



7. Issuance of Dropping Certificate

Franchise owner should surrender their copy of Special Authority and Body No. or stickers issued by TFRC. In case of lost Body Number/stickers the owner/operator shall submit Affidavit of Undertaking to assure the stickers are not being kept or meant for use of others to operate illegally or freely within the Municipality of Tanza and to make the owner liable for whatever untoward incidents might occur using such Body Number.

Office or Division:	Office of the Municipal Planning and Development Coordinator			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may Avail:	All and Of legal age			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Copy of previous franchise and sticker or Body Number (1 original copy)		Citizen or Client		
Affidavit of Undertaking or Sworn Declaration of Undertaking for Lost Body Number/Sticker (1 original copy)		Notary Public / Attorney-at-Law		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquire about the requirements for securing dropping certificate	1 Give the list of requirements	None	2 Minutes	MPDC Staff MPDO
2. Comply and submit all the requirements for review and assessment	2. Receive and check the submitted documents. 2.1 Issue the order of payment	None	3 Minutes	MPDC Staff MPDO
3. Proceed to the Treasurer's office, pay the required fee and secure official receipt	3. Accept payment 3.1 Issue official receipt	PHP50	3 Minutes	Collection Staff Window 1, 2, 3, 4, or 5 Mun. Treasury Office
4. Go back to the MPDC Office and present the Official Receipt and claim the dropping certificate	4. Check the Official Receipt 4.1 Issue Dropping Certificate	None	3 Minutes	MPDC Staff MPDO
5. Present tricycle for giving tricycle sticker	5. Issue tricycle sticker to the client	None	5 Minutes	MPDC Staff MPDO
TOTAL		PHP 50	16 Minutes	