NATIONAL ADMINISTRATIVE REGISTER · NOVEMBER 19, 2003

INFORMATION/DATA TO BE SUBMITTED BY OPERATORS AND APPLICANTS

LTFRB MEMORANDUM CIRCULAR NO. 2003-031, November 19, 2003

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Pursuant to the desire of the Board for a close monitoring of the existing operators and petitioners/applicants, and to store all the needed information/data into our Data Base, all existing operators and applicants are hereby ordered that henceforth, the following data should be submitted by them to the Board per Case Number:

- Name and Business Address (If Corporation, Corporate Name, Name of President, & TIN);

- Contact Person;

- Position;

- Telephone Number (Landline);

- Fax Number;

- Cellphone Number;

- E-Mail Address;

- Birthday of the Operator (natural person or the President if corporation);

- Names of Drivers, their respective addresses and individual pictures;

- Any change of drivers and their home addresses shall be immediately reported to the Board within a week of such change;

- Names of substitute drivers or extras, if any; and

- Business Name of the operator or applicant duly authorized by the DTI.

It is also directed that the aforesaid information shall be included in the Formal Offer of Evidence of the applicant. As to existing operators, they are directed to comply with this Memorandum Circular within a period of ninety (90) days from date of effectivity of this Memorandum Circular and submit same to the Management Information Division.

Failure to comply with any of the requirements of this Memorandum Circular, the Board shall impose the following penalties:

Applicant: Immediate denial of application.
Existing Operators:

First Offense - Fine of Three Thousand (P3,000.00) Pesos
Second Offense - Fine of Five Thousand (P5,000.00) Pesos
Third Offense - Suspension and/or Revocation of CPC

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This Memorandum Circular supersedes any and all issuances inconsistent herewith.

This Memorandum Circular shall take effect fifteen (15) days following its publication in the Official Gazette or in a newspaper of general circulation or by filing of three (3) copies of the same with the U.P. Law Center pursuant to Presidential Memorandum Circular No. 11, dated October 9, 1992.

Adopted: 19 Nov. 2003

(SGD.) MARIA ELENA H. BAUTISTA
Chairperson

(SGD.) FELIX S. RACADIO
Board Member

(SGD.) REMEDIOS G. BELLEZA
Board Member

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