Annex G

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF TRANSPORTATION
LAND TRANSPORTATION OFFICE

APPLICATION FORM
NEW DRIVING SCHOOL
Pursuant to MC No. JMT-2023-2390

NAME OF DRIVING SCHOOL:
_____

ADDRESS: _____
OWNER: _____**CONTACT NO.**: _____
EMAIL ADDRESS: _____

DL CODE CORRESPONDING TO VEHICLE CATEGORY APPLIED FOR:

☐**Motorcycle**	☐**Light**	☐**Heavy**
☐ A ☐ A1	☐ B ☐ B1 ☐ B2 ☐ BE	☐ C ☐ CE ☐ D

LIST OF DOCUMENTARY REQUIREMENTS:

- ☐ Application Fee;
- ☐ Certified true copy of the following, whichever is applicable:
  1. For single proprietorship, Certificate of Business Name Registration from the Department of Trade and Industry (DTI);
  2. For partnership or corporation, Securities and Exchange Commission (SEC) Certificate of Registration and Articles of Incorporation/Partnership and Board Resolution issued by the Board Secretary, specifying the name of authorized representatives who must be an officer of the partnership/corporation;
  3. For the cooperative, Cooperative Development Authority (CDA) Certificate of Registration and Articles of Cooperation and Board Resolution issued by the Board Secretary, specifying the name of authorized representatives, who must be an officer of the cooperative
- ☐ Valid Business Permit;
- ☐ Bureau of Internal Revenue (BIR)Registration and Taxpayer's Identification Number (TIN);
- ☐ Pre-operating Financial Statement showing that the owner-applicant shall be in such financial condition as to reasonably expect it to operate for at least one (1) year;
- ☐ Bank certificate or Credit Line in the name of the proprietor of the driving school applicant in case of sole proprietorship, or in the name of partnership or corporation, whichever is applicable
  1. Three Million Pesos (P3,000,000.00) for the main office
  2. One Million Five Hundred Thousand (P1,500,000.00) for every additional driving school
- ☐ Applications of at least one (1) theoretical driving course instructor and one (1) practical driving course instructor with their documentary requirements;
- ☐ Location plan and a sketch of maneuvering site;
- ☐ Official Receipt (OR) and Certificate of Registration (CR) of the vehicles registered under the name of the proprietor of the driving school in case of a sole proprietorship, or in the name of partnership or corporation, whichever is applicable. For a corporation, motor vehicles registered under the name/s of the incorporator/s shall not be allowed; and
- ☐ Accreditation payment receipt.

I hereby certify that the foregoing statements and information are true and correct to the best of my knowledge. I understand that I will be liable for perjury for any false statement or entry in this form and the driving school will be permanently disqualified as a result thereof.

By signing this form, I consent to the collection, use, access, disclosure, processing, and disposal of my personal and sensitive personal data by the LTO in consonance with the agency's Data Privacy Notice and in compliance with Republic Act No. 10173 or the Data Privacy Act of 2012.

IN WITNESS WHEREOF, I have hereunto set my hand this _____ at _____.

_____
SIGNATURE OVER PRINTED NAME
AFFIANT

Subscribed and sworn to me this _____ day of _____ affiant exhibit to me his/her ResidenceCertificate No. _____ issued on _____ at _____.

Doc. No. _____;
Page No. _____;
Book No. _____;
Series of _____.

……..

THIS PORTION IS FOR THE LTO COMMITTEE ON ACCREDITATION ONLY	
Received by: _____ _____ Signature over printed name Date	**Evaluated by:** _____ _____ Signature over printed name Date