

Collection of Municipal Tricycle Operators Permit

Office or Division:		Municipal Treasury Office		
Classification:		Simple		
Type of Transaction:		G2C		
Who may avail:		Tricycle Operators		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Photocopy of Official Receipt		LTO		
Photocopy of Certificate of Registration		LTO		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit documents for verification and the required payment	1. Receive and issue official receipt upon payment	1. Filing Fee Annual Fee (New/Renewal) Mayors Permit – ₱ 500.00 Police Permit Fee – ₱ 100.00 Inspection Fee - ₱ 50.00 MTOP Sticker - ₱ 100.00 MTOP Permit (Annual) – ₱ 200.00 For each additional unit - ₱ 300.00 2. Fare Adjustme	5 Minutes	<i>Revenue Collection Clerk I</i> <i>Administrative Aide I</i> Office of the Municipal Treasury Office



		nt Fee (for every request for fare adjustme nt/increas e to be paid by the tricycle operators and drivers associati on) - ₱ 1500.00 Total = ₱ 2,300.00		
2. Proceed to Vice Mayor's Office for preparation and release of franchise permit	2. Advise client to proceed to the Franchising Officer for the preparation of Municipal Tricycle Operators Permit (MTOP)	None	5 Minutes	<i>Local Legislative Staff Officer I</i> Office of the Vice Mayor
TOTAL			10 Minutes	