

CITY TOURISM OPERATIONS OFFICE

DOOR # 8, MAGSAYSAY PARK COMPLEX, DAVAO CITY

TELEPHONE NOS. 222-1956 TO 58

PROCESSING GUIDE FOR LICENSING OF TOURIST TRANSPORT OPERATOR

- [] 1. Application Form duly **accomplished** and **notarized**.
- [] 2. For corporation or partnership, photocopy of the **Artices of Incorporation/ Partnership and its By-Laws: DTI Business Name Certificate** for single proprietorship (not applicable for lic. renewal unless there are amendments).
- [] 3. Resolution of the Board of Directors of the Corporation authorizing the filling of the application and designating the person authorized to sign and act for on its behalf and transact business with the office.
- [] 4. **List of managerial and rank & file employees** with their respective **position, citizenship and home address (w/ house no.)** , certified by the General Manager and **notarized**.
- [] 5. Surety Bond of Php 100,000.00 in the favor of the City Government of Davao, conditioned to answer for liabilities incurred in the course of operation of the tourist transport operator.
- [] 6. Proof of ownership or lease over an area as maintenance depot and garage for all units.
- [] 7. Documentary requirements for each vehicle arranged as numerated below and grouped according to franchise number:
 - [] a.) Inspection Report (date) _____
 - [] b.) Official Receipt and Certificate of Registration of the tourist vehicle
 - [] c.) Copy of valid LTFRB franchise as Tourist Chartered Transport Service/ Tourist Rent-a-Car Transport Service
Note: Allowable age from date of manufacture
Cars & Vans - 10 years
Buses & Coasters - 5 years
 - [] d.) Motor Vehicle Liability Insurance Policy: Third Party Liability Insurance and Personal Accident Insurance as required by the LTO and the LTFRB.
- [] 8. Transportation rates as approved by LTFRB.
- [] 9. Pictures of vehicles showing side, back and front views with company's name, Imprinted at its rear and its logo printed at the side.

Note: * All documents stated above shall be photocopied for submission to the City Tourism Operations Office. (include regulatory fee payment receipt)
* Bring original documents for reference and verification.