

**[ LTFRB Memorandum Circular No. 2015-017, May 28, 2015 ]**

**IMPLEMENTING GUIDELINES ON THE ACCEPTANCE OF APPLICATIONS FOR A CERTIFICATE OF PUBLIC CONVENIENCE TO OPERATE A TRANSPORTATION NETWORK VEHICLE SERVICE**

*Adopted: 28 May 2015  
Date Filed: 01 June 2015*

Pursuant to Department Order No. 2015-11 (Re: Further Amending Department Order No. 97-1097 To Promote Mobility), the following guidelines for the Acceptance of Application for the Issuance of a Certificate of Public Convenience (CPC) to Operate a Transportation Network Vehicle Service are hereby promulgated:

**A) REQUIREMENTS**

1. The following are the requirements for the Applicant:
  - a) 5 copies of Verified Application;
  - b) Photocopy of Proof of Filipino Citizenship/Articles of Incorporation;
  - c) Photocopy of Proof of Good Standing with a Transportation Network Company (TNC);
  - d) Photocopy of Passenger Insurance Policy issued by the Board's accredited insurance providers;
  - e) List of TNVS Drivers and TNVS vehicles;
  - f) 2 Copies of Operator's Data Sheet with recent 2x2 picture;
  - g) Accomplished Copy of Statement of Financial Capability Form and proofs of entries thereof;
  - h) Income Tax Return duly filed with the Bureau of Internal Revenue (BIR) or BIR Certificate of Registration;
  - i) Certificate of Business Name issued by the Department of Trade and Industry;
  - j) Location Map of garage or address of operator.
2. The following are the requirements for the Applicant's Driver/s:
  - a) Proof of Accreditation of the Driver by a TNC;
  - b) Proof that driver is a holder of professional driver's license;
  - c) Clearance of the driver/s issued by the National Bureau of Investigation; and,
  - d) Clearance of the driver/s issued by the Philippine National Police.
3. The following are the requirements for the Applicant's vehicle/s;
  - a) Proof of Accreditation of the Vehicle by a TNC; and,
  - b) Certificate of Registration and Official Receipt of proposed unit/s