

# REQUIREMENT FORM

## Upgrade/ Downgrade of Unit

**Notes:**

- 1. Use light brown-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. 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 Special Power of Attorney (SPA) and valid identification documents for authorized representative of individual petitioner.
- 4. Copy of Certificate of Registration (CR) and Official Receipt (OR) of authorized units with year model duly issued by the Land Transportation Office (LTO)

**For Cooperatives:**

- 5. Copy of the Board Resolution authorizing the upgrading/downgrading of unit/s
- 6. 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:**

- 7. Copy of Board Resolution authorizing the upgrading/downgrading of unit/s
- 8. 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: \_\_\_\_\_