



Form SP004 v.01

Checklist of Requirements for NEW/RENEWAL OF MTOP

Name of applicant: _____

Route: _____

- New Renewal

Original Copies of the Following:

- Inspection fee – paid at CTO
- Traffic certification fee – paid at the CTO
- MTOP filing fee – paid at CTO
- Inspection report (CTTMO)
- Inspection report (Police)
- Photocopy of OR and CR
- Smoke test (if expired registration)
- Photocopy of LTO Authorization (if no plate)
- Stencil of Engine and Chassis Number (3 pcs. each)
- SPA/Authorization from the owner
- Valid ID (photocopy) of the owner with signature
- Colored picture of the Unit (Pedicab)
- Notarized duly accomplished application form

Submitted by: _____ Date: _____

Reviewed by: _____ Date: _____

Received by: _____ Date: _____

Remarks:

