

As a partner-operator of Uber, you will be classified by the LTFRB as a Trans Network Vehicle Service (TNVS). There are two regulatory requirements that need to be obtained:

1. Provisional Authority (PA)
2. Certificate of Public Convenience (CPC)

The CPC is sometimes referred to as the franchise or franchise permit. The CPC is valid for one year. In order to issue a CPC, the LTFRB must conduct a public hearing for you or your representative. Because this can take a little longer to process, the LTFRB can issue a PA for a TNVS Operator to use for the first 45 days until the CPC is issued. The Provisional Authority is a temporary official permit recognized by the LTFRB for TNVS operations. That is why we recommend that you apply for a PA first and then a CPC. Uber will be assisting you in the application process for both the PA and CPC.

### Summary of Requirements

Process	Requirements	Processing Time
PA Application	<ol style="list-style-type: none"> <li>1. Notarized Special Power of Attorney between Vehicle Owner and Uber</li> <li>2. Notarized Special Power of Attorney between Vehicle Owner and Uber Partner*</li> <li>3. Scanned Copy of VALID Proof of Filipino Citizenship (NSO Birth Certificate, Driver's License or Philippine Voter's ID)</li> <li>4. Sales Invoice or OR/CR</li> </ol> <p>Additional documents for corporations:</p> <ul style="list-style-type: none"> <li>• Scanned Copy of all pages of Certificate of Registration from the Securities and Exchange Commission (SEC)</li> <li>• Scanned Copy of all pages of Articles of Incorporation and BY-Laws</li> <li>• Scanned Copy of all pages of Board Resolution and Secretary Certificate authorizing the representative to sign the CPC Application on behalf of the corporation</li> </ul>	
CPC Application	<ul style="list-style-type: none"> <li>• Notarized Certificate Regarding Litigation and Pending Proceedings and Investigations</li> <li>• Signature Specimen</li> <li>• Filled up Statement of Financial Capability</li> <li>• Filled up List of Vehicles and Drivers</li> <li>• Filled up Operator Data Sheet with 2X2 Colored</li> </ul>	

	<p>Headshot Photo</p> <ul style="list-style-type: none"> <li>• Income Tax Return (BIR Form 2316 for 2014 or newer)*</li> <li>• <i>*Alternatives if no BIR Form 2316: Certificate of Registration for BIR (Form 2303), Form 1700 (if earning purely compensation income), Form 1701 (if Self-Employed) , Form 2306/2307 (Certificate of Creditable Tax Withheld at Source) *TIN ID not accepted</i></li> <li>• DTI Certificate of Business Registration – <i>Must be Regional in Scope (DTI for Individual, SEC for Corporation)</i></li> <li>• Proof of Financial Capability – <i>Addressed to LTFRB</i></li> <li>• <i>Bank Certificate (this is provided by your bank and should have a minimum balance of PHP10,000)</i></li> <li>• <i>Bank Statement (or photocopy of bank account passbook for the last 2 months and should have minimum PHP10,000)</i></li> <li>• Garage Map</li> <li>• Professional Drivers License of ALL Drivers</li> <li>• Valid NBI Clearance of ALL Drivers</li> <li>• Valid PNP Clearance of ALL Drivers</li> </ul>	
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*\*Special Power of Attorney is needed between Vehicle Owner and Uber Partner ONLY IF Uber Partner is not the owner of the vehicle. Only the Vehicle Owner may apply for TNVS.*

### TNVS Process at Uber

#### 1. **Get started with your PA Application.**

Just upload the following documents required documents:

- Notarized Special Power of Attorney between Vehicle Owner and Uber
- Notarized Special Power of Attorney between Vehicle Owner and Uber Partner\*
- Scanned Copy of VALID Proof of Filipino Citizenship (NSO Birth Certificate, Driver's License or Philippine Voter's ID)
- Sales Invoice or OR/CR

<CLICK TO UPDATE YOUR UBER ACCOUNT>

Additional documents needed for corporations below. Click [here](#) if to submit additional documents for corporations.

- Scanned Copy of all pages of Certificate of Registration from the Securities and Exchange Commission (SEC)
- Scanned Copy of all pages of Articles of Incorporation and BY-Laws
- Scanned Copy of all pages of Board Resolution and Secretary Certificate authorizing the representative to sign the CPC Application on behalf of the corporation

\*Special Power of Attorney is needed between Vehicle Owner and Uber Partner ONLY IF Uber Partner is not the owner of the vehicle. Only the Vehicle Owner may apply for TNVS.

\*\*REMINDER: Sales Invoice is accepted ONLY FOR PA application. If you will be using your Sales Invoice, remember that the Chassis Number = Frame Number = Serial Number. DO NOT USE MODEL NUMBER as this is not unique. This may be reason for void your entire TNVS application.

Once submitted, you may check the [TNVS tracker](#)\* for the status of your application.

\*NOTE: Information updates to the tracker within 48 hours.

Need help filling out the forms?

## 2. [Download and Prepare Forms and Documents for CPC](#)

IMPORTANT: Submission of CPC requirements is needed for pickup of PA. Your PA will not be issued unless your CPC requirements are complete. We recommend that you begin the CPC Application once you've submitted the documents needed for your PA.

On top of your PA requirements, below are additional requirements needed for CPC Online Submission:

- Notarized Certificate Regarding Litigation and Pending Proceedings and Investigations
- Signature Specimen
- Filled up Statement of Financial Capability
- Filled up List of Vehicles and Drivers
- Filled up Operator Data Sheet with 2X2 Colored Headshot Phot
- Income Tax Return (BIR Form 2316 for 2014 or newer)\*
- *\*Alternatives if no BIR Form 2316: Certificate of Registration for BIR (Form 2303), Form 1700 (if earning purely compensation income), Form 1701 (if Self-Employed) , Form 2306/2307 (Certificate of Creditable Tax Withheld at Source)*
- DTI Certificate of Business Registration – *Must be Regional in Scope (DTI for Individual, SEC for Corporation)*
- Proof of Financial Capability – *Addressed to LTFRB*
- *Bank Certificate (this is provided by your bank and should have a minimum balance of PHP10,000)*

- *Bank Statement (or photocopy of bank account passbook for the last 2 months and should have minimum PHP10,000)*
- Garage Map
- Professional Drivers License of ALL Drivers
- Valid NBI Clearance of ALL Drivers
- Valid PNP Clearance of ALL Drivers

If you need help with the CPC documents, please go to [t.uber.com/howtocpc](https://t.uber.com/howtocpc)

### 3. **Submit your CPC Documents**

IMPORTANT: Submission of CPC requirements is needed for pickup of PA. Your PA will not be issued unless your CPC requirements are complete.

### 4. **Wait for Schedule for PA Pickup**

Once your PA is approved and we have received your complete CPC requirements, Uber will send you a message with your schedule for picking up your Provisional Authority\* and Trade Dress Trade Dress should be used like below:

### 5. **Claim PA from Uber**

IMPORTANT: Please ensure that you come to the office **ONLY** when you have already received a designated schedule.

Please make sure that person picking up the PA is either:

- the TNVS Applicant / Vehicle Owner
- an authorized representative bearing a signed authorization letter, with photocopies of two valid government-issued photo IDs from the TNVS Applicant

Note: UBER will be uploading your PA to your dashboard once you pick it up from the office

### 6. **Claim CPC from Uber**

Please make sure that person picking up the CPC is either:

- the TNVS Applicant / Vehicle Owner
- an authorized representative bearing a signed authorization letter, with photocopies of two valid government-issued photo IDs from the TNVS Applicant

Note: UBER will be uploading your CPC to your dashboard once you pick it up from the office