



5. Issuance of Tricycle Franchise

Per Ordinance No. 06-2008, no operator of tricycle unit(s) shall operate as a public utility within Tanza without valid Franchise and Mayor's Permit from Tanza Cavite Tricycle Franchise and Regulatory Office (TCTFRO).

The *Sanggunian* shall set the limit number of trimobile franchises for all regular routes. Franchise will be issued for Tanza residents only. Franchise shall be renewed on or before 30th of March every year and is subject to 25% penalty and surcharge in case of late payment.

In case of dropping, operator shall surrender all stickers and special authority issued by TCTFRO.

Failure to renew for three consecutive years may mean cancellation of franchise.

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
For New Applicant:	
Application Form (1 Original)	Issuing Agency/Office
Barangay Clearance (1 Original)	Barangay Hall
Voter's ID/Voter's Affidavit of Registration Record (1 photocopy)	COMELEC
Professional and latest driver's license of driver with 1x1 or 2x2 ID picture (1 photocopy)	Land Transportation Office /Citizen or Client
Latest photo 1x1 or 2x2 ID picture of operator (1 original)	Citizen or Client
Certification of accreditation from TODA President (1 original)	TODA President
Cancellation of franchise from other municipality (1 original)	Other Municipalities
Deed of Absolute Sale (1 original)	Notary Public/Attorney-at-Law
Tricycle Unit for Inspection	Citizen or Client
For Renewal:	
Authorization letter from TODA President (1 original)	TODA President
Certificate of Registration and Latest Official Receipt from LTO (1 photocopy)	Land Transportation Office
Professional and latest drivers license with 1x1 or 2x2 ID picture (1 photocopy)	Land Transportation Office/Citizen or Client
Previous Special Authority (1 photocopy)	Issuing Agency/Office
Tricycle Unit for Inspection	Citizen or Client



● For New Franchise

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure and fill-up application form and get all the requirements	1. Issue the list of requirements.	None	3-5 Minutes	MPDC Staff MPDO
2. Comply and submit all the requirements for review and assessment	2. Receive and check the submitted documents.	None	5-10 Minutes	MPDC Staff MPDO
3. Present tricycle for inspection	3. Conduct inspection of tricycle 3.1 Issue Order of Payment	None	3-5 Minutes	MPDC Staff MPDO
4. Proceed to the Treasurer's office, pay the required fee and secure official receipt	4. Accept the payment and Order of Payment 4.1 Issue Official Receipt	PHP2000	3-5 Minutes	Collection Staff Window 1, 2, 3, 4, or 5 Mun. Treasury Office
5. Go back to the MPDC Office and present the Official Receipt and claim the franchise form .	5. Issue franchise and explain the franchise details for the information of client or franchise holder	None	5 Minutes	MPDC Staff MPDO
TOTAL		PHP 2,000	19-30 Minutes	



● **For Renewal of Franchise**

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquire about the requirements for securing renewal of franchise	1. Give the list of requirements	None	1-3 Minutes	<i>MPDC Staff</i> MPDO
2. Comply and submit all the requirements for review and assessment	2. Receive and check the submitted documents. 2.1 Issue Order of Payment	None	3-5 Minutes	<i>MPDC Staff</i> MPDO
4. Proceed to the Treasurer's office, pay the required fee and secure official receipt	4. Get payment and Order of official receipt 4.1 Issue Official Receipt	PHP 300	3-5 Minutes	<i>Collection Staff</i> Window 1, 2, 3, 4, or 5 Mun. Treasury Office
5. Go back to the MPDC Office and present the Official Receipt and claim the franchise form.	5. Check Official Receipt 5.1 Issue franchise to client or franchise holder	None	3 Minutes	<i>MPDC Staff</i> MPDO
6. Present tricycle for giving tricycle sticker	6. Issue tricycle sticker to the client	None	3-5 Minutes	<i>MPDC Staff</i> MPDO
TOTAL		PHP 300	13-21 Minutes	