

## 2. 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.

<b>Office or Division:</b>	Municipal Planning and Development Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C-Government to Citizen			
<b>Who may Avail:</b>	All and Of legal age			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
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		
Authorization from TODA President (change route/color coding) ( 1 original copy)		TODA President		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Inquire about the requirements for securing dropping certificate	1 Give the list of requirements	None	2 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 the order of payment	None	3 Minutes	<i>MPDC Staff</i> 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	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 dropping certificate	5. Check the Official Receipt 5.1 Issue Dropping Certificate	None	3 Minutes	<i>MPDC Staff</i> MPDO

6. Present tricycle for giving tricycle sticker	6. Issue tricycle sticker to the client	None	5 Minutes	<i>MPDC Staff</i> MPDO
	TOTAL	PHP50	18 Minutes	