

**[ OTC Memorandum Circular No. 2015-02-003,  
February 12, 2015 ]**

**GUIDING AND REMINDING DEPOSITIONS FOR THE CIRCULATED  
GUIDELINES ON THE ISSUANCE OF CERTIFICATE OF GOOD  
STANDING (CGS) TO TRANSPORT SERVICE COOPERATIVES**

*Adopted: 12 February 2015*

*Date Filed: 26 August 2015*

For the appropriate guidance of all transport service cooperatives intending to secure their respective CGS starting the year 2015 and to avoid confusion/misunderstanding, this memorandum circular is issued to unify the general and supplemental conditions of **Memorandum Circular No. 2014-03-004** dated **03 March 2014** and **Memorandum Circular No. 2014-09-012** dated **03 September 2014** –“**Guidelines and supplemental conditions on the Issuance of Certificate of Good Standing (CGS) to Transport Service Cooperatives**”.

In this regard, all officers of accredited transport service cooperatives (TSCs) are hereby reminded on the additional documentary requirements and other new conditions for CGS issuances, aside from the usual, as follows:

ARTICLE/ITEM	REFERENCE	REMARKS
Explanation Letter/Justification Write- up for non- renewal of CGS (1 year and above the preceding current application)	Article V (Documentary Requirements), paragraph 2 and Article IX (Basis for Non- Issuance/Withdrawal of CGS) of the MC No. 2014-03-004 dated 03 March 2014	Explanation/justification should be complete in essence presenting all needed facts and other supporting data/information
Summary Report on TC Members Profile	Article V (Documentary Requirements), Item F of the MC No. 2014-03- 004 dated 03 March 2014	Should be duly and completely accomplished
Master Plan on the TC Compliance with the required Minimum Number of “Coop- Owned” Vehicles/Units	Required under MC No. 2014- 09-012 dated 03 September 2014 (Supplemental Guidelines to MC 2014- 03- 004) as additional documentary requirements	A 3-Year Plan is required for old/existing TC starting the year 2015 and ending the year 2018  A 5-year Plan is required for new TC commencing at its CDA registration date