

***Issuance of Franchise for Tricycle for Hire (New or Renewal)***

*Schedule of availability of service:*

- Monday to Friday, 8:00 a.m. – 5:00 p.m.

*Who may avail the service:*

- Tricycle operators or their representatives (drivers) who are operating within the political jurisdiction of the municipality

*What are the requirements:*

1. Duly accomplished application form
2. Barangay Clearance
3. Community Tax Certificate
4. Certificate of Motor/LTO Registration
5. Professional Driver's License
6. Endorsement of the Route President
7. Health Certificate
8. Clearance from ITFAC

*Total Processing Time:*

- 55 minutes

How to avail the service:

Step	Applicant/Client	Service Provider	Transaction Time	Fees	Person/s Responsible
1	Secure Application Form from Business Permits and Licensing Section (BPLS)  Submit duly accomplished application form together with the required documents	Issue blank Application Form  Receive duly accomplished Application Form  Review the completeness of application form  Affix number to the application form  Enter into the database the application details  Capture photo of tricycle operator	20 minutes		Amelou Astoveza Maximo Cuento
2	Accompany BPLS staff to the tricycle unit  Proceed to MTO for payment  Submit to BPLS the accomplished application form together with the requirements	Inspect the tricycle unit for registration  Advise the client/applicant to proceed to MTO for payment  Process Mayor's Permit/Franchise Application	10 minutes  20 minutes	P200 – Permit Fee P200 – Franchise Fee P150 – Occupational Fee (driver) P85 -health certificate P100 – registration fee	Amelou Astoveza  Revenue Collection Clerk
3	Receive the duly approved Mayor's Permit, Franchise and Municipal Plate	Issue Mayor's Permit and affix the Municipal Tricycle Plate to the unit	5 minutes		Amelou Astoveza

**Note:** Filing fee per unit is P50.00; Penalty per month is P25.00