

Republic of the Philippines
Province of Ilocos Sur
MUNICIPALITY OF BANAYOYO
Business Permit & Licensing Office

TRICYCLE FRANCHISE NO.

202 - _____

MAYOR'S PERMIT APPLICATION FORM	
LTO Registered Owner	
Tricycle Operator	
Address	
Cellphone No./s	
Community Tax Certificate (CEDULA) No.	
Date Issued	
Place Issued	
Name of Driver	
Address	
Driver's License No.	
Expiry Date	
M.T.O.P./Franchise No.	
Make/Model	
LTO Plate No.	
Motor/Engine No.	
Chassis/Serial No.	
M.V. File No.	
Color (Motorcycle)	

Republic of the Philippines Province of Ilocos Sur MUNICIPALITY OF BANAYOYO																																
ISSUANCE OF MAYOR'S PERMIT (TRICYCLE OPERATION)																																
REQUIREMENTS: NEW & RENEWAL	STEPS:	ORDER OF PAYMENT																														
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20px; text-align: center;">1.)</td> <td>M.T.O.P. - 1 Original/Photocopy</td> </tr> <tr> <td style="text-align: center;">2.)</td> <td>Barangay Certification/Clearance (Driver) -1 Original/Photocopy</td> </tr> <tr> <td style="text-align: center;">3.)</td> <td>Latest CR (Certificate of Registration) & OR (Official Receipt) - 1 Photocopy</td> </tr> <tr> <td style="text-align: center;">4.)</td> <td>Authorization from LTO (for Use of Temporary Plate Number) - 1 Photocopy</td> </tr> <tr> <td style="text-align: center;">5.)</td> <td>Proof of Ownership/Notarized Deed of Conveyance - 1 Photocopy</td> </tr> <tr> <td style="text-align: center;">6.)</td> <td>Professional Driver's License (Driver) - 1 Photocopy</td> </tr> <tr> <td style="text-align: center;">7.)</td> <td>Cedula (Owner & Driver) - 1 Original/Photocopy</td> </tr> </table>	1.)	M.T.O.P. - 1 Original/Photocopy	2.)	Barangay Certification/Clearance (Driver) -1 Original/Photocopy	3.)	Latest CR (Certificate of Registration) & OR (Official Receipt) - 1 Photocopy	4.)	Authorization from LTO (for Use of Temporary Plate Number) - 1 Photocopy	5.)	Proof of Ownership/Notarized Deed of Conveyance - 1 Photocopy	6.)	Professional Driver's License (Driver) - 1 Photocopy	7.)	Cedula (Owner & Driver) - 1 Original/Photocopy	<ol style="list-style-type: none"> 1. Accomplish Application Form 2. Inspection of tricycle (Banayoyo PNP) 3. Verification of record & Assessment of fees 4. Payment of fees (Treasury) 5. Verification of complete requirements, Printing & Issuance of Permits 	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Mayor's Permit Fee</td> <td style="text-align: right;">200.00</td> </tr> <tr> <td>Tricycle Plate (₱ 150.00)</td> <td></td> </tr> <tr> <td>Sticker (₱ 15.00)</td> <td></td> </tr> <tr> <td>Surcharge (25%)</td> <td></td> </tr> <tr> <td>Interest (2% per month)</td> <td></td> </tr> <tr> <td colspan="2" style="text-align: center;">TOTAL</td> </tr> <tr> <td colspan="2">O.R. NO.</td> </tr> <tr> <td colspan="2">DATE:</td> </tr> </table>	Mayor's Permit Fee	200.00	Tricycle Plate (₱ 150.00)		Sticker (₱ 15.00)		Surcharge (25%)		Interest (2% per month)		TOTAL		O.R. NO.		DATE:	
1.)	M.T.O.P. - 1 Original/Photocopy																															
2.)	Barangay Certification/Clearance (Driver) -1 Original/Photocopy																															
3.)	Latest CR (Certificate of Registration) & OR (Official Receipt) - 1 Photocopy																															
4.)	Authorization from LTO (for Use of Temporary Plate Number) - 1 Photocopy																															
5.)	Proof of Ownership/Notarized Deed of Conveyance - 1 Photocopy																															
6.)	Professional Driver's License (Driver) - 1 Photocopy																															
7.)	Cedula (Owner & Driver) - 1 Original/Photocopy																															
Mayor's Permit Fee	200.00																															
Tricycle Plate (₱ 150.00)																																
Sticker (₱ 15.00)																																
Surcharge (25%)																																
Interest (2% per month)																																
TOTAL																																
O.R. NO.																																
DATE:																																