

# Granting of New or Renewal of Tricycle Franchise

**ABOUT THE SERVICES:** Tricycle Franchise is given to tricycle owner/operator to operate tricycle for hire. Payment shall be paid within the first 20 days of January each year. Franchise is renewable every three (3) years. Penalties of 25% are imposed after the period.

<b>CLIENT GROUPS:</b>	Tricycle owner/operator
<b>REQUIREMENTS:</b>	<ol style="list-style-type: none"> <li>1. Tricycle with assigned route color coding</li> <li>2. Photocopy of LT0 Official Receipt (OR) and Certificate of Registration (CR)</li> <li>3. Community Tax Certificate (Cedula)</li> <li>4. Irosin Transport Federation (ITF) Certification</li> <li>5. Association Membership Certification (Route)</li> <li>6. Tricycle Regulation Unit (TRU) Clearance</li> </ol>
<b>SERVICE SCHEDULE:</b>	Monday to Friday 8:00 AM to 5:00 PM
<b>TOTAL PROCESSING TIME:</b>	55 minutes
<b>TOTAL FEES/CHARGES:</b>	<ul style="list-style-type: none"> <li>• New Franchise: P 1,510.00</li> <li>• Renewal: P 1,050.00</li> </ul>

Step 1 >> 30 minutes

Submit all requirements for new/renewal of tricycle franchise at Permits and Licensing Office

MA. VICTORIA B. ABELLA, Business Permit and Licensing Officer(BPLO) receives the documents

Step 2 >> 5 minutes

Payment of fees at the Municipal Treasurer's office

Step 3 >> 20 minutes

Claim Tricycle Franchise/Permit at Permits and Licensing  
Office