

**[LTFRB MEMORANDUM CIRCULAR NO. 2009-012,
May 25, 2009]**

**IMPLEMENTING GUIDELINES IN THE AUTHORIZATION OF
DEALERS AND DISTRIBUTORS OF TAXI METER ISSUING RECEIPT**

Pursuant to MC 2003-020 as amended by MC-2009-003 dated January 26, 2009, the Board hereby promulgates policies and guidelines for the authorization of dealers and distributors of taxi meter issuing receipts.

1. Procedures – In applying for authorization, the following are the procedures for application for authorization:

- a) Filing of the application for authorization at Technical Evaluation Division with the requirements as provided for in the next succeeding number;
- b) Evaluation by the Authorization Team of all the requirements submitted by the applicant;
- c) Approval of the Authorization Team of the Application which complied with all the requirements prescribed;
- d) Confirmation of the Chairman and Board Members of the approval of the application as recommended by the Authorization Team.

2. Documentary Requirements – In applying for the authorization as duly authorized dealers/distributors, the following documents shall be submitted upon filing of duly accomplished and notarized application for authorization:

- a) Department of Trade and Industry Business Name Registration, in case of individuals;
- b) In case of corporations or partnerships, Securities and Exchange Commission Registration and Articles of Incorporation;
- c) Certificate of Accreditation from BIR
 - c.a) Machine Accreditation number
 - c.b) Software accreditation number
- d) Location map of shop and parking with complete address which can accommodate at least 3 units;
- e) Picture of the establishment showing permanent signboard, classification and address;
- f) Warranty of Taximeter after installation;
- g) Undertaking to be liable for all designated sub dealers and agents;