

# DOC REQUIREMENT - TOURIST INN.pdfTOURIST LAND TRANSPORT

DOCUMENTARY REQUIREMENTS	
NEW APPLICATION	RENEWAL
Valid Mayor's Permit and/or Business License from the Local Government Unit <b>(REQUIRED: YES)</b>	Valid Mayor's Permit and/or Business License from the Local Government Unit <b>(REQUIRED: YES)</b>
If Single Proprietorship, valid DTI Business Name Certificate  If Corporation/Partnership, SEC Registration Certificate and Articles of Incorporation and its By-Laws  If Cooperative, Articles of Cooperation and its By-Laws  (Upload only the following pages: 1 <sup>st</sup> page with seal, page with primary purpose, list of incorporators, and capitalization.)  <b>(REQUIRED: YES)</b>	Renewed DTI Business Name Certificate, if expired  Amendment to Articles of Incorporation, if applicable  Amendment to Articles of Cooperation, if applicable  (Upload only the following pages: 1 <sup>st</sup> page with seal, page with primary purpose, list of incorporators, and capitalization.)  <b>(REQUIRED: NO)</b>
Notarized List of Names of all Officials and employees (with office designation and Nationality) <b>(REQUIRED: YES)</b>	
Valid LTFRB Tourist Transport Service Franchise of the Vehicles <b>(REQUIRED: YES)</b>	Valid LTFRB Tourist Transport Service Franchise or Approved Extension of Validity <b>(if expired or for newly applied vehicles)</b> <b>(REQUIRED: NO)</b>
LTO Certificate of Registration of Vehicles <b>(REQUIRED: YES)</b>	LTO Certificate of Registration of Vehicles <b>(required for newly applied vehicles only)</b> <b>(REQUIRED: NO)</b>
LTRFB Confirmation of Units of the current year <b>(REQUIRED: YES)</b>	LTRFB Confirmation of Units of the current year <b>(REQUIRED: YES)</b>
Valid NAIA Concession Agreement for Tourist Coupon/Metered Taxi Operator <b>(REQUIRED: YES)</b>	Valid NAIA Concession Agreement <b>(if expired or for newly applied vehicles)</b> <b>(REQUIRED: NO)</b>
	Expired DOT stickers issued to tourist vehicles <b>(to be surrendered prior to release of accreditation certificate)</b> <b>(REQUIRED: NO)</b>
Proof of attendance to DOT conducted Seminar for Tourist Drivers <b>(REQUIRED: YES)</b>	Proof of attendance to DOT conducted Seminar for Tourist Drivers <b>(for newly applied drivers)</b> <b>(REQUIRED: NO)</b>
Other documents as deemed necessary by DOT (e.g. In case of employed foreign nationals, valid working permit from DOLE and valid visa from Bureau of Immigration and Deportation, etc.) <b>(REQUIRED: NO)</b>	Other documents as deemed necessary by DOT (e.g. In case of employed foreign nationals, valid working permit from DOLE and valid visa from Bureau of Immigration and Deportation, etc.) <b>(REQUIRED: NO)</b>