

Department of Transportation  
**LAND TRANSPORTATION OFFICE**  
East Ave., Quezon City

**NEW APPLICATION FOR ACCREDITATION OF  
PRIVATE MOTOR VEHICLE INSPECTION CENTER (PMVIC)**

DATE: \_\_\_\_\_

**BUSINESS NAME:** \_\_\_\_\_

**BUSINESS ADDRESS :** \_\_\_\_\_

**CONTACT NO :** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**DOCUMENTARY REQUIREMENTS** *(To be submitted upon application)*

- ☐ Letter of Intent;
- ☐ Duly accomplished application form, under oath;
- ☐ Location map and layout of the proposed PMVIC, including dimensions;
- ☐ Bank Certificate of Deposit in the amount of not less than P10,000,000.00 or Letter of Credit or its equivalent;
- ☐ Transfer Certificate of Title in the name of the applicant or Contract to Lease with a minimum lease period of ten (10) years ;
- ☐ Payment of Application Fee of Php. 50,000.00 which is non-refundable.
- ☐ Profile of the applicant, joint venture partners, or incorporators with sworn statement to organize and register as such once the *Provisional Authority* is issued; and
- ☐ Brief description of the MVIS equipment to be installed with manufacturer's brochures, manuals and certificate of delivery schedule from the manufacturer.

**OTHER DOCUMENTARY REQUIREMENTS** *(To be submitted within 45 days from issuance of the Provisional Authority).*

- ☐ For sole proprietorship, DTI Certificate of Business Name Registration;
- ☐ For corporation and partnership, Securities and Exchange Commission Certificate of Registration, Articles of Incorporation/ Partnership and By-Laws and Secretary's Certificate specifying the name of the authorized representative who must be an officer of the corporation/partnership;
- ☐ For cooperative, Cooperative Development Authority Certificate of Registration, Articles of Cooperation and By-Laws, and Secretary's



Certificate specifying the name of the authorized representative who must be an officer of the cooperative;

- ☐ Certified True Copy of Mayor's or Business Permit;
- ☐ BIR Registration and Tax Identification Number;
- ☐ Undertaking that the applicant shall comply with all labor laws;
- ☐ Proof of orders of the required inspection equipment.
- ☐ Building permit and copy of the building plan.
- ☐ All source codes relative to the PMVIC System, which are subject to LTO testing/evaluation, must only be compiled for installation to the PMVIC upon approval. Failure of which shall mean automatic disapproval of the application.
- ☐ A sworn affidavit of the applicant that: the latter has no derogatory record in government transactions;
- ☐ Shall comply with the list of personnel enumerated in the organizational structure shall be available during the one-hundred fifty (150) days for the construction of the PMVIS facility; and that during the said period the PMVIS facility shall be fully operational and;
- ☐ If applicable, Lease Contract with a minimum period of ten (10) years

\_\_\_\_\_  
Printed Name & Signature of Applicant and/or  
Authorized Representative

\_\_\_\_\_  
Designation

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_ day of \_\_\_\_\_, affiant exhibiting to me his/her Residence Certificate No. \_\_\_\_\_ Issued at \_\_\_\_\_ on \_\_\_\_\_

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