

## REQUIREMENTS CHECKLIST FOR TRANSPORT SERVICES

1. Company profile
2. Stockholders Composition
3. Latest Audited Financial Statement
4. Business Plan
5. DTI Certificate of Registration
6. SEC Registration
7. Articles of Incorporation
8. By Laws
9. Mayors Permit/Business Permit
10. SSS Clearance
11. DOLE Clearance
12. MIAA Accounting Clearance (for existing concessionaires)
13. LTO Certificate of Registration of Vehicles
14. LTO Official Receipt of Vehicles
15. Chattel Mortgage / Bank Certificate (if applicable)
16. DOT Accreditation of Company
17. DOT List of Accreditation of Vehicles
18. Agreement / Contract with Hotel/Travel Agency (for back up transport)
19. Endorsement from Hotel/Travel Agency (for back up transport)
20. Copy of the applicant's latest income and business tax returns duly stamped and received by the Bureau of Internal Revenue, and duly validated with the tax payments thereon.
21. Tax Clearance from the Bureau of Internal Revenue to prove full and timely payment of taxes.
22. Certification under oath, from responsible officer of the applicant, that it is free and clear of tax liabilities to the government.
23. Written authority of company's representative, duly notarized. It refers to the authority of the signing official solely intended for the contract, permit and accreditation: in the case of single proprietorship, there must be an affidavit of the owner or a Special Power of Attorney; for Partnership, a partnership resolution from General Manager or President; for Corporation, a board resolution with Secretary's Certificate; and for joint venture, a resolution signed by all the joint venture partners.
24. Certification under oath that each of the documents submitted is an authentic and original copy, or a true and faithful reproduction of the original, complete and that all statements and information provided therein are true and correct (duly notarized).
25. And such other information/documents that the Authority may require.