



*Technical Report*

***Draft of Updated LTO Operations Manual:  
#3 of 6 reports for an***

## **Integrated System of Motor Vehicle Registration, Land Public Transport Franchising, Insurance, and Taxation**

**by The Asian Institute of Management RVR Center for Corporate Responsibility:  
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and Romulo Miral, Jr.**

**Prepared for  
Land Transport Office (LTO)  
Land Transportation Franchising & Regulatory Board  
Bureau of Internal Revenue, and  
Insurance Commission  
Republic of the Philippines**

**Submitted for review to  
USAID/Philippines OEDG**

**March 2007**



# Preface

This report is the result of technical assistance provided by the Economic Modernization through Efficient Reforms and Governance Enhancement (EMERGE) Activity, under contract with the CARANA Corporation, Nathan Associates Inc. and The Peoples Group (TRG) to the United States Agency for International Development, Manila, Philippines (USAID/Philippines) (Contract No. AFP-I-00-00-03-00020-00 Delivery Order 800). The EMERGE Activity is intended to contribute towards the Government of the Republic of the Philippines (GRP) Medium Term Philippine Development Plan (MTPDP) and USAID/Philippines' Strategic Objective 2, "Investment Climate Less Constrained by Corruption and Poor Governance." The purpose of the activity is to provide technical assistance to support economic policy reforms that will cause sustainable economic growth and enhance the competitiveness of the Philippine economy by augmenting the efforts of Philippine pro-reform partners and stakeholders.

EMERGE received an unsolicited grant proposal from the Asian Institute of Management (AIM) Ramon V. del Rosario, Sr., (RVR) Center for Corporate Responsibility dated August 1, 2005, entitled "Improved Coordination among Regulatory and Tax Administration Agencies: Towards Improved Tax Collection." As the design of the activity was refined, it was endorsed on January 20, 2006, by the heads of four counterpart agencies: Chairperson Maria Elena Bautista, Land Transportation Franchising and Regulatory Board (LTFRB), Commissioner Jose Mario C. Buñag, Bureau of Internal Revenue (BIR), Commissioner Evangeline Escobillo, Insurance Commission (IC), and Assistant Secretary and Chief, Anneli Lontoc, Land Transport Office (LTO). The counterparts called for technical assistance through the proposed grant to help them develop an **"Integrated System of Motor Vehicle Registration, Land Public Transport Franchising, Insurance and Taxation"** program, in order to 1) reduce transaction costs and business risks in the registration and insurance of motor vehicles, and in franchising and insurance of land transportation, and 2) improve the collection of taxes and fees from land transportation franchising, motor vehicle registration and insurance through third party information.

The specific objectives of the activity were:

1. To review and analyze the business processes and their accompanying organizational structures and level of ICT support, which are pertinent to motor vehicle registration, land public transport franchising, and transport sector taxation;
2. To identify possible areas of interface and harmonization of requirements in the processes undertaken by the LTO, LTFRB, BIR, and IC, which include but are not limited to data generation, processing, and analysis;
3. To design an improved and integrated system for motor vehicle registration, land public transport franchising, and transport sector taxation; and
4. To design a change plan for the introduction and adoption of the integrated system in objective 3.

The EMERGE grant was approved by USAID on March 20, 2006. The AIM team consisted of Felipe Alfonso & Francisco Roman, Jr., Project Leaders, John Paul Vergara, Team Leader 1, Dennis Beng Hui, Team Leader 2, Romulo Miral, Jr., Task Manager, and others. Upon completion of its work the AIM/RVR Center submitted the following reports detailing the results of their work with the counterpart agencies:

I. **“Integrative Report,”** describing the project background and the major findings and recommendations of the study. Also included as appendices are:

- Draft MOA for Linkage on Compulsory Third Party Liability Insurance Reporting, among IC, LTO and BIR
- Draft MOA for Linkage on Colorum Vehicle Reporting, between LTO and LTFRB
- Draft MOA for Linkage on Tax-Related Information on Transport Operators, between LTFRB and BIR
- LTO Office Order No. 151-2006 dated May 17,2006 on the Creation of Study Group to Update LTO Operations Manual
- LTO Memorandum dated October 30,2006 on Monitoring and Reporting of Transaction Inefficiencies

II. **“Motor Vehicle Registration Report,”** containing the motor vehicle registration process documentation, diagnostics of the process, and proposed systems and process improvements;

III. **“Draft of Updated Land Transportation Office (LTO) Operations Manual,”** which was prepared by an LTO study group with the facilitation and guidance of the AIM project team;

IV. **“Land Transport Franchising Report,”** containing the land transportation franchising process documentation, diagnostics of the process, and proposed systems and process improvements;

V. **“Draft Land Transportation Franchising and Regulatory Board (LTFRB) Guidebook,”** which is a step-by-step guide in operationalizing the proposed process improvements in the Application/Extension of Validity of Franchise and Confirmation of Franchise, which represent the bulk of the transactions at the LTFRB; and

VI. **“Risk Assessment of Taxation in Motor Vehicle Registration and Land Transport Franchising,”** which looks at the problems and proposed systems improvements in motor vehicle registration and transport franchising within a tax revenue risk assessment framework.

The views expressed and opinions contained in these reports are those of the authors and are not necessarily those of USAID, the GRP, EMERGE or its parent organizations.

**INTEGRATED SYSTEM OF MOTOR VEHICLE REGISTRATION,  
LAND TRANSPORT FRANCHISING,  
TAXATION AND INSURANCE**

**DRAFT OF UPDATED LAND TRANSPORT OFFICE (LTO)  
OPERATIONS MANUAL**

**HILLS PROGRAM ON GOVERNANCE-  
RVR CENTER FOR CORPORATE RESPONSIBILITY  
ASIAN INSTITUTE OF MANAGEMENT**

**MARCH 2007**

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\*Note: A draft of Annex 7 is included here, but the other annexes are to be added by LTO staff as they edit and finalize the manual.

## **M E S S A G E**

I wish to congratulate the Land Transportation Office for its dedication in coming up with a new Manual of Operations on Motor Vehicle Registration to conform with its information technology.

This updated Manual will be of great help to the officials and employees of the LTO to serve as guide and reference in the uniform discharge of functions and duties.

I am confident that this manual will surely go a long way in making the LTO more effective and more efficient in service delivery to the public clients.

To the men and women of the LTO who unselfishly shared their time and talents in coming up with a New Manual. I salute you.

**LEANDRO R. MENDOZA**

Secretary

Department of Transportation & Communications

## **M E S S A G E**

The Land Transportation Office on its full automation is now a Model Government Agency showcasing excellent and quality public for a progressive land transport sector.

It is also LTO's dedication to come up, at this fast changing modern times with an update of LTO Manual of Operations on Motor Vehicle Registration to keep the officials and employees properly informed of the new rules and regulations of the office for uniform observance.

I wish to congratulate the LTO Study Group for making possible the prompt release of a New Manual of Operations on Motor Vehicle Registration.

Let this Manual serve as guide for all LTO officials and employees in the discharge of their functions and duties.

**ANNELI R. LONTOC**  
Assistant Secretary  
Land Transportation Office

## **M E S S A G E**

The LTO Study Group, mandated by Assistant Secretary Anneli R. Lontoc to come up with an updated Manual of Operation on Motor Vehicle Registration, has done a good job of speedily coming up with the Manual as desired.

The members of the Study Group have actively and unselfishly contributed their talents in coming up with this much needed Manual of Operation on Motor Vehicle Registration and for this they deserve to be commended.

I wish to thank LTO Assistant Secretary Anneli R. Lontoc for reviving the LTO Study Group and I am sure she can use the Group as an effective management tool in the evaluation and further improvement of LTO services.

We hope that the officials and employees of the Land Transportation Office will use this Manual for effective guidance, reference and for efficient delivery of quality public service.

**LINA L. ESTRADA**  
Chairman, LTO Study Group  
& Regional Director-LTO-IV-A

## **P R E F A C E**

Thru the collective efforts of the members of the LTO Study Group:

In 1988, a Motor Vehicle Registration Systems (MVRS) Manual was published to provide a documented material for reference of LTO personnel. The manual also aimed to standardize registration procedures in all district Offices to prevent confusion in the interpretation and implementation of policies. This was spearheaded by LTO Assistant Secretary Manuel R. Sabalza.

In 1997, a Manual of Operation on Motor Vehicle Registration was published to update the 1988 Manual. The aim was to improve the Motor Vehicle Registration System to project a better image for LTO employees as public servants. This was made possible thru the initiative of LTO Assistant Secretary Manuel F. Bruan.

Now in 2006, an updated Manual of operation on Motor Vehicle Registration is again published to make the manual conform with the automation of transactions under the LTO-IT project. The aim of this Manual is to keep LTO personnel abreast with the new changes in rules and regulations which will serve as their guide and reference in rendering maximum efficiency and effectiveness in service delivery to the public clients. A clear directive towards this end was ordered by LTO Assistant Secretary Anneli R. Lontoc.

## ACKNOWLEDGEMENT

We wish to acknowledge the cooperation and untiring efforts exerted by the members of the LTO Study Group created by the LTO Assistant Secretary under Office Order No. 151-2006 dated 17 May 2006 composed of the following:

Chairman	:	Atty. Lina L. Estrada	
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: Melba DG. Lopez - Registration Section  
: Nenette V. Se - Registration Section  
: Renato B. Payumo - MID

Special Citations are hereby given for extra efforts exerted by the following:

The AIM representatives headed by Dr. John Paul Vergara for sound suggestions in making the Manual of Operation on Motor Vehicle Registration organized and easily understandable.

**LINA L. ESTRADA**  
Chairman, LTO Study Group

# CHAPTER I

## INTRODUCTION

### HISTORICAL BACKGROUND OF LAND TRANSPORTATION

The concept of land transportation system in the Philippines started when our ancestors invented the means of locomotion with the animals in moving people and goods from place to place. Although the means of land transportation during the early days were not as sophisticated as the modern vehicles of today and the roads not as well constructed, the early Filipinos also observed some laws to govern their mobility. These laws were as informal and simple as specifying which animal could be used for certain purposes but these showed that our ancestors had already felt the need to regulate the transportation system.

As early as 1910, there were already few motor vehicles seen operating in public highways in Manila and suburbs.

Better means of transportation were invented and introduced in the country. Gradually, the Filipinos learned to use cars, trucks, jeeps and other types of vehicles. The means of transportation became better and powerful and the laws governing land travel became more formal and modern.

On February 6, 1912, Legislative Act No. 2159 was enacted to regulate motor vehicles in the Philippine Islands and to provide for the regulation and licensing of operators. This was the first formal law on land transportation passed by the legislature. This law created an Automobile Section under the Administrative Division of the Bureau of Public Works. The Section was tasked to take charge of motor vehicles and drivers' services. Later on, Legislative Act 2159 was amended by 2556, 2389, 2587, 2639 and 2925.

In 1922, Act No. 3045 was passed into law compiling and incorporating all laws governing motor vehicles. The Automobile Section was upgraded to the Automobile Division under the Bureau of Public Works.

On January 1, 1933, Act No. 3992 otherwise known as "The Revised Motor Vehicle Law" was enacted amending Act No. 3045. The Automobile Division was renamed Division of Motor Vehicles. The Chief of the Division was called the Superintendent of Division of Motor Vehicles. Act No. 3992 was amended by Commonwealth Act Numbers 123, 548, 556, 652 and Republic Act Numbers 314, 587, and 2383.

On June 2, 1945, Department Order No. 4 was issued by the Department of Public Works and Highways reorganizing the Division. This took effect after the liberation of the Philippines from the Japanese invasion.

In 1947, Executive Order No. 94 was promulgated reorganizing the different executive departments, bureaus and offices. Under Section 82 of this E.O., the Division of Motor Vehicles was upgraded into the Motor Vehicles Office (MVO) with the category of a Bureau. The Chief of the MVO enjoyed the rights and privileges of a Bureau Director.

During the fifties and early sixties, our country started undergoing rapid economic development. Industrialization advanced and as a consequence, more and better roads were constructed. The Filipino then realized the need for more and better means of transportation. The growth in the number of motor vehicles increased the demand for services that the MVO must render to the public. This necessitated the issuance by the DPWH on June 5, 1961 of Administrative Regulation No. 1 transferring the function of collecting the registration fees from city treasurers to the various vehicle agencies of MVO.

On June 20, 1964, R.A. 4136, otherwise known as the "Land Transportation and Traffic Code" was enacted abolishing the Motor Vehicle Office and creating the Land Transportation Commission. This law likewise partially repealed Act No. 3992. The Code provided that the Land Transportation Commission shall "control as far as they apply, the registration and operation of motor vehicles and the licensing of owners, dealers, conductors, drivers and similar matters." To effectively carry out its mandate, the Land Transportation Commission established regional offices in various parts of the country.

