Resolution authorizing the application for special permit.
2. Original and Copy of Board Resolution/ Secretary's certificate of authorized representative/s

Notes:

1. ***For Metro Manila Bus Operators*** – *the units proposed to be operated under a Special Permit shall not exceed 25% of the authorized units on the line where they are granted CPC.*
2. ***For Provincial Bus Operators*** – *the line where the petitioner's units are proposed to be operated to meet the expected increase in passenger traffic must be an authorized line of the petitioner and the units shall not exceed 25% of the authorized units on the line where they are granted CPC.*

SCHEDULE OF THE AVAILABILITY OF SERVICE

Monday – Friday,
8:00 a.m. to 5:00 p.m.

FEES

Franchise Verification Fee:

Php 40.00

Filing Fee:

Php 250.00 first two (2) units

Php 70.00 per unit in excess of two (2) units

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 and wait to be called	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 <i>Note: Application with incomplete requirements will not be received.</i>	*10 min	Swilbeny J. Baybayan
4	Receive POS and application documents from TED 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
5	Proceed to Receiving Section, present original OR and submit photocopy of OR Secure copy of PSF and come back on scheduled date	Receiving Section Officially receive application documents and provide PSF to applicant Forward application documents to Records Section for Franchise Verification (FV)	*10 min	Linda J. Mohammad
7		Records Section Prepare Franchise Verification (FV) Forward FV and application documents to TED	*15 min	Linda J. Mohammad

Step	Requesting Party/ Client	Concerned LTFRB Division	Duration	Person In- Charge
8		TED Evaluate application documents Prepare Special Permit Order and Certification for each unit Review and Recommend Order for approval/denial Forward Order to the Regional Director for signature	*25 min	Zerita F. Climaco Linda J. Mohammad Zerita F. Climaco
9		Regional Director Regional Director signs the Order	*1 day	Atty. Abdulgafar A. Mohammad
10		Docket Section Docket the Order Forward Order to Receiving Section for release	*20 min	Linda J. Mohammad
12	Proceed to Receiving Section, present PSF, and Secure Special Permit	Receiving Section Release the Special Permit Order Furnish copy to Record Section for encoding	*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 one (1) day 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
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