



**GENERAL INSTRUCTIONS:**

1. For **NEW** and **RENEWAL** kindly fill-out **Section A**
2. For **Change Motor/Substitution of Unit**, Kindly fill-out **Section B**
3. For **Dropping of Franchise**, Kindly fill-out **Section C**

**UNIFIED APPLICATION FORM FOR TRICYLCE FRANCHISE**

Transaction Type: <input type="checkbox"/> New <input type="checkbox"/> Renewal <input type="checkbox"/> Change Motor/ Substitution of Unit <input type="checkbox"/> Dropping of Tricycle Franchise	TFIN No.
Date of Application	Case No.

Amendments (if there are any changes or amendments from previous Tricycle Franchise, please check the box/es and attach copies of supporting documents)

- Change of Operator / Owner  Change of Route / Barangay  Replacement of Body Decal / Plate

From	To
From	To

**A. TRICYCLE FRANCHISE INFORMATION AND REGISTRATION**

Name of Owner	<i>Surname</i>	<i>First Name</i>	<i>Middle Name</i>	<i>Suffix</i>
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Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	Civil Status <input type="checkbox"/> Single <input type="checkbox"/> Married	Age	Engine No.
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Address	Chassis No.
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Telephone/ Cellphone No.	Plate No.	Franchise Plate No. (if applicable)
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TODA (if any)	TODA Business Identification Number
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Authorized Driver:	<i>Surname</i>	<i>First Name</i>	<i>Middle Name</i>	<i>Suffix</i>
<input type="checkbox"/> Same as the owner				

Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	Civil Status <input type="checkbox"/> Single <input type="checkbox"/> Married	Age	Telephone/Cellphone No.
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Driver's Address	Driver's License No.
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**B. CHANGE MOTOR/SUBSTITUTION OF UNIT**

Name of Owner	<i>Surname</i>	<i>First Name</i>	<i>Middle Name</i>	<i>Suffix</i>
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Address
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Case No.	Route:	Expiry Date
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PARTICULARS	OLD MOTORCYCLE	NEW MOTORCYCLE
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LTO Certificate of Registration MV File No.		
Latest LTO Official Receipt No.		
Plate No.		
Engine No.		
Chassis No.		
Make		
Year / Model		
Color		

Reason for substitution of unit:  Dilapidated Tricycle Unit

**C. DROPPING OF TRICYCLE FRANCHISE**

Name of Owner	<i>Surname</i>	<i>First Name</i>	<i>Middle Name</i>	<i>Suffix</i>
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Address
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Case No.	TFIN:	Make:
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Engine No.	Chassis No.	Plate No.
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Reason/s for dropping of franchise:

Change to Private Motor Vehicle  Substitution of Unit / Change Motor

Transferred to other Municipality / City

"I certify that the information and documents I submitted are true and correct. I understand that any false information or omission may void this application and may be grounds for termination by the City Government of Calamba. I also consent to the collection and processing of my personal data for legitimate and lawful purposes, in accordance with the Data Privacy Act of 2012."

\_\_\_\_\_  
Signature over Printed Name

Operator  Driver

# GENERAL CHECKLIST OF REQUIREMENTS FOR TRICYCLE FRANCHISE

- Tricycle Barangay Registration     
  LTO Certificate of Registration and Official Receipt     
  Other requirements as needed  
 Community Tax Certificate (CEDULA)     
  Professional Driver's License of Intended Driver

## Additional Requirements for:

### Newly Acquired Unit / Mortgaged Unit

- Deed of Absolute Sale,
- Deed of Donation / Transfer of Rights or Waiver of Rights
- Death Certificate of deceased owner
- Certificate of Ownership from Marketing or Lending Institution

### Dropping of Tricycle Franchise / Substitution of Unit

- Body Plate / Decal
- Latest Tricycle Franchise
- LTO OR & CR
- Change Motor Certificate of Classification
- Certificate of Dropping of Franchise
- Picture of Motorcycle (for change motor)

## ROUTING SLIP FOR TRICYCLE FRANCHISE

STEP 1 FILE AND INSPECTION	ACTIVITY	OFFICE RESPONSIBLE	NEW	RENEWAL	CHANGE MOTOR	DROPPING OF FRANCHISE	DATE	IN	OUT	TOTAL	ISSUED / PROCESSED BY	REMARKS	
	Checking of application form and applicable requirements	BPTFO		5 Minutes									
	Roadworthiness Inspection			15 Minutes									
	Evaluation of documents			5 Minutes									
STEP 1 STANDARD PROCESSING TIME			25 Minutes			ACTUAL PROCESSING TIME							
STEP 2 PAYMENT	Acceptance of Payment and Issuance of Official Receipt	CTO		5 Minutes									
	STEP 2 STANDARD PROCESSING TIME			5 Minutes			ACTUAL PROCESSING TIME						
STEP 3 CLAIM	Receiving and Printing of Tricycle Franchise/Dropping of Tricycle Franchise	BPTFO		5 Minutes									
	Signing of Tricycle Franchise	MO		5 Minutes									
	Releasing of Tricycle Franchise/Dropping of Tricycle Franchise and scanning of document	BPTFO		5 Minutes									
STEP 3 STANDARD PROCESSING TIME			15 Minutes			ACTUAL PROCESSING TIME							
TOTAL STANDARD PROCESSING TIME (STEP 1 TO STEP 3)			45 Minutes			ACTUAL PROCESSING TIME							

## TRICYCLE ROADWORTHINESS INSPECTION

### INSTRUCTION TO THE INSPECTOR

Mark the checkbox for **DEFECTIVE** component/s of the tricycle.

#### LIGHTING SYSTEM

- Head Light
- Tail / Brake Light
- Signal Light Front & Back
- Side Car Dome Light
- License Plate Light

#### ELECTRICAL SYSTEM

- Horn
- Wires Properly Insulated

#### OTHERS

- Side Mirror
- OEM Handle Bar
- Threaded Tires
- +7 inches Ride Height
- OEM Muffler
- Side Car Garbage Can
- Gas Tank without leak
- Clean windshield

#### CUSHIONED SEATS

- Main Passenger Seat
- Back Rest
- Motorcycle Seat

#### BRAKING SYSTEM

- Front
- Rear

### RESULTS

- Passed
- Subject for re-inspection  
Date of re-inspection mm/dd/yyyy

Remarks

I have inspected the tricycle indicated in this form and found it has no defects that would affect its safe use on the road and it meets the physical requirements for a tricycle to be roadworthy set by the Business Permits and Tricycle Franchising Office of Calamba City.

Inspector-BPTFO

Date

## STENCIL

Engine No.

Chassis No.