

RENEWAL
LTO APPLICATION EVALUATION FORM FOR PRIVATE
SECURITY AGENCY / PRIVATE DETECTIVE AGENCY

PSA/PDA NAME: _____

LTO **Regular** **Validity** **2 years** **Expiry Date** _____
 Temporary **3 years**
 Temporary to Regular **4 years**
Was it filed late? **YES** **5 years** **Reverted** **Yes**
 No **No. of Days Lapsed** _____ **No**

	DOCUMENTARY REQUIREMENTS	TAB	REMARKS	COMPLIED	
				YES	NO
1	Endorsement with Inspection Report from C, RCSU (Applicants outside Manila) and Inspection Report from C, EMD (Applicants based in Metro Manila)	A			
2	LTO Application Form (AL-01) (Original Copy duly Notarized)	B			
3	Monthly Disposition Report (MDR) (Original Copy Received by Records Section)	C			
4	Annual Income Tax Return (ITR) with VAT Payments for the last 3 consecutive months (Authenticated Photocopy)	D			
5	Surety Bond with Official Receipt (Original and Photocopy)	E			
6	Security Industry Regulation Seminar (SIRS) of Licensee (Original Copy validated by STMD, SOSIA)	F			
7	Business Permit from the LGU (Authenticated Photocopy)	G			
8	Photocopy of previous LTO (Authenticated by Chief, Records Section)	H			

- Certificate of Non-Pending Case _____
- Days after expiration _____
- Total No. of SGs _____
- Total No. of SGs in Single Post _____
- No. of SGs deployed in _____
- Banks/Financial Institutions _____
- LESP of Licensee and Staff _____

* Total No. of Firearms in:
 MDR _____
 FRV _____
 No. of Excess Firearms _____
 FRV/LRR Type 5 (On-line) _____

Additional Requirements for CHANGES (Please Check if there's any)

- | | | |
|---|---|--|
| <input type="checkbox"/> Business Name
_____ Letter Request
(Addressed to Chief, SOSIA)
_____ Previous LTO (Original)
_____ Inspection Report
_____ DTI Cancellation and/or
SEC Certificate and/or
Amended GIS from SEC
_____ Board Resolution if SEC
_____ Affidavit of Undertakings | <input type="checkbox"/> Business Address
_____ Letter Request
(Addressed to Chief, SOSIA)
_____ Previous LTO (Original)
_____ Board Resolution (if SEC)
_____ Inspection Report
_____ Amended GIS from SEC
_____ Affidavit of Undertakings | <input type="checkbox"/> Change of Licensee
_____ Letter Request
(Addressed to Chief, SOSIA)
_____ Previous LTO (Original)
_____ Amended GIS/SEC
_____ Board Resolution (Specifically
indicating that Licensee is
Part-Owner; Operator; and
Its designation of said PSA)
_____ SIRS of Licensee
_____ Bio data of Licensee
_____ TOR and Diploma (Original)
_____ NBI Clearance
_____ DTI Cancellation of former Licensee
_____ Affidavit of Undertakings |
|---|---|--|
- Remarks:

 Name & Signature of Evaluator
 Date of Evaluation: _____

 NAME & SIGNATURE of Licensee/Representative
 Contact No. _____