On July 23, 1979, Executive Order Number 546 was promulgated creating the Ministry of Transportation and Communications (MOTC). This marked another reorganization. The Land Transportation Commission was renamed Bureau of Land Transportation and was absorbed by MOTC.

On March 20, 1985, Executive Order 1011 was promulgated. This Executive Order abolished the Board of Transportation and the Bureau of Land Transportation and established the Land Transportation Commission. The defunct BLT and BOT were merged and their powers, functions and responsibilities were transferred to the Land Transportation Commission (LTC) headed by a Chairman, assisted by four Commissioners. The LTC was tasked to perform functions such as registering motor vehicles, licensing of drivers and conductors, franchising of public utility vehicles and enforcing traffic rules and regulations and adjudicating apprehensions.

On January 30, 1987, the Land Transportation Commission was abolished and two offices were created, namely: The Land Transportation Office (LTO) and the Land Transportation Franchising and Regulatory Board (LTFRB). The LTO took over the functions of the former BLT and the LTFRB took over the functions of the former BOT. The MOTC was likewise renamed DOTC. All these changes

took effect with the promulgation of Executive Order No. 125 which was later amended by Executive Orders No. 125-A dated April 13, 1987 and E.O. 226 dated July 25, 1987.

Despite the changes in names of Office and all the reorganizations that took effect, its basic functions on land transportation system remain the same. The promotion of safety and comfort in land travel is its continuing commitment.

When Executive Orders 125, 125-A and 226 were promulgated, LTO was composed of only thirteen (13) regions. As time went on, additional regions were created, namely: CAR, CARAGA and MIMAROPA. While CAR and CARAGA are attached to the DOTC, they report to LTO Central Office on matters of registration of motor vehicles, issuance of drivers licenses and enforcement of land transportation laws, rules and regulations.

The volume of transactions at LTO has grown so fast without increasing the manpower, hence to meet the public's demand, LTO introduced the computerization of its transactions sometime in 1998. To date, almost all LTO Offices are computerized except those with manpower, telecommunications and security issues.

LICENSED TO DRIVE is LTO's current direction. This is an acronym for the 15-Point Agenda for good governance, namely:

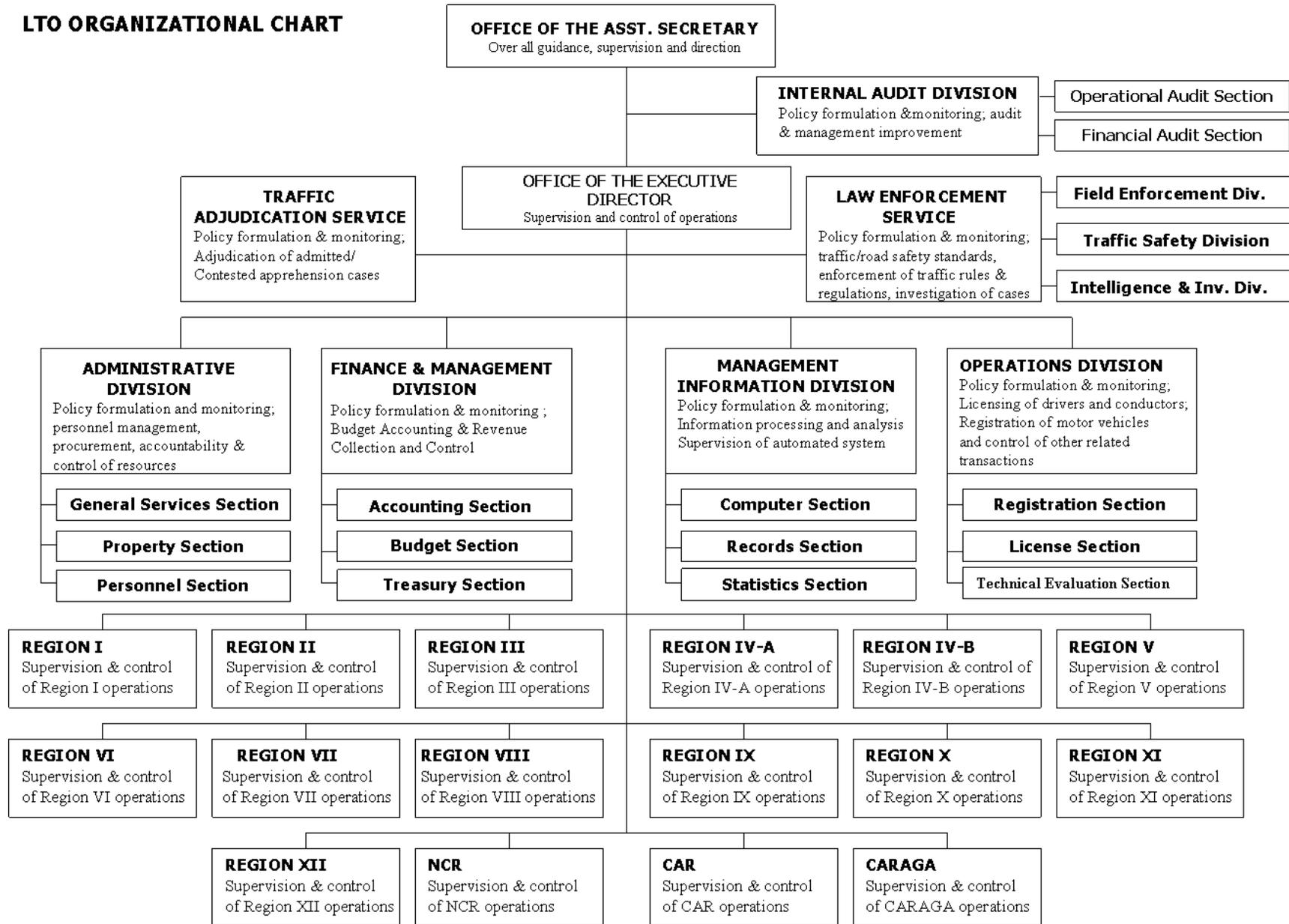
- L - LTO's Enhanced Activities and Projects;
- I - ISO; (9001-2000 International Organization for Standardization)
- C - Customers' Assistance and Response Enhancement Program;
- E - Enhancement of LTO Traffic Laws;
- N - National Anti-Corruption Strategy(NACS);
- S - Special Plates;
- E - Enhancement of MVRS hire motor vehicle system;
- D - Driver's Training Seminar;
  
- T - Technology Improvement;
- O - Organizational Development;
  
- D - Developing Road Safety Advocates and Implementing Other Road Safety Projects;
- R - Revenue Enhancement Measures;
- I - Integrity Development Program;
- V - Vanity Plates; and
- E - Environmentally Sustainable Transport System.

**B. LEVELS OF OPERATION:**

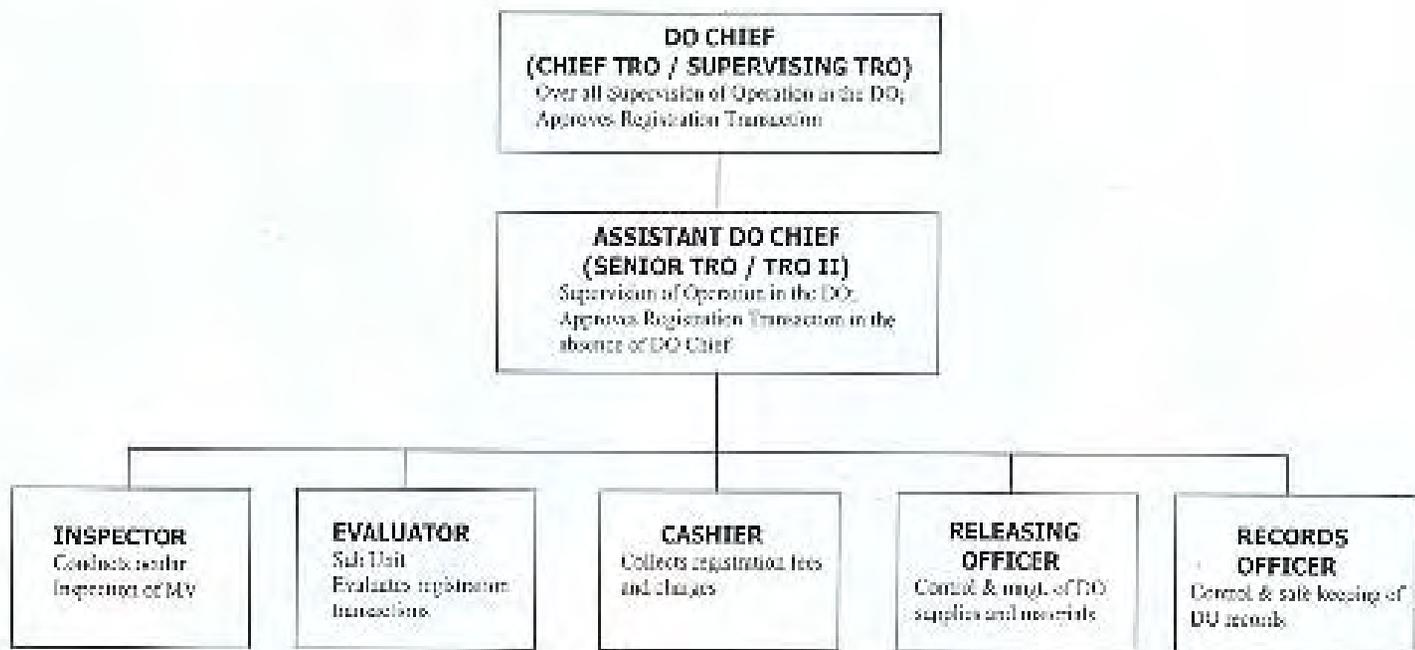
The Land Transportation Office has three levels of operation, namely:

Sectoral/ Central Office	headed by an Assistant Secretary and complemented by all personnel of the Sectoral/Central Office
Regional Office	headed by a Regional Director and complemented by all personnel of the Region
District/Extension Office	headed by a Chief / Supervising Transportation Regulation Officer/ Officer In-charge and complemented by all personnel of the District/Extension Office

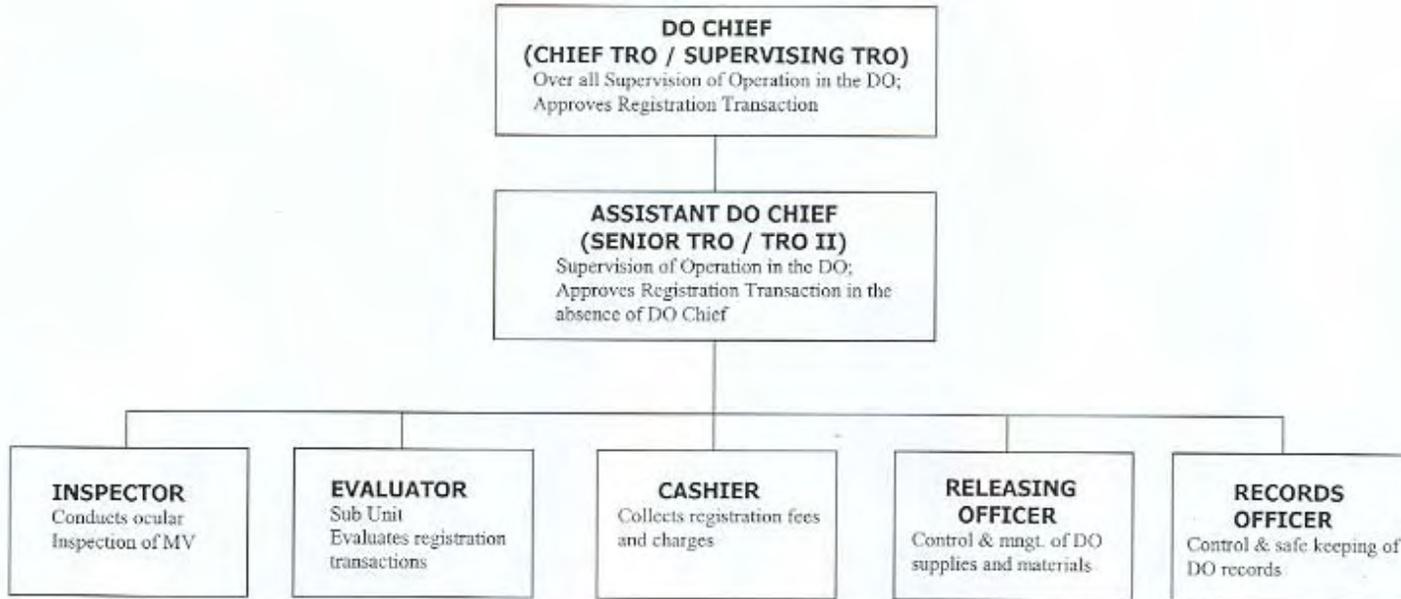
# LTO ORGANIZATIONAL CHART



**DO / EO SET UP FUNCTIONAL CHART**

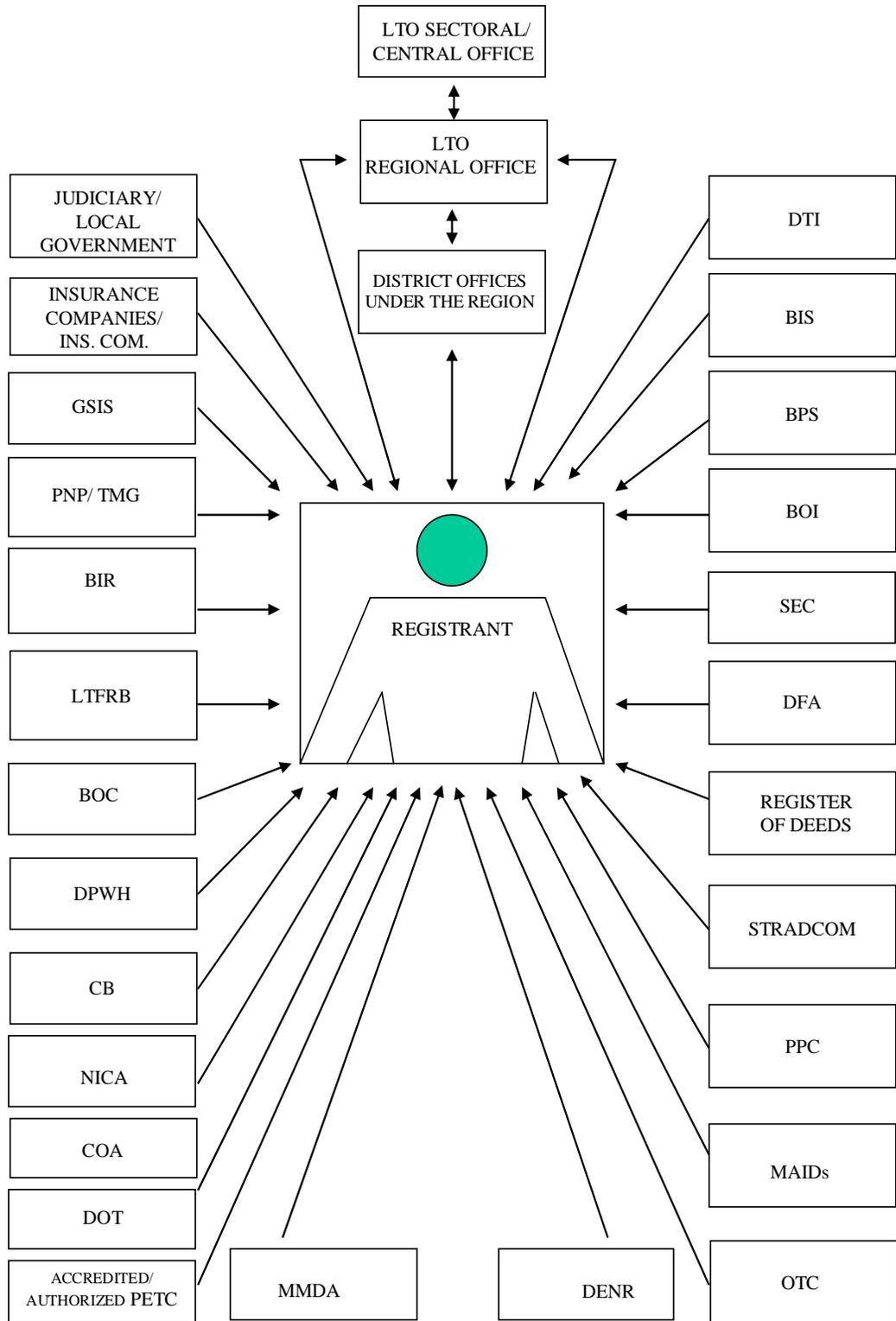


**DO / EO SET UP FUNCTIONAL CHART**



D. ORGANIZATIONAL LINKAGES

**DOTC**



**OFFICE**

**ROLE/SOURCE  
DOCUMENTS**

. Accredited Insurance Companies	Certificate of Cover
. Bureau of Internal Revenue (BIR)	Certificate of Clearance of Motor Vehicle (CCMV) Motor Vehicle Tax Cert. of Clearance (MVTCC) Taxpayer Identification No. (TIN)
. Bureau of Import Services (BIS)	List of accredited Motor Vehicle Rebuilders
. Bureau of Customs (BOC)	Certificate of Payment (CP) Certificate of Amendment
. Board of Investments (BOI)	BOI Registration for Assembler/Manufacturer
. Bureau of Product Standards (BPS)	Motor Vehicle Products Standards
. Central Bank of the Philippines (CB)	Indorsement for transfer of MV covered by CB No. 1168 purchased from “Balikbayans”
. Commission on Audit (COA)	Audit Report
. Department of Environment and Natural Resources (DENR)	Emission Standards Resources Cert. of Conformity(COC)
. Department of Foreign Affairs (DFA)	Endorsement for tax exempt MVs Clearance for transfer of ownership of tax exempt MVs
. Department of Trade and Industry (DTI)	Trade/Business Name Accreditation of Private Emission Testing Centers

. Department of Tourism (DOT)	List of Accredited Tourist MVs
. Department of Transportation and Communications (DOTC)	Certificate of Compliance to Emission Standard (CCES) Suspends/Revokes Private Emission Testing Center authorization
. Department of Public Works and Highways (DPWH)	Issuance of Special Permit for unconventional MVs and equipment
. Insurance Commission	List of accredited Insurance Companies
. Judiciary	Court Order for LTO to implement court decisions affecting MVs
. Land Transportation Franchising and Regulatory Board (LTFRB)	Issues Special Permit for Out-Of -Line Operation Issues Certificate of Public Convenience (CPC) Confirms authorized units
. Local Government Units (LGUs)	Issues Business permit, clearance, franchise for tricycle
. Metro Manila Development Authority (MMDA)	Report of apprehension
. National Intelligence Coordinating Agency (NICA)	Approves issuance of Security Plates
. Office of Transport Cooperatives (OTC)	Certificate of Membership of good standing to transport Cooperative
. Private Emission Testing Center (PETC)	Certificate of Emission Compliance (CEC)
. Philippine National Police-Traffic Management Group (PNP-TMG)	MV Clearance Certificate Specimen signature of persons authorized to sign MV clearance

- . Philippine Postal Corporation (PPC) Postal Money Order (PMO)
- . Register of Deeds Annotates/Cancel MV  
Chattel Mortgage
- . Securities and Exchange Commission (SEC) Issues certification of  
registration to duly organized corp.

## CHAPTER II

### GENERAL INFORMATION

#### A. OBJECTIVES OF REGISTRATION OF MOTOR VEHICLES

Pursuant to Section 5, Article I, Chapter II of Republic Act 4136, otherwise known as the **Land Transportation and Traffic Code**, as amended, all motor vehicles must be registered. No motor vehicle shall be used or operated on or upon any public highway of the Philippines unless the same is properly registered.

**The registration of a motor vehicle is made compulsory in order to:**

1. Establish its identity, classification and ownership;
2. Determine its roadworthiness;
3. Determine its conformity with the prescribed minimum and maximum dimensions and weight;
4. Impose payment of the required fees and charges;
5. Authorize and control its operation on public highways; and
6. Establish and maintain its record.

#### B. CLASSIFICATION, DENOMINATION & COLOR SCHEME OF MV PLATES

##### a. Private Vehicles

1. Passenger cars
2. Utility Vehicles (UV)
3. Sports Utility Vehicles (SUV)
4. Motorcycles (MC)
  - MC with sidecar
  - MC without sidecar
  - Light Electric Vehicles (LEV-MC)
5. Trucks (T)
6. Truck Buses (TB)
7. Trailers (TRL)

##### b. For Hire Vehicles

1. Passenger cars (TX, Tourist car)
2. Utility Vehicles (UV) (Taxi, PUJ, Vehicles-for-hire, Garage, Tourist School Service)
3. Sports Utility Vehicles (SUV)
4. Tricycles (TC)
5. Trucks (TH) (Advertising Trucks [Adtrucks])
6. Trucks buses (TB) (PUB, Shuttle bus, School bus, Tourist bus)
7. Trailers (TR)

### **c. Government Vehicles**

1. Passenger cars
2. Utility Vehicles (UV)
3. Sports Utility Vehicles (SUV)
4. Motorcycles (MC)
  - MC with sidecar
  - MC without sidecar
  - Light Electric Vehicles (LEV-MC)
5. Trucks (T)
6. Truck Buses (TB)
7. Trailers (TRL)

### **d. Diplomatic Vehicles**

1. Diplomatic Corps (DC)
2. Chief of Mission (CM)
3. Consular Corp (CC)
4. Other Exempt Vehicles (OEV)
5. OEV (SBMA, CDC, and CEZA)

## **COLOR SCHEMES OF MV PLATES**

The following plate color schemes are being adopted:

### **1. Private Motor Vehicle**

- |                                 |  |
|---------------------------------|--|
| 1. Regular and Trailer          | green alpha numeric with combination of blue, white and green background.          |
| 2. Motorcycle (MC)              | green alpha numeric or green numeric alpha with white background.                  |
| 3. Light Electric Vehicle (LEV) | white alpha numeric with orange background.  |
| 4. Vanity                       |  |
| a. Limited Edition              | black alpha numeric over blue background with "GUADALUPE BRIDGE" graphics.         |
| b. Premium Edition              | black alpha numeric over blue background with "MAYON VOLCANO" graphics.            |
| c. Select Edition               | black alpha numeric over blue background with "PHILIPPINE RICE TERRACES" graphics. |

5. Protocol blue numeric for House of Representatives, and green numeric alpha for other government officials over graphics with blue, white and green background.

2. **Public Utility Vehicle**

1. Regular and Trailer black alpha numeric with yellow background

a. Tourist black alpha numeric over graphics with blue, white, yellow and green background

b. Tricycle (TC) black alpha numeric with yellow background.

3. **Government Vehicle**

1. Regular and Trailer red alpha numeric with white background.

2. Motorcycle (MC) red alpha numeric with white background.

4. **Diplomatic Vehicle**

1. Other Exempt Vehicle (OEV) blue numeric over graphics with blue  
Diplomatic Car Plate (DC) white and green background  
Chief of Mission (CM)

2. Other Exempt Vehicle (OEV) white background with blue numeric  
Motorcycle (MC)

*Note:* See Annex 1 for illustration/pictures of sample plates

## **DESCRIPTION OF MV PLATES**

The motor vehicle plate number consists of alpha numeric symbols. All letters of the alphabet are used. The first letter refers to the region where the registering district office is located, that is A for Region I, M for Region 12 and N for NCR until exhausted whereupon other letters shall be used.

For Government Motor Vehicles, the first letter prefix is S. This shall be used until exhausted whereupon other letters may be used.

For For-Hire Motor Vehicles, the second letter of the alphabet is a prefix which shall be either V, W, X, Y, Z. When exhausted, the first letter shall be changed provided a letter that has not been used shall be assigned.

For Motorcycles, the new numeric alpha plates shall be assigned after exhaustion of alpha numeric MC plates.

For Trailers, the second letter of the alphabet shall be U.

For change classification, a small capital letter indicating the former classification is placed on upper left-side portion of the plate before the prefix – D for Diplomatic, G for Government, P for Private and H for-Hire. A diamond spacer is placed below the small capital letter.

For For-Hire vehicles which were formerly private or government, a small capital letter indicating the former classification is placed on top of the diamond spacer, and the region of operation thereof is indicated by a small letter below.

For duplicate plates, a small d is placed on the middle left-side portion of the plate before the prefix. For duplicate plates manufactured on the second time, a small t is placed on the same portion of the plate.

## C. MAJOR TYPES OF MOTOR VEHICLE REGISTRATION

### I. New – Initial or 1<sup>st</sup> time registered in the Philippines

#### 1. **Brand New**

- a. locally manufactured
- b. imported

#### 2. **Others**

- a. Imported 2<sup>nd</sup> hand (in-use)
- b. Chopped/Cut Up/Assembled out of Imported Components
- c. Rebuilt/Locally assembled (backyard)
- d. Undocumented

#### 3. **Special** – New MV registration with special qualification \*

Transactions falling under this type are those that are registered for the first time in the Philippines but no Certificate of Registration (CR) is issued. Thus, they are distinctly categorized as Special.

- a. **Underbond MVs** – tax-exempt imported MVs specifically for the use of Foreign Consultants for six-months period counted from the date of issuance of the Official Receipt evidencing payment of registration fees with LTO. After six months, they are subject to re-exportation, unless extended for the same period by the Bureau of Customs; and
- b. **MVs Under Written Commitment** – tax-exempt imported MVs endorsed by the Department of Finance for use in various projects in the Philippines. After the specific project for which they are imported is completed, they are subject for re-exportation, unless extended by the Bureau of Customs.

\* MV's falling under this category are registered at Diliman District Office except those that are brought into the country through the Subic Freeport Zone, which shall be registered at the Subic Extension Office at the SBMA.

### II. Renewal – Subsequent registration after initial MV registration

1. Renewal registration for all classifications (private, for hire, government, diplomatic)
2. Other exempt MVs (OEV) from SBMA and Clark Development Corporation
3. Stolen/recovered MVs

### **III. MISCELLANEOUS TRANSACTIONS**

#### **1. Transactions Requiring Change of CR**

- a. Change Chassis/Motor from Previously Registered MVs
- b. Registration of MVs Acquired through Public Bidding conducted by Government Office/Entity (Unserviceable)
- c. Registration of MVs Acquired through Donation
- d. Registration of MVs Obtained through Public Auction before a Notary Public through Mechanic's Lien
- e. Registration of MVs Acquired through Extra-Judicial Settlement of Estate of Deceased Person
- f. Registration of MVs Acquired through Judicial Settlement of Estate of Deceased Person
- g. Transfer of Ownership of Underbond MVs
- h. Transfer of Ownership of MVs Obtained Under a Sheriff's Certificate of Sale Issued Under a Judicial Foreclosure
- i. Transfer of Ownership of MVs Obtained under an Extra-Judicial Foreclosure Sale Conducted Before the Notary Public (Arts. 2112 and 2114, New Civil Code of the Philippines in relation to Act 1508)
- j. Transfer of Ownership of MVs Obtained Under Sheriff's Certificate of Sale Pursuant to a Money Judgment which has become final
- k. Transfer of Ownership of MVs Purchased from Diplomatic/Tax Exempt Personnel
- l. Registration of MVs subject of Lease Agreement
- m. Annotation of Mortgages and Other Liens or Encumbrances
- n. Second Mortgage

- o. Annotation of MVs with Restraint and Levy
- p. Cancellation of Mortgage or Other Liens and Encumbrances
- q. Cancellation of Mortgage when the Financing Company (mortgagee) no longer exists and the Release of Mortgage Contract is missing
- r. Transfer of Ownership of MVs covered by CB No. 1158 Purchased from “Balikbayans”
- s. Duplicate Certificate of Registration (CR)
- t. Duplicate Certificate of Registration Encumbered (CRE)
- u. Change Chassis/Motor
- v. Transfer of Ownership of Private MVs
- w. Transfer of Ownership of For Hire MVs
- x. Change Classification (Private to For Hire) with Encumbrance
- y. Change Classification (For Hire to Private) with Encumbrance
- z. Change Body/Body Design

**1. Others**

- a. Duplicate Official Receipt (OR) of Payment of Registration Fees
- b. Duplicate Plates/Replacement Stickers
- c. Issuance of Vanity License Plates
- d. Storage of MVs
- e. Reactivation of Stored MVs
- f. Issuance of Special Permits

- g. Issuance of Conduction Permits
- h. Recorded MVs
- i. Use of Security Plates/Stickers
- j. Change Color
- k. Re-stamping of Engine/Chassis Numbers
- l. Stamping of Chassis Identification Numbers
- m. Application of Overpayment/Double Payment for  
Renewal Registration and Refund
- n. Request for Confirmation/Reply to Confirmation (MC91-137)

## **D. DOCUMENTARY REQUIREMENTS (FOR ALL CLASSIFICATIONS)**

### **1. NEW**

#### **1. Brand New**

##### **a. Locally Manufactured**

1. Original Sales Invoice of MV with sales evaluation from LTO Regional Office
2. Certificate of Stock Reported (CSR)
3. Certificate of Quality Control
4. Valid PNP-TMG MV Clearance Certificate
5. Actual Inspection of the MV with duly accomplished and approved Motor Vehicle Inspection Report (MVIR)
6. Appropriate insurance certificate of cover
7. Valid Certificate of Public Convenience duly confirmed by the LTFRB, in case of for hire MV's
8. Valid Motorized Tricycle Operators Permit (MTOP), for TC only
9. Taxpayer's Identification Number (TIN)

##### **b. Imported**

1. Commercial Invoice of MV issued by the country of origin
2. BOC Certificate of Payment duly confirmed by LTO Regional Office
3. Certificate of Stock Reported (CSR)
4. Sales Invoice of the MV with sales evaluation from the LTO Regional Office
5. Certificate of Quality Control
6. PNP-TMG MV Clearance Certificate
7. Actual inspection of MV with duly accomplished and approved Motor Vehicle Inspection Report (MVIR)
8. Appropriate insurance certificate of cover
9. Valid Certificate of Public Convenience duly confirmed by the LTFRB, in case of for hire MV's
10. Valid Motorized Tricycle Operators Permit (MTOP) for TC only
11. Taxpayer's Identification Number (TIN)

**c. Registration of Light Electric Vehicle (LEV) (AO-2006-01)**

1. Commercial Invoice of the vehicle from the country of origin
2. BOC Certificate of Payment duly confirmed by the LTO Registration Section
3. Type approval from the country of origin with specifications including speed restrictions
4. Certificate of Stock Reported (CSR)
5. Certificate of Conformity (COC) issued by DENR
6. PNP-TMG MV Clearance Certificate
7. Actual inspection of MV with duly accomplished and approved Motor Vehicle Inspection Report (MVIR)
8. Appropriate insurance certificate of cover
9. Taxpayer's Identification Number (TIN)

**d. Tax Exempt**

1. Commercial Invoice
2. Bill of Lading
3. Packing List
4. Import Authority
5. Tax Exemption Certificate
6. BOC Certificate of Clearance
7. BOC Formal Entry
8. Primary Document equivalent to confirmation certificate from the LTO Registration Section
9. PNP-TMG MV Clearance Certificate
10. Actual inspection of MV with duly accomplished and approved Motor Vehicle Inspection Report (MVIR) issued by LTO MVIS or any alternate MVIS duly accredited by LTO
11. Appropriate insurance certificate of cover
12. Taxpayer's Identification Number (TIN)

## **2. Others**

### **2.a. Imported Second Hand**

#### **a. Imported Second Hand (in use)**

1. Commercial Invoice or Certificate of Registration from country of origin
2. Copy of BOC Certificate of Payment duly confirmed by the LTO Registration Section
3. Sales Invoice of MV with sales evaluation from the LTO Registration Section/Regional Office
4. Certificate of Stock Reported (CSR)
5. Certificate of Compliance to Emission Standards (CCES) issued by the DOTC or LTO Regional Office authorized by DOTC
6. PNP-TMG MV Clearance Certificate
7. Actual inspection of MV with duly accomplished and approved Motor Vehicle Inspection Report (MVIR) issued by the LTO MVIS or by any alternate MVIS accredited by LTO
8. Appropriate insurance certificate of cover
9. Valid Certificate of Public Convenience duly confirmed by the LTFRB, in case of For Hire MV only
10. Valid Motorized Tricycle Operators Permit (MTOP) for TC only
11. Taxpayer's Identification Number (TIN)

#### **b. Imported Second Hand by direct end user (First and Last Importation)**

1. Official Receipt or Certificate of Registration from country of origin
2. BOC Certificate of Payment duly confirmed by the LTO Registration Section/Regional Office
3. Affidavit of first and last importation
4. Bill of Lading
5. Packing List
6. Certificate of Compliance to Emission Standards (CCES) issued by the DOTC or LTO Regional Office authorized by DOTC
7. PNP-TMG Clearance Certificate
8. Actual Inspection of MV with duly accomplished and approved Motor Vehicle Inspection Report (MVIR) issued by the LTO MVIS or any alternate MVIS accredited by the LTO
9. Appropriate insurance certificate of cover
10. Valid Certificate of Public Convenience duly confirmed by the LTFRB in case of For Hire MV's only
11. Valid Motorized Tricycle Operator's Permit (MTOP), for TC only
12. Taxpayer's Identification Number (TIN)

### **c. Imported Acquired through Donation**

1. Official Receipt or Certificate of Registration from the country of origin
2. Deed of Donation duly signed by the authorized representative
3. BOC Certificate of Payment duly confirmed by the LTO Registration Section/Regional Office
4. Bill of Lading
5. Packing List
6. Secretary's Certificate/Board Resolution
7. Certificate of Compliance to Emission Standards issued by the DOTC or LTO Regional Office Authorized by DOTC
8. PNP-TMG MV Clearance Certificate
9. Actual inspection of MV with duly accomplished and approved Motor Vehicle Inspection Report (MVIR) issued by LTO MVIS or any alternate MVIS duly accredited by LTO
10. Appropriate insurance certificate of cover
11. Valid Certificate of Public Convenience duly confirmed by the LTFRB in case of for hire MV's only
12. Valid Motorized Tricycle Operator's Permit (MTO), for TC only
13. Taxpayer's Identification Number (TIN)

### **d. Imported Second Hand Motorcycle**

1. Commercial Invoice or Certificate of Registration from the country of origin
2. BOC Certificate of Payment duly confirmed by the LTO Registration Section
3. Bill of Lading
4. Packing List
5. Certificate of Emission Compliance
6. PNP-TMG MV Clearance Certificate
7. Actual inspection of MV with duly accomplished and approved Motor Vehicle Inspection Report (MVIR) issued by LTO MVIS or any alternate MVIS duly accredited by LTO
8. Appropriate insurance certificate of cover
9. Valid Motorized Tricycle Operator's Permit (MTO) for TC only
10. Taxpayer's Identification Number (TIN)

## **2.b. Imported Components**

### **a. Chopped/Cut-up MV's (MC-88-044,MC-88063, Cir 71 s of 1981 and MC 711-2006)**

1. Original Sales Invoice of engine, body and chassis with sales evaluation from LTO Regional Offices
2. BOC Certificate of Payment duly confirmed by LTO Registration Section
3. Certificate of Stock Reported (CSR) for engine and chassis
4. BIR CCMV duly confirmed by LTO Registration Section
5. Affidavit of Rebuilt
6. Affidavit of Conversion, if applicable
7. Certificate of Compliance to Emissions Standards (CCES) issued by the DOTC or LTO Regional Office authorized by DOTC
8. Certificate of Stock Reported issued by the Regional Office for the assembly of the rebuilt motor vehicle in compliance with RA-6539, the Anti-Carnapping Act of 1972
9. PNP-TMG MV Clearance Certificate
10. Actual inspection of MV with duly accomplished and approved Motor Vehicle Inspection Report (MVIR) issued by the LTO MVIS or any alternate MVIS duly accredited by LTO.
11. Appropriate insurance certificate of cover
12. Valid Certificate of Public Convenience duly confirmed by the LTFRB in case of for hire MV's
13. Valid Motorized Tricycle Operator's Permit (MTO), for TC only
14. Taxpayer's Identification Number (TIN)

## **2.c. Rebuilt**

### **a. Rebuilt with Local Chassis/Body and with Imported engine (Cir-82-008,MC-509-2004, MC-542-2004 BGC-MC-01327, MC-712-2006)**

1. Original sales invoice of engine and chassis with Sales evaluation from LTO Regional Office
2. Source of body
3. CSR for Engine and Chassis
4. Affidavit of Rebuilt executed by the owner and mechanic stating among others the date of completion

5. Certificate of Compliance to Emission Standards issued by DOTC or LTO Regional Office authorized by DOTC
6. Certificate of Stock Reported issued by the LTO Regional Office certifying that the rebuilt motor vehicle was reported to the LTO in compliance with RA-6539, the anti Carnapping Act of 1972
7. PNP-TMG MV Clearance Certificate
8. Actual inspection of MV with duly accomplished and approved Motor Vehicle Inspection Report (MVIR) issued by the LTO MVIS
9. Appropriate insurance certificate of cover
10. Valid Certificate of Public Convenience duly confirmed by the LTFRB in case of for hire MV's
11. Taxpayer's Identification Number (TIN)

**b. Rebuilt with engine and/or chassis that are parts of previously registered motor vehicles ( Cir 82-008,MC-09-2004, MC-542-2004, BCG-MC-01327, MC-712-2006)**

1. Certificate of Registration and latest Official Receipt of payment of registration fees of the engine or chassis
2. Source of body
3. Affidavit of Rebuilt executed by the owner stating among others the date of completion
4. Confirmation of CR and OR from the issuing district office if the rebuilt MV will be registered in another district office
5. Certificate of Compliance to Emission Standards issued by DOTC or LTO Regional Office authorized by DOTC
6. Certificate of Stock Reported issued by the LTO Regional Office certifying that the rebuilt MV was reported to the LTO in compliance with RA 6539, the anti-Carnapping Act of 1972
7. PNP-TMG MV Clearance Certificate
8. Actual Inspection of MV with duly accomplished and approved Motor Vehicle Inspection Report issued by the LTO MVIS
9. Appropriate insurance certificate of cover
10. Valid Certificate of Public Convenience duly confirmed by the LTFRB, in case of for hire MV
11. Taxpayer's Identification Number (TIN)

**2.d. Undocumented**

**a. Undocumented MV's and Components (AO-97-001, AO-97-002)**

1. Duly approved application together with the official receipt of payment of application fee

2. Affidavit of Ownership executed by the owner, stating among others the reasons for registration of the subject MV and/or components, the fact surrounding the loss of the documents and absolving any LTO official/employee from any liability, civil or otherwise, arising thereto
3. Affidavit of Publication executed by the publisher together with the copy of the published article
4. Investigation Report of the MV inspector
5. Surety Bond equivalent to the prevailing market value of the MV or component, for one (1) year
6. PNP-TMG MV Clearance Certificate
7. Actual inspection of MV with duly accomplished and approved Motor Vehicle Inspection Report (MVIR)
8. Appropriate insurance certificate of cover
9. Valid Certificate of Public Convenience duly confirmed by the LTFRB, in case of for hire MV
10. Taxpayer's Identification Number (TIN)

**b. Undocumented Motorcycles (MC-89-112)**

1. Duly approved application with the official receipt of payment
2. Affidavit of Undertaking executed by the owner stating the fact behind the loss of the documents of the motorcycle and absolving any LTO official/employee from any liability arising thereto
3. Investigation Report of the MV inspector
4. Affidavit of Assembly when the unit is rebuilt
5. Affidavit of Publication executed by the publisher of the newspaper where the notice was published
6. Surety Bond equivalent to the prevailing market value of the motorcycle
7. PNP-TMG MV Clearance Certificate
8. Actual inspection of the MV with duly accomplished and approved Motor Vehicle Inspection Report (MVIR)
9. Appropriate insurance certificate of cover
10. Valid Motorized Tricycle Operator's Permit (MTO), for TC only
11. Taxpayer's Identification Number (TIN)

*Note: Only motorcycle units whose piston displacement is 175 cc are eligible for this kind of transaction.*

### **3. SPECIAL**

#### **a. Underbond MVs**

1. Duplicate Original Copy of the Certificate of Payment (CP) issued by the Bureau of Customs
2. Confirmation of CP by the Registration Section
3. Certificate of release of the MV under the authority and signature of the Commissioner of Customs
4. Copy of the Re-export Bond duly approved by the Bureau of Customs to determine the effectivity date and duration of the MVs temporary stay in the country
5. Registration Certificate issued by the country of origin or Commercial Invoice from the country of origin
6. Bill of Lading
7. Certificate of Compliance to Emission Standard issued by DOTC or LTO Regional Office authorized by DOTC
8. PNP-TMG MV Clearance Certificate
9. Actual Inspection of the MV with duly accomplished and approved motor vehicle Inspection Report (MVIR) and
10. Appropriate Insurance Certificate of Cover

#### **b. MVs UNDER WRITTEN COMMITMENT**

1. Duplicate Original Copy of the Certificate of Payment (CP) issued by the Bureau of Customs
2. Confirmation of CP by the Registration Section
3. Copy of the written commitment duly approved by the Bureau of Customs to determine the effectivity date and duration of the MVs temporary stay in the country
4. Registration Certificate issued by the country of origin or Commercial Invoice from the country of origin
5. Endorsement from Department of Foreign Affairs if the MV is embassy owned
6. Bill of Lading
7. Certificate of Compliance to Emission Standard issued by DOTC or LTO Regional Office authorized by DOTC
8. PNP-TMG MV Clearance Certificate
9. Actual Inspection of the MV with duly accomplished and approved motor vehicle Inspection Report (MVIR)
10. Appropriate Insurance Certificate of Cover

## II. RENEWAL

### General Requirements

- a. Original copy of Certificate of Registration (CR) and Original copy of Official Receipt of payment
- b. Appropriate Insurance Certificate of Cover (COC)
- c. Actual Inspection of MV with duly accomplished and approved Motor Vehicle Inspection Report (MVIR)
- d. Certificate of Emission Compliance (CEC) issued by Private Emission Testing Centers (PETC) authorized by DOTC/LTO
- e. Taxpayer's Identification Number
- f. Confirmation of franchise from the Records Section/Regional Office/LTFRB, in case of for hire only
- g. Valid Motorized Tricycle Operator's Permit (MTO) for tricycle (TC) only
- h. Endorsement from the Department of Foreign Affairs (DFA) Protocol's Office for Diplomatic/Tax Exempt only
- i. Certificate from SBMA/CDC that the MV is still classified as OEV for other Exempt Vehicle (OEV) only
- j. For Stolen/Recovered MVs only
  1. Original copy of the Lifting of general alarm
  2. Report of Recovery by the PNP or other law enforcement agencies
  3. Copy of the Alarm Sheet
  4. PNP Crime Laboratory Report (macro etching report) or NBI report, fully identifying the MV and stating therein the tampering done on the engine or chassis, if any
  5. Actual inspection of the MV and duly accomplished Motor Vehicle Inspection Report (MVIR)

6. Confirmation of OR/CR when the registering district office is different from district office that issued OR/CR except NCR transactions of stolen motor vehicle which shall be done in Diliman District Office

*\* In NCR transactions for stolen and recovered MV's shall be done at the Diliman District Office.*

### **III. MISCELLANEOUS TRANSACTIONS**

#### **1. TRANSACTIONS REQUIRING CHANGE OF CERTIFICATE OF REGISTRATION (CR)**

##### **a. Change Chassis/Engine Acquired from previously registered MVs**

1. Original Certificate of Registration
2. Original Official Receipt of Payment of latest MVUC and other fees
3. Photocopy of the CR and OR (source of the chassis/engine)
4. Confirmation of CR/OR when the registering district Office is different from the district office that issued the CR/OR (source of the chassis/engine)
5. Affidavit of change chassis/engine
6. PNP-TMG MV Clearance certificate
7. Deed of Sale of chassis/engine if acquired from different persons or entities
8. Appropriate Insurance Certificate of Cover
9. Actual Inspection of MV with duly accomplished and approved Motor Vehicle Inspection Report (MVIR)
10. Taxpayer's Identification Number (TIN)

##### **b. Registration of MVs Acquired Through Public Bidding conducted by Government Office/Entity (Unserviceable MVs)**

1. Notice of Award together with General Form 17A (Inventory and Inspection Report)
2. Certificate of Sale or Deed of Sale duly noted by the COA representative
3. Official Receipt of payment of the auctioned property
4. Original copy of the CR and latest OR of payment of MVUC and other fees; in the absence of the Original CR and OR, a certification from the office that there was no original CR and OR at the time of the bidding
5. Confirmation of CR/OR when the registering district office is different from the district office that issued the CR and OR
6. PNP-TMG MV Clearance certificate
7. Appropriate Insurance Certificate of Cover
8. Actual inspection of MV with duly accomplished and approved Motor Vehicle Inspection Report (MVIR)
9. Taxpayer's Identification Number (TIN)

**c. Registration of MVs Acquired Through Donation**

1. Deed of Donation
2. Original copy of the CR and latest OR of payment of MVUC and other fees if the MV is previously registered
3. Confirmation of CR/OR when the registering district office is different from the district office that issued the CR/OR
4. Confirmation of Sales from the Regional Office if the MV is donated by a dealer/assembler; (Basis of Confirmation shall be the Certificate of Stock Report(CSR))
5. PNP-TMG MV Clearance certificate
6. Actual inspection of the MV with duly accomplished and approved Motor Vehicle Inspection Report (MVIR)
7. Appropriate Insurance Certificate of Cover
8. Certificate of Emission Compliance (CEC)
9. Taxpayer's Identification Number (TIN)

**d. Registration of MVs Obtained at Public Auction before a Notary Public by Virtue of a Mechanic's Lien (Articles 1131, 1132, 2112, 2113, 2114, and 2122 of the New Civil Code of the Philippines)**

This refers to MVs obtained by the Mechanic as pledge for the MV owner's obligations for failure to pay the labor and materials for the repair of the MV.

1. Demand letter of the mechanic addressed to the MV owner who failed to pay the labor and materials in the repair of the MV as provided in the contract
2. Copy of the contract entered into by the mechanic and the MV owner
3. Proof of Notice of Sale at Public auction in at least two (2) conspicuous places
4. At least three (3) written notices to the MV owner of the sale at public auction sent either personally or by registered mail
5. Original copy of the Certificate of Sale
6. Original copy of the Notary Public's Return
7. Affidavit of the Notary Public who conducted the public bidding as proof of compliance to the above requirements
8. Original copy of the CR and latest OR of payment of MVUC and other fees. In the absence thereof, a certification from the Notary Public that conducted the public bidding that the original copy was not turned over at the time of the sale
9. Confirmation of CR/OR when the registering district office is different from the district office that issued the CR/OR

10. PNP-TMG MV Clearance certificate
11. Actual Inspection of the MV and duly accomplished and approved Motor Vehicle Inspection Report (MVIR)
12. Appropriate Insurance Certificate of Cover
13. Certificate of Emission Compliance (CEC)
14. Taxpayer's Identification Number (TIN)

**e. Registration of MVs Acquired Through Extra-Judicial Settlement of Estate of Deceased Person**

1. Original copy of the CR and the latest OR of payment of MVUC and other fees
2. Deed of Extra-Judicial Settlement of Estate in case the Deceased is survived by two (2) or more heirs or Affidavit of Sole Adjudication if the deceased is survived by only one (1) heir
3. Proof of publication of the Deed in any newspaper of general circulation three (3) times for three (3) consecutive weeks
4. Proof of recording of the Deed in the Register of Deeds of the locality where the deceased resided
5. PNP-TMG MV Clearance certificate
6. Confirmation of CR/OR when the registering district office is different from the district office that issued the CR/OR
7. Actual Inspection of the MV with duly accomplished and approved Motor Vehicle Inspection Report (MVIR)
8. Appropriate Insurance Certificate of Cover
9. Certificate of Emission Compliance (CEC)
10. Taxpayer's Identification Number (TIN)

**f. Registration of MVs Acquired Through Judicial Settlement of Estate of Deceased Person**

1. Original copy of the Certificate of Registration and the latest official receipt of payment of MVUC and other fees
2. Confirmation of CR/OR when the registering district office is different from the district office that issued the CR/OR
3. Certified true copy of the Court Decision
4. PNP-TMG MV Clearance certificate
5. Actual Inspection of the MV with duly accomplished and approved Motor Vehicle Inspection Report (MVIR)
6. Appropriate Insurance Certificate of Cover
7. Certificate of Emission Compliance (CEC)
8. Taxpayer's Identification Number (TIN)

**g. Transfer of Ownership of Underbond MVs**

1. Cancellation of Bond from the Bonds Division, Bureau of Customs
2. BOC Certificate of Payment
3. Official Receipt of Tax payment
4. Deed of Sale
5. Confirmation of tax payment
6. Latest Official Receipt of payment of MVUC and other fees
7. PNP-TMG MV Clearance certificate
8. Actual Inspection of the MV with duly accomplished and approved Motor Vehicle Inspection Report (MVIR)
9. Appropriate Insurance Certificate of Cover
10. Certificate of Emission Compliance (CEC)
11. Taxpayer's Identification Number (TIN)

**h. Transfer of Ownership of MVs Obtained Through a Sheriff's Certificate of Sale Issued Under a Judicial Foreclosure Sale \*(Sec. 14, Act 1508) (AO No. 84AO-DIR-001)**

1. Original copy of the Sheriff's Certificate of Sale
2. Original copy of the Sheriff's Return
3. Cancellation of the chattel mortgage by the Register of Deeds on the basis of the Sheriff's return
4. Proof of posting of notice of sale at public auction at least ten (10) days in at least two (2) public places in the locality, where the mortgagor's property is to be sold, before the sale
5. Proof of written notice to the mortgagor at least ten (10) days before the sale
6. Official Receipt of payment for the cancellation of the chattel mortgage from the Register of Deeds
7. Original copy of the Certificate of Registration-Encumbered (CRE) and the latest Official Receipt of payment of MVUC and other fees. In the absence thereof, a certification from the Sheriff that the original copy was not turned over at the time of the sale
8. Confirmation of CR/OR when the registering district office is different from the district office that issued the CR/OR
9. PNP-TMG MV Clearance certificate
10. Actual Inspection of the MV with duly accomplished and approved Motor Vehicle Inspection Report (MVIR)
11. Appropriate Insurance Certificate of Cover
12. Certificate of Emission Compliance (CEC)
13. Taxpayer's Identification Number (TIN)

\* This shall be effected only at the district office that issued the Certificate of Registration Encumbered (CRE)

**i. Transfer of Ownership of MVs Obtained through an Extra-Judicial Foreclosure Sale Conducted Before a Notary Public**  
(Arts. 2112 and 214, New Civil Code of the Philippines in relation to Act 1508) (AO No. 84AO-DIR-001)

1. Certification from the Branch Clerk of Court of the city or municipality where the sale was conducted that there is no available sheriff or the place where the sale is to take place is far from where the sheriff performs his official duties. (Mahoney vs Tuazon, 19 Phil 952)
2. Public Bidding (Article 2112 of the New Civil Code of the Philippines requires a second bidding in case of failure of the first public auction. Where there is a failure of the public auction, the mortgagee may appropriate the MV to himself. In this case, he shall be obliged to give an acquittal for his entire claim)
3. Original copy of the Certificate of Sale
4. Original copy of the Notary Public's Return
5. Cancellation of the chattel mortgage by the Register of Deeds on the basis of the Notary Public's Return
6. Proof of posting of notice of sale at public auction for at least ten (10) days before the sale
7. Proof of written notice to the mortgagor at least ten (10) days before the sale
8. Official Receipt of payment for the cancellation of the chattel mortgage from the Register of Deeds
9. Original copy of the Certificate of Registration Encumbered (CRE) and the latest Official Receipt of Payment of MVUC and other fees. In the absence thereof, a certification from the Notary Public that the original copy was not turned over at the time of the sale
10. Confirmation of the CR/OR when the registering district office is different from the district office that issued the CR/OR
11. PNP-TMG MV Clearance certificate
12. Actual Inspection of the MV with duly accomplished and approved Motor Vehicle Inspection Report (MVIR)
13. Appropriate Insurance Certificate of Cover
14. Taxpayer's Identification Number (TIN)

**j. Transfer of Ownership of MV Obtained through a Sheriff's Certificate of Sale Pursuant to a Money Judgment which has become final \*(AO No. 84AO-DIR-001)**

1. Duplicate original copy of the decision rendered by the Court under its own seal
2. Certification by the Clerk of Court that the judgment / decision has become final and executory
3. Duplicate original copy of the Writ of Execution under the seal of the Court
4. Original copy of the Sheriff's Certificate of Sale
5. Original copy of the Sheriff's Return
6. Original copy of the Certificate of Registration Encumbered (CRE) and the latest Official Receipt of Payment of MVUC and other fees. In the absence thereof, a certification from the Sheriff that the original copy was not turned over at the time of the sale
7. Confirmation of CR/OR when the registering district office is different from the district office that issued the CR/OR
8. PNP-TMG MV Clearance certificate
9. Actual Inspection of the MV with duly accomplished and approved Motor Vehicle Inspection Report (MVIR)
10. Appropriate Insurance Certificate of Cover
11. Taxpayer's Identification Number (TIN)

**k. Transfer of Ownership of MVs Purchased from Diplomatic/ Tax Exempt Personnel**

1. Endorsement from the Department of Foreign Affairs
2. Bureau of Customs Certificate of Payment
3. Official Receipt of Tax Payment
4. Confirmation Certificate of tax payment from the Registration Section, Central Office
5. Original Copy of the Certificate of Registration
6. Official Receipt of payment of MVUC and other fees
7. Confirmation of CR/OR when the registering district office is different from the district office that issued the CR/OR
8. Deed of Sale
9. PNP-TMG MV Clearance certificate
10. Actual Inspection of the MV with duly accomplished and approved Motor Vehicle Inspection Report (MVIR)
11. Appropriate Insurance Certificate of Cover
12. Certificate of Emission Compliance (CEC)
13. Taxpayer's Identification Number (TIN)
14. Proof of return of Diplomatic Plates to DFA or the Plates Unit, Central Office

## **I. Registration of MVs Subject to Lease Agreement**

Registration of MV's subject to lease agreement shall be considered as voluntary encumbrance. An amount prescribed by LTO shall be collected for every annotation or cancellation of Lease Agreement

### **m. Annotation of Mortgages and other Liens or Encumbrances (MC 96-227 series of 1996)**

1. Original copy of the Certificate of Registration
2. Latest Official Receipt of payment of MVUC and other fees
3. Chattel Mortgage Contract duly stamped received by the Register of Deeds
4. Official Receipt of payment of the annotation with the Register of Deeds
5. Actual Inspection of the MV with duly accomplished and approved Motor Vehicle Inspection Report (MVIR)
6. Taxpayer's Identification Number (TIN)

### **n. Second Mortgage: (MC 96-227 dated 17 January 1996)**

1. Original copy of the Certificate of Registration
2. Latest Official Receipt of payment of MVUC and other fees
3. Chattel Mortgage Contract duly stamped received by the Register of Deeds
4. Official Receipt of payment of the annotation with the Register of Deeds
5. Actual Inspection of the MV with duly accomplished and approved Motor Vehicle Inspection Report (MVIR)
6. Taxpayer's Identification Number (TIN)
7. In case the mortgaged property is again mortgaged by the mortgagor, a written consent of the first mortgagee shall be reflected at the back of the Chattel Mortgage Contract and recorded at the Register of Deeds
8. The existence of the prior mortgage shall be indicated in the new CRE

### **o. Annotation of MVs with Restraint and Levy**

1. Decision/Order of the Court to hold all transactions except renewal registration
2. Notice of Levy
3. Original copy of the Certificate of Registration
4. Confirmation of CR/OR when the registering district office is different from the district office that issued the CR/OR
5. Latest Official Receipt of payment of MVUC and other fees.
6. Actual Inspection of MV with duly accomplished and

- approved Motor Vehicle Inspection Report (MVIR)
- 7. Taxpayer's Identification Number (TIN)

**p. Cancellation of Mortgage of Other Liens and Encumbrances (MC 96-227 series of 1996)**

- 1. Original copy of the Certificate of Registration
- 2. Latest Official Receipt of payment of MVUC and other fees
- 3. Confirmation of CR/OR when the registering district office is different from the district office that issued the CR/OR
- 4. Release of Chattel Mortgage duly stamped received by the Register of Deeds that recorded the chattel mortgage Contract
- 5. Official Receipt of payment of recording fee with the Register of Deeds
- 6. Actual Inspection of MV with duly accomplished and approved Motor Vehicle Inspection Report (MVIR)
- 7. Taxpayer's Identification Number (TIN)

**q. Cancellation of Mortgage when the Financing Company (Mortgagee) No Longer Exists and the Release Mortgage Contract is missing**

- 1. Original copy of the Certificate of Registration Encumbered (CRE)
- 2. Latest Official Receipt of payment of MVUC and other fees
- 3. Confirmation of CR/OR when the registering district office is different from the district office that issued the CR/OR
- 4. Affidavit of Undertaking executed by the registered owner stating among others the following:
  - a. that the account has been fully paid
  - b. that the release of mortgage contract was lost and could no longer be found despite diligent efforts
  - c. that the affiant is willing to be held liable in case the lien still exists
- 5. SEC Certification stating that the financing company is no longer in existence
- 6. Surety Bond equivalent to the fair market value of the MV valid for one (1) year
- 7. Actual Inspection of MV with duly accomplished and approved Motor Vehicle Inspection Report (MVIR)
- 8. Taxpayer's Identification Number (TIN)

**r. Transfer of Ownership of MVs Covered by CB No. 1168 Purchased from “Balikbayans”**

1. Original copy of the Certificate of Registration (CR)
2. Latest Official Receipt (OR) of payment of MVUC and other fees
3. Endorsement from the Central Bank pursuant to CB No. 1168
4. Bureau of Customs Certificate of Payment
5. Confirmation of Tax Payment
6. Deed of Sale of the MV
7. PNP-TMG MV Clearance certificate
8. Actual Inspection of MV with duly accomplished and approved Motor Vehicle Inspection Report (MVIR)
9. Appropriate Insurance Certificate of Cover
10. Certificate of Emission Compliance
11. Taxpayer’s Identification Number (TIN)

**Note:** Only Diliman District Office is authorized to accept this Transaction

**s. Duplicate Certificate of Registration (CR) \***

1. Affidavit of Loss
2. Latest Official Receipt of payment of registration
3. Actual Inspection of MV with duly accomplished and approved Motor Vehicle Inspection Report (MVIR)
4. Two (2) valid ID’s of the registrant

**t. Duplicate Certificate of Registration Encumbered (CRE) \*\***

1. Affidavit of Loss
2. Certification to the effect that the financing company does not have in its custody the original copy of the CRE
3. Actual Inspection of MV with duly accomplished and approved Motor Vehicle Inspection Report (MVIR)
4. Two (2) valid ID’s of the registrant

\* *Application of duplicate CR shall be effected at the originating district office only*

\*\* *Application of duplicate CRE shall be effected at the originating district office only*

**u. Change Chassis/Engine**

1. Original copy of the Certificate of Registration (CR)
2. Original copy of latest Official Receipt (OR) of payment of MVUC and other fees.
3. Confirmation of CR/OR when the registering district office is different from the district office that issued CR/OR
4. Original copy of Sales Invoice with sales evaluation from LTO Regional Office
5. Certificate of Stock Reported (CSR)
6. Affidavit of change chassis/engine
7. PNP-TMG MV Clearance certificate
8. Actual Inspection of MV with duly accomplished and approved Motor Vehicle Inspection Report (MVIR)
9. Appropriate Insurance Certificate of Cover
10. Taxpayer's Identification Number (TIN)

**v. Transfer of Ownership of Private MVs**

1. Original copy of the Certificate of Registration (CR) or Certificate of Registration Encumbered (CRE)
2. Original copy of official receipt of payment of latest MVUC and other fees
3. Original copy of the Deed of Sale/Transfer/Conveyance
4. Confirmation of CR/OR in case the transacting district office is different from the district office that issued the current certificate of registration
5. Written consent from the financing company in case of CRE
6. PNP-TMG MV Clearance certificate
7. Actual Inspection of MV with duly accomplished and approved Motor Vehicle Inspection Report (MVIR)
8. Appropriate Insurance Certificate of Cover
9. Taxpayer's Identification Number (TIN)

**w. Transfer of Ownership of For Hire MVs**

1. Original copy of the Certificate of Registration (CR) or Certificate of Registration Encumbered (CRE)
2. Original copy of Official Receipt (OR) of payment of latest MVUC and other fees
3. Original copy of the Deed of Sale/Transfer/Conveyance
4. Confirmation of CR and OR in case the transacting district office is different from the district office that issued the certificate of registration

5. Written consent from the financing company in case of CRE
6. Valid Franchise duly confirmed by the LTFRB
7. PNP-TMG MV Clearance certificate
8. Actual Inspection of MV with duly accomplished and approved Motor Vehicle Inspection Report (MVIR)
9. Appropriate Insurance Certificate of Cover
10. Taxpayer's Identification Number (TIN)

**x. Change Classification (Private to For Hire)**

1. Original copy of the Certificate of Registration (CR)
2. Original copy of the latest Official Receipt of payment of MVUC and other fees
3. Valid Franchise duly confirmed by the LTFRB
4. Appropriate Insurance Certificate of Cover
5. Actual Inspection of MV with duly accomplished and approved Motor Vehicle Inspection Report (MVIR)
6. Taxpayer's Identification Number (TIN)

**y. Change Classification (Private to For Hire) with encumbrance**

1. Original copy of the Certificate of Registration Encumbered (CRE)
2. Original copy of the latest Official Receipt of payment of MVUC and other fees
3. Valid Franchise duly confirmed by the LTFRB
4. Written consent from the financing company
5. Appropriate Insurance Certificate of Cover
6. Actual Inspection of MV with duly accomplished and approved Motor Vehicle Inspection Report (MVIR)
7. Taxpayer's Identification Number (TIN)

**z. Change Classification (For Hire to Private)**

1. Original copy of the Certificate of Registration (CR)
2. Original copy of the latest Official Receipt of payment of MVUC and other fees
3. Dropping order from LTFRB
4. Confirmation of CR and OR in case the transacting district office is different from the district office that issued the current CR

5. Appropriate Insurance Certificate of Cover
6. Proof of the return of plates from LTFRB
7. Actual Inspection of MV with duly accomplished and approved Motor Vehicle Inspection Report (MVIR)
8. Taxpayer's Identification Number (TIN)

**aa. Change Body/Body Design**

1. Original Certificate of Registration (CR)
2. Original Official Receipt (OR) of payment of MVUC and other fees
3. Confirmation of CR and OR in case the transacting district office is different from the district office that issued the current CR
4. Appropriate Insurance Certificate of Cover
5. Affidavit of change body design
6. PNP-TMG MV Clearance Certificate
7. Actual Inspection of MV with duly accomplished and approved Motor Vehicle Inspection Report (MVIR)
8. Source of Body
9. Taxpayer's Identification Number (TIN)

**2. TRANSACTIONS NOT REQUIRING CHANGE OF CERTIFICATE OF REGISTRATION (CR)**

**a. Duplicate Official Receipt (OR) of Payment of MVUC and other fees**

1. Affidavit of Loss
2. Two (2) valid ID's of the registrant

**b. Duplicate Plate/ Replacement Stickers  
(MC 90-120; Memorandum dated December 15, 2003)**

1. Original Certificate of Registration (CR)
2. Original Official Receipt (OR) of latest payment of MVUC and other fees
3. Affidavit of Loss
4. Actual Inspection of the MV with duly accomplished and approved Motor Vehicle Inspection Report (MVIR)
5. Certification from LTFRB that MV plates have not been surrendered, in case of for hire MVs

**c. Replacement Plates**

1. Affidavit of mutilation of plates
2. Original Official Receipt (OR) of latest payment of MVUC and other fees
3. Secretary's certificate in case MV is in the name of a Corporation or DTI certificate of registration in case of sole proprietorship
4. Surrender of old plates upon release of new plates

**d. Issuance of Vanity License Plate (VLP)\*  
(MC 530-2004 dated July 12, 2004)**

1. Photocopy of the CR
2. Photocopy of the latest OR of Payment of MVUC and other fees
3. Duly accomplished request form (LTO VLP Form No. 233)
4. Official Receipt (OR) of payment issued by the LTO Treasury Section, Finance and Management Division, 2/F LTO Main Bldg., East Avenue, Quezon City

**e. Optional MV Special Plate**

1. Application for OMVSP
2. Certified Xerox copy of CR/OR
3. Xerox copy of Sales Invoice
4. Certification from the registering district office of non issuance of plate

\* See Annex 4-A - Information on Vanity License Plates

**f. Storage of MV License Plate\*\***

1. MV License Plates
2. Original copy of the Certificate of Registration (CR) or Certificate of Registration Encumbered (CRE)
3. Original copy of the latest Official Receipt of payment of MVUC and other fees
4. In case of loss of the required documents, affidavit of loss and clearance from the Law Enforcement Service (LES) or the Regional Office concerned.

**g. Reactivation of Stored MV (Sec. 15 of Cir 81 series 1971)**

and  
MVs under storage maybe reactivated at the district office where the CR and OR of payment of the MVUC and other fees license plates of MV were surrendered. The collectible MVUC thereof shall depend on the applicable portion of the year when the application for reactivation is made.

1. RRPL and Official Receipt of Payment of Storage fees
2. Appropriate Insurance Certificate of Cover
3. Certificate of Emission Compliance (CEC)
4. Actual Inspection of MV with duly accomplished and approved Motor Vehicle Inspection Report (MVIR)
5. Taxpayer's Identification Number (TIN)

**h. Issuance of Special/Conduction Permits\***

1. Sales Invoice of MV, engine and/or chassis
2. Appropriate Insurance Certificate of Cover
3. Special Permit from the Department of Public Highways  
In case MV exceeds the prescribed weights and dimensions

\*\* The storage maybe done at any district office provided the storing district office notifies the district office that issued the MV license plate, the time and date when the MV was placed on storage shall be indicated in the RRPL.

See Annex 4-B - Handling of Storage and Returned MV License Plates.

\*For use in the delivery of unregistered rebuilt MV's from the assembly line to the dealers or end-users thereof. It shall be used for a maximum of seven (7) days for which a fee prescribed by the LTO per day shall be collected by the district office.

**c. Recorded MVs (Circular No. 71, series of 1981)**

These are off-road MVs which are exclusively used and operated on private roads areas regardless of type and or denomination. These MVs operate in logging concessions, construction areas and the like. An annual recording fee prescribed by the LTO shall be collected. Such MVs shall not be required to be brought to the district office for ocular inspection and neither shall the same be covered by compulsory MV insurance.

**d. Imported MV's**

1. Import Entry Declaration
2. Packing List
3. Bill of Lading /Airway Bill
4. Commercial Invoice from Country of Origin
5. Bureau of Customs Certificate of Payment (owner's copy)
6. Official Receipt of payment of taxes and duties

**e. Locally purchased**

1. Sales Invoice
2. Certificate of Stock reported

**j. Use of Security Plates/Stickers  
(AO-82-004 dated August 18, 1982)**

As provided for in LOI-991, the issuance of security plates shall be limited to government motor vehicles only

1. Approved request/application by the NICA
2. Application indicating therein the motor and chassis numbers, plate number, motor vehicle file number of the vehicle for which security plates is applied for
3. Photocopies of the certificate of registration and the current official receipt of payment of latest MVUC and other fees

**k. Change Color**

1. Original Certificate of Registration (CR)
2. Original Official Receipt (OR) or payment of latest MVUC and other fees
3. Affidavit of change color
4. PNP-TMG MV Clearance certificate
5. Actual inspection of MV with duly accomplished and Approved Motor Vehicle Inspection Report (MVIR)
6. Taxpayer's Identification Number (TIN)

**l. Re-stamping of engine/chassis numbers**

\*(MC-84MC-DIR-017; MC-85-012)

1. Original Certificate of Registration (CR)
2. Current Official Receipt of payment of MVUC and other fees
3. Affidavit explaining the reason or need for re-stamping
4. Actual inspection of MV with duly accomplished and approved Motor Vehicle Inspection Report (MVIR)
5. Endorsement of the district office that issued the latest CR to the PNP/TMG
6. Laboratory examination of the PC Crime Laboratory (PCCL)
7. Report and recommendation from PNP-TMG
8. Approval of the Regional Director

*\* Application for re-stamping shall be done at the district office that issued the latest Certificate of Registration (CR)*

**m. Stamping of Chassis Identification Number**  
(Backyard assemblers of rebuilt motor vehicles)  
(MC-542-2004 dated September 15, 2004)

1. Sales Invoices of materials used in the fabrication of chassis
2. Affidavit of fabrication by the owner and backyard assembler
3. Ocular inspection by the Regional Office or by the Designated district office
4. Official Receipt of payment of certification fee for assignment of chassis identification number by the Regional Office
5. Certificate of Stock Reported (CSR) issued by the Regional Office in compliance to RA 6539, the Anti-Carnapping Act

**n. Payment Through Postal Money Order (PMO) and Certified Checks Paid as Deposit for Motor Vehicle Users Charge (MVUC) (MC-89-100 dated February 15, 1989; MC 91-143 dated November 20, 1991)**

**Postal Money Order and Certified Checks tendered as payment for MVUC and other fees and other similar fees shall be accepted and immediately receipted in the name of the remitter, provided it conforms with the following:**

1. It shall be made payable to the Land Transportation Office
2. In case the PMO or the certified check is less than the basic registration fee, impose Fifty Percent (50%) penalty thereon
3. In case the PMO or the certified check is more than the amount due, the excess shall be automatically credited/applied to the next registration year of the same MV
4. Payments received through PMO, Cashier's Manager's Check shall be acknowledged using the Deposit Payment Facility at the Input Clerk or Cashier's work step. The first Official Receipt (OR) shall not be released until the supporting documents are submitted by the registrant.
5. There must be only one (1) PMO payment for every MV
6. All PMO payments must be accompanied by photocopy of the latest OR and CR of the MV being paid for.
7. In case the PMO was transmitted without the required OR and CR, the name of the remitter appearing in the PMO shall be indicated in the OR acknowledging the PMO.

8. Upon submission of all the supporting documents, together with the OR for payment of stickers and Legal Research Fund by the registrant, the district office shall issue the second Official Receipt
9. In case the name of the registered owner differs from the PMO remitter per supporting documents submitted, the PMO payment shall not be applied and the corresponding MVUC with fifty (50%) penalty shall be collected.

**o. Request for Reply/Confirmation  
(MC No. 91-137 dated 21 June 1991)  
(MC 655-2005 dated 11 October 2005)**

As a general rule, all transactions involving the transfer of ownership and change venue of a motor vehicle shall be effected at the district office that issued the current CR. However, the same may be effected in another district office when the residence or place of business of the transferee/vendee or the owner is within the geographical area of responsibility of the said district office, in which case confirmation of the CR and OR of payment of latest MVUC and other fees is required.

**1. For Transfer of Ownership:**

- a. Certified true copy of the CR
- b. Certified true copy of the OR
- c. Actual MV inspection with duly accomplished and approved Motor Vehicle Inspection Report (MVIR) by requesting district office
- d. Photocopy of the Deed of Transfer

**2. For Transfer of Chopped/Cut-up Motor Vehicles:**

- a. Certified true copy of the CR
- b. Certified true copy of the OR
- c. Actual MV inspection with duly accomplished and approved Motor Vehicle Inspection Report (MVIR) by requesting district office
- d. Photocopy of the Deed of Transfer
- e. BOC CP
- f. BIR CCMV/MVTCC

### **3. For Change Venue (Manual)**

- a. Photocopy of the CR
- b. Certified True Copy of the OR of payment of latest MVUC and other fees
- c. Actual MV inspection with duly accomplished and approved Motor Vehicle Inspection Report (MVIR) by requesting district office

### **4. Change Classification (For Hire to Private)**

1. Original copy of the Certificate of Registration (CR)
2. Original copy of the latest Official Receipt of payment of MVUC and other fees
3. Dropping Order from LTFRB
4. Confirmation of CR and OR in case the transacting district office is different from the district office that issued the current certificate of registration
5. Appropriate Insurance Certificate of Cover
6. Proof of the return of the plates from LTFRB
7. Actual Inspection of the MV with duly accomplished and approved Motor Vehicle Inspection Report (MVIR)
8. Source of Body
9. Taxpayer's Identification Number (TIN)

**E. MOTOR VEHICLES USERS CHARGES AND OTHER FEES**

**E-I. SCHEDULE OF MOTOR VEHICLE USER'S CHARGE  
FOR RENEWAL REGISTRATION  
PURSUANT TO SECTION 3a, RA 8794**

CATEGORIES	BASE	2001	2002	2003	2004 & thereafter
	RATE	+25%	+50%	+75%	+100%

**I. PRIVATE VEHICLES – This category refers to private passenger cars registered under the Private Motor Vehicle Tax, EO 43 in relation to RA 8794.**

**A. PASSENGER CARS:**

**LIGHT (GVW up to 1600 kg)**

Current (up to 5 years old)	1000	1250	1500	1750	2000
Over 5 years	700	875	1050	1225	1400

**MEDIUM (GVW 1601-2300 kg)**

Current (up to 3-years old)	3000	3750	4500	5250	6000
4 to 5 years old	2400	3000	3600	4200	4800
Over 5 years old	1200	1500	1800	2100	2400

**HEAVY (GVW > 2300 kg)**

Current (up to 5 years old)	6000	7500	9000	10500	12000
Over 5 years	2800	3500	4200	4900	5600

Note: Aging pursuant to EO 43 ceases upon effectivity of the law. The base rate is the rate under EO 43 at the age of the motor vehicle upon effectivity of the annual increase in the IRR (Year 2001-2004).

**SCHEDULE OF MOTOR VEHICLE USER'S CHARGE  
FOR ORIGINAL REGISTRATION  
EFFECTIVE 01 January 2001 and RENEWAL OF SAME THEREAFTER  
PURSUANT TO SECTION 3b, RA 8794**

CATEGORIES	BASE	2001	2002	2003	2004 & thereafter
	RATE	+25%	+50%	+75%	+100%

**I. AGELESS PRIVATE AND GOVERNMENT VEHICLES** – This category refers to all private and government vehicles registered under Section 3b of RA 8794 without any age hence, “ageless”.

**A. PASSENGER CARS: (New/Original and Subsequent Registration)**

LIGHT (GVW up to 1600 kg)	800	1000	1200	1400	1600
MEDIUM (GVW > 1601 TO 2300 kg)	1800	2250	2700	3150	3600
HEAVY (GVW > 2300 kg)	4000	5000	6000	7000	8000

**B. 1. UTILITY VEHICLES**

GVW up to 2700 kg	1000	1250	1500	1750	2000
GVW 2701-4500 kg	$1000 + .20 \text{ GVW}^{\wedge}2700 \text{ kg}$	$1250 + .25 \text{ GVW}^{\wedge}2700 \text{ kg}$	$1500 + .30 \text{ GVW}^{\wedge}2700 \text{ kg}$	$1750 + .35 \text{ GVW}^{\wedge}2700 \text{ kg}$	$2000 + .40 \text{ GVW}^{\wedge}2700 \text{ kg}$

**C. 2. SPORTS UTILITY VEHICLES**

GVW up to 2700 kg	1150	1440	1725	2015	2300
GVW 2701-4500 kg	$1150 + .23 \text{ GVW}^{\wedge}2700 \text{ kg}$	$1440 + .29 \text{ GVW}^{\wedge}2700 \text{ kg}$	$1725 + .35 \text{ GVW}^{\wedge}2700 \text{ kg}$	$2015 + .40 \text{ GVW}^{\wedge}2700 \text{ kg}$	$2300 + .46 \text{ GVW}^{\wedge}2700 \text{ kg}$

### C. MOTORCYCLES/MOPEDS/TRICYCLES

With Sidecars	150	190	225	265	300
Without Sidecars	120	150	180	210	240

### D. TRUCKS; and E. TRUCKBUSES

GVW > 4500 kg	900+.12 GVW^2700 kg	1125+.15 GVW^2700 kg	1350+.18 GVW^2700 kg	1575+.21 GVW^2700 kg	1800+.24 GVW^2700 kg
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### E. TRAILERS

GVW	0.12 X GVW kg	0.15 x GVW kg	0.18 x GVW kg	0.21 x GVW kg	0.24 X GVW kg
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Note : Aging stops upon effectivity of the law. The base rate is the computed average rate for fifteen years to address the elimination of aging under the law.

CATEGORIES	BASE	2001	2002	2003	2004 & thereafter
	RATE	+25%	+50%	+75%	+100%

**III. FOR HIRE** – All Registration Fees now MVUC for Hire Vehicles had heretofore no aging, hence “ageless”.

### A. PASSENGER CARS:

LIGHT (GVW up to 1600 kg)	800	1000	1200	1400	1600
MEDIUM (GVW > 1601 TO 2300 kg)	1800	2250	2700	3150	3600
HEAVY (GVW > 2300 kg)	4000	5000	6000	7000	8000

### A. 1. UTILITY VEHICLES

GVW up to 4500 kg	.15 x GVW kg	.19 x GVW kg	.22 x GVW kg	.26 x GVW kg	.30 x GVW kg
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### A. 2. SPORTS UTILITY VEHICLES

GVW up to 2700 kg	1150	1440	1725	2015	2300
GVW 2701-4500 kg	1150+.23 GVW^2700 kg	1440+.29 GVW^2700 kg	1725+.35 GVW^2700 kg	2015+.40 GVW^2700 kg	2300+.46 GVW^2700 kg

### A. 3. MOTORCYCLES/MOPEDS/TRICYCLES

With Sidecars	150	190	225	265	300
Without Sidecars	120	150	180	210	240

### A. 4. TRUCKBUSES

GVW > 4500 kg	0.15 x GVW kg	0.10 x GVW kg	0.22 x GVW kg	0.26 x GVW kg	0.30 x GVW kg
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### A. 5. TRUCKS

GVW > 4500 kg	900+.12 GVW^2700 kg	1125+.15 GVW^2700 kg	1350+.18 GVW^2700 kg	1575+.21 GVW^2700 kg	1800+.24 GVW^2700 kg
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### A. 6. TRAILERS

GVW	0.12 X GVW kg	0.15 x GVW kg	0.18 x GVW kg	0.21 x GVW kg	0.24 X GVW kg
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#### LEGEND:

1. GVW = Gross Vehicle Weight in Kilograms
2. > = More than
3. The rates are effective from January 01 of the stated year.
4. ^ = In excess of weight indicated
5. The collectible MVUC including axle overloading penalty in Section 6b below shall be rounded off to the nearest five pesos (=P=5.00)  
i.e., ( x Up to = P = 2.50 = =P= 00.00; x > =P= 2.50 = =P= 5.00)

# CHAPTER III

## REGISTRATION PROCESSES

### A. MANUFACTURERS, ASSEMBLERS, IMPORTERS and DEALERS REPORTING SYSTEM

#### 1. MANUFACTURERS, ASSEMBLERS, IMPORTERS and DEALERS ACCREDITATION (Application and Scope)

Any person, firm corporation desiring to transact business with the LTO relative to MVs or its components, shall file with the Assistant Secretary of the Land Transportation Office, an application for accreditation, containing certain prescribed information and showing compliance with the requirements hereinafter set forth.

#### 2. DOCUMENTARY REQUIREMENTS

##### a. NEW APPLICATION

1. SEC Registration Certificate (for Corporation)
2. Articles of Incorporation & By-Laws
3. DTI Certificate of Registration of Business Name (for those Assemblers/Dealers Companies under any Corporate Name)
4. New Mayor's Permit for
  - a. plant if applying for manufacturer & assembler
  - b. warehouse if applying for importer
  - c. display center if applying for regular dealer/authorized dealer
5. Financial Statement Duly Certified by a Certified Public Accountant (statement of assets & liabilities)
6. BIR Certificate of Registration
7. SSS Certificate of Membership
8. Location Map
9. Picture of Establishment Showing Permanent & Visible Signboard/classification/address
  - a. for importer – warehouse & stocks
  - b. for Authorized/Regular Dealer-display & stocks
  - c. for assembler & manufacturer – plants & its equipment
10. TIN Card No.
11. Contract of Lease if the establishment is not owned by the applicant

12. Additional Requirements for Importer

- a. Official Receipt of Payment of Taxes & Duties
- b. Import Entry Declaration (For Self-funded, Import Entry & Revenue declaration)
- c. Packing List
- d. Bill of Lading/Airway Bill
- e. Letter of Credit (Not Applicable for Self-funded)
- f. Copy of Certificate of Payment- BOC (Green Copy)
- g. Commercial Invoice

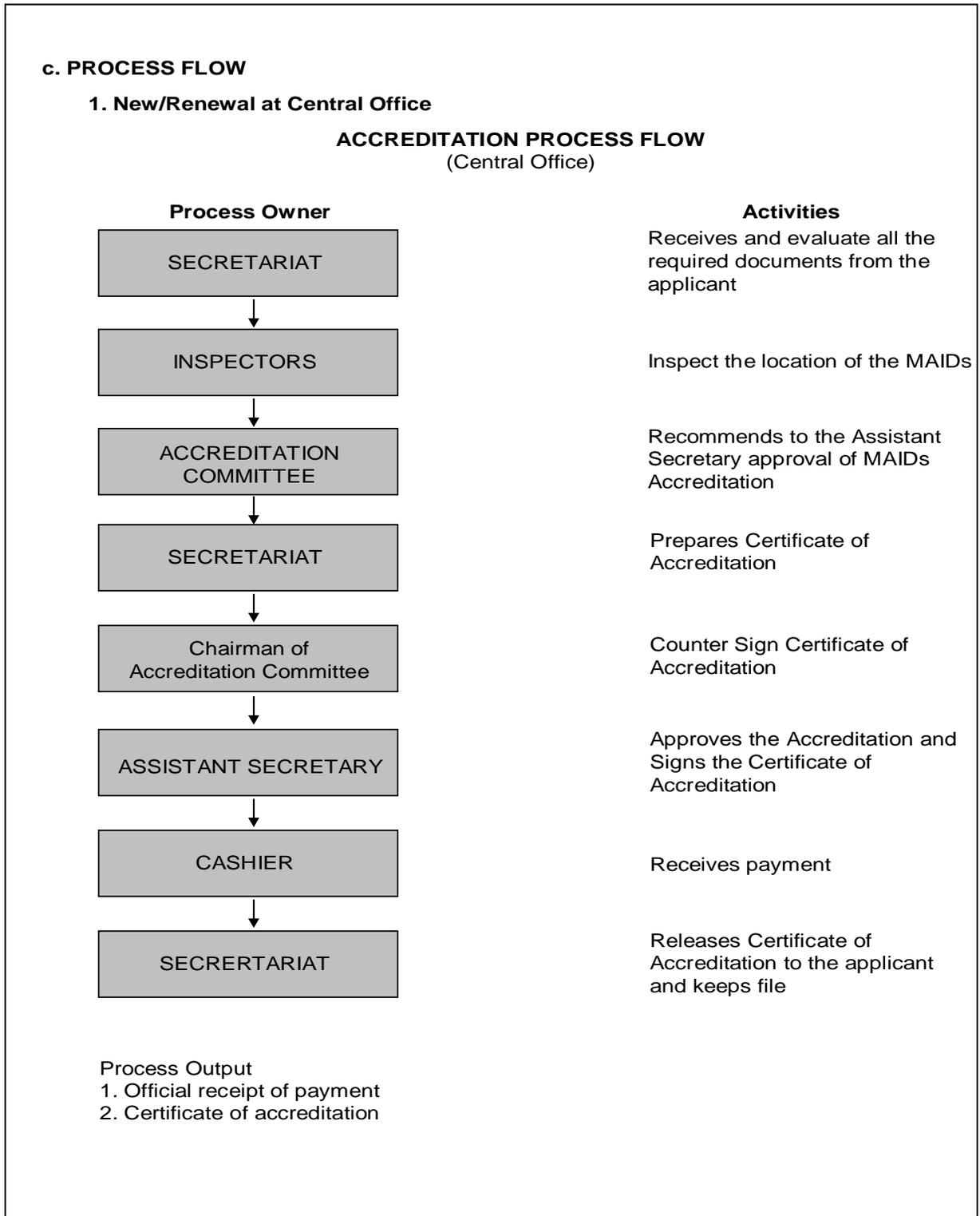
13. BOI Certificate of Membership for Assembler only

**b. RENEWAL APPLICATION**

1. Latest Certificate of Accreditation
2. Latest Official Receipt of Payment
3. Valid DTI Certificate/SEC for Corporation
4. Latest Mayor's Permit
5. Audited Financial Statement
6. Current Income Tax Return
7. TIN Card No.
8. Picture/Photo with permanent signboard/ classification/address
  - a. for Importer (Warehouse & Stocks)
  - b. for Dealer (Display & Stocks)
  - c. for Assembler & Manufacturer (Plant & Its Equipment)
9. Location Map

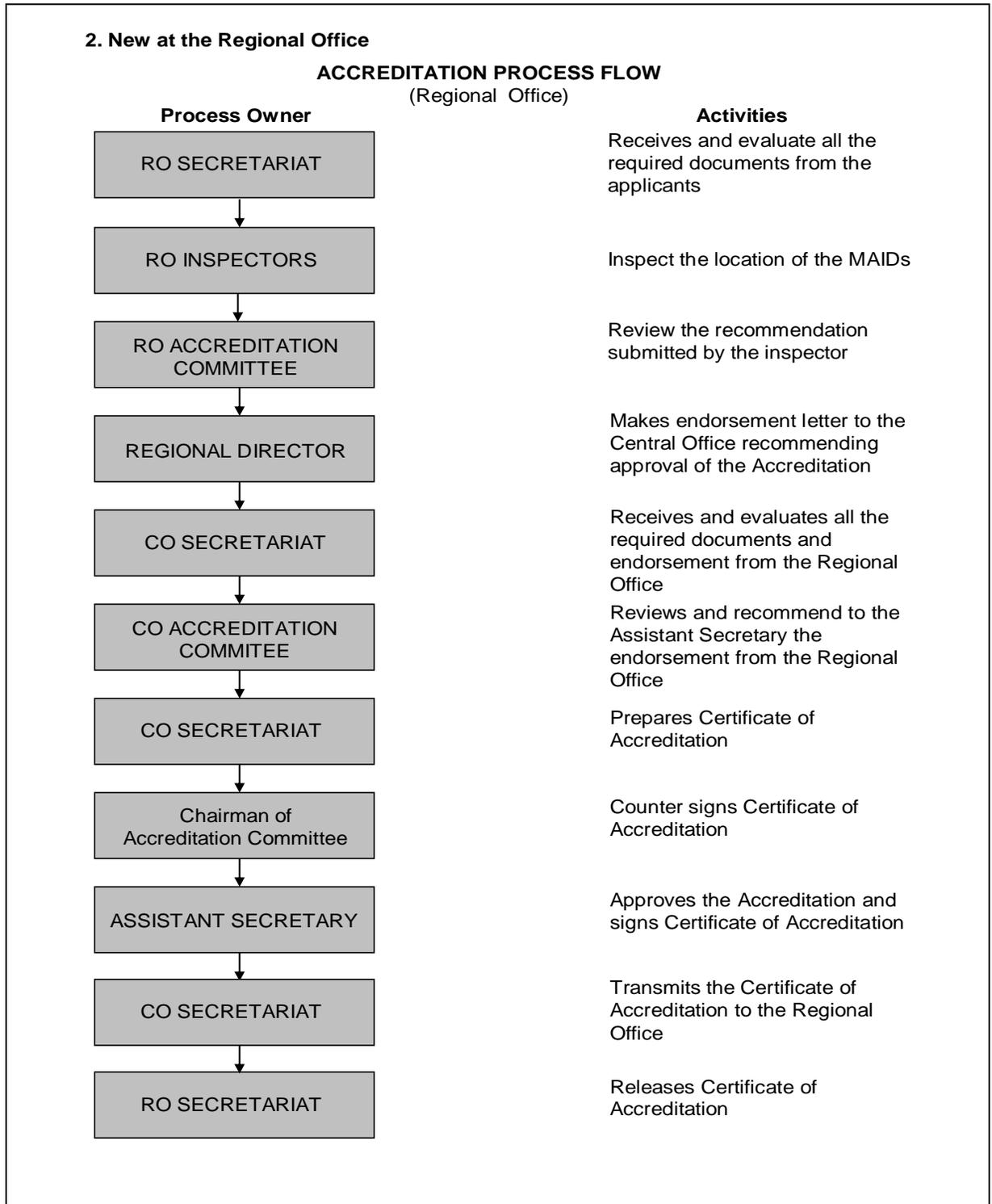
## ACCREDITATION PROCESS FLOW (Central Office)

### 1. NEW RENEWAL AT CENTRAL OFFICE



