

**[ LTFRB Memorandum Circular No. 2015- 008,  
March 13, 2015 ]**

**GUIDELINES GOVERNING THE ISSUANCE OF SPECIAL PERMITS**

*Adopted: 13 March 2015  
Date Filed: 18 March 2015*

**WHEREAS**, the Board issued Memorandum Circular No. 2003-032 setting guidelines on the issuance of Special Permits which was limited only to some modes of transport services;

**WHEREAS**, it has been observed that other transport services are likewise being sought for by the riding public for special trips;

**WHEREAS**, it is necessary to clarify some policies on the issuance of Special Permits to ensure consistent interpretation and application;

**WHEREAS**, in order to serve the best interest of the riding public, the Board deems it necessary to review and amend its existing policy on the issuance of Special Permits;

**NOW THEREFORE**, pursuant to Section 5 (k) of Executive Order No. 202 which empowers the Board to formulate, promulgate, administer, implement and enforce rules and regulations on land transportation public utilities, the Board hereby sets the following guidelines that will govern the issuance of Special Permits:

**I. SPECIAL PERMIT DURING SPECIAL OCCASIONS OR ACTIVITIES**

1. This shall cover all modes of transport services, except Truck-for-Hire Service.
2. In the filing of the Application for Issuance of Special Permit, the applicant shall specify the purpose of the trip such as but not limited to excursions, attendance to seminars, family trip/festivity. The applicant shall likewise specify the origin and destination points of the trip.
3. The Certificate of Public Convenience (CPC) of the unit intended to be used must be valid during the period covering the Special Permit or that an Extension of Validity has been duly filed.
4. The CPC of the unit intended to be used must not be suspended at the time of the filing and during the period covered by the Special Permit.
5. The Application shall be filed at the Central Office if the proposed route of the Special Permit shall enter or traverse Metro Manila.

6. The duration of the Special Trip shall have a maximum of three (3) days.
7. The Board may deny the Application if the approval thereof would result in the abandonment of route, or insufficiency of public utility vehicles (PUVs) in the authorized route of the applicant.
8. The Application must be filed at least a day before the intended trip.
9. The following documentary requirements shall be submitted upon filing of the Application:
  - Duly accomplished Request Form;
  - Franchise Verification;
  - Copy of a Valid Government-Issued Identification Card with photograph of Applicant (Driver's License, SSS, PAG-IBIG, BIR, PhilHealth, Postal, Voter's ID, valid Passport);
  - Copy of CR/OR of authorized unit/s which must be currently registered;
  - Copy of Passenger Accident Insurance Coverage;
  - Copy of Notarized Contract or Memorandum of Agreement or Affidavit of Operator stating purpose of special permit.

Additional Requirements:

- For Cooperatives:
    - Copy of the Board Resolution authorizing the application for special permit.
    - 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:
    - Copy of Board Resolution authorizing the application for special permit.
    - Copy of Board Resolution/ Secretary's Certificate of authorized representative/s.
10. The authorized unit/s should be provided with a signboard bearing the description "SPECIAL PERMIT" in bold letters with a size of at least six (6) inches in height and three (3) inches in width.
  11. The original copies of the Special Permit and the receipt of payment must always be carried by the driver during the trip.
  12. During the trip, the driver is prohibited to pick-up or drop-off paying passengers along the way.

## **II. SPECIAL PERMIT DURING SPECIAL HOLIDAYS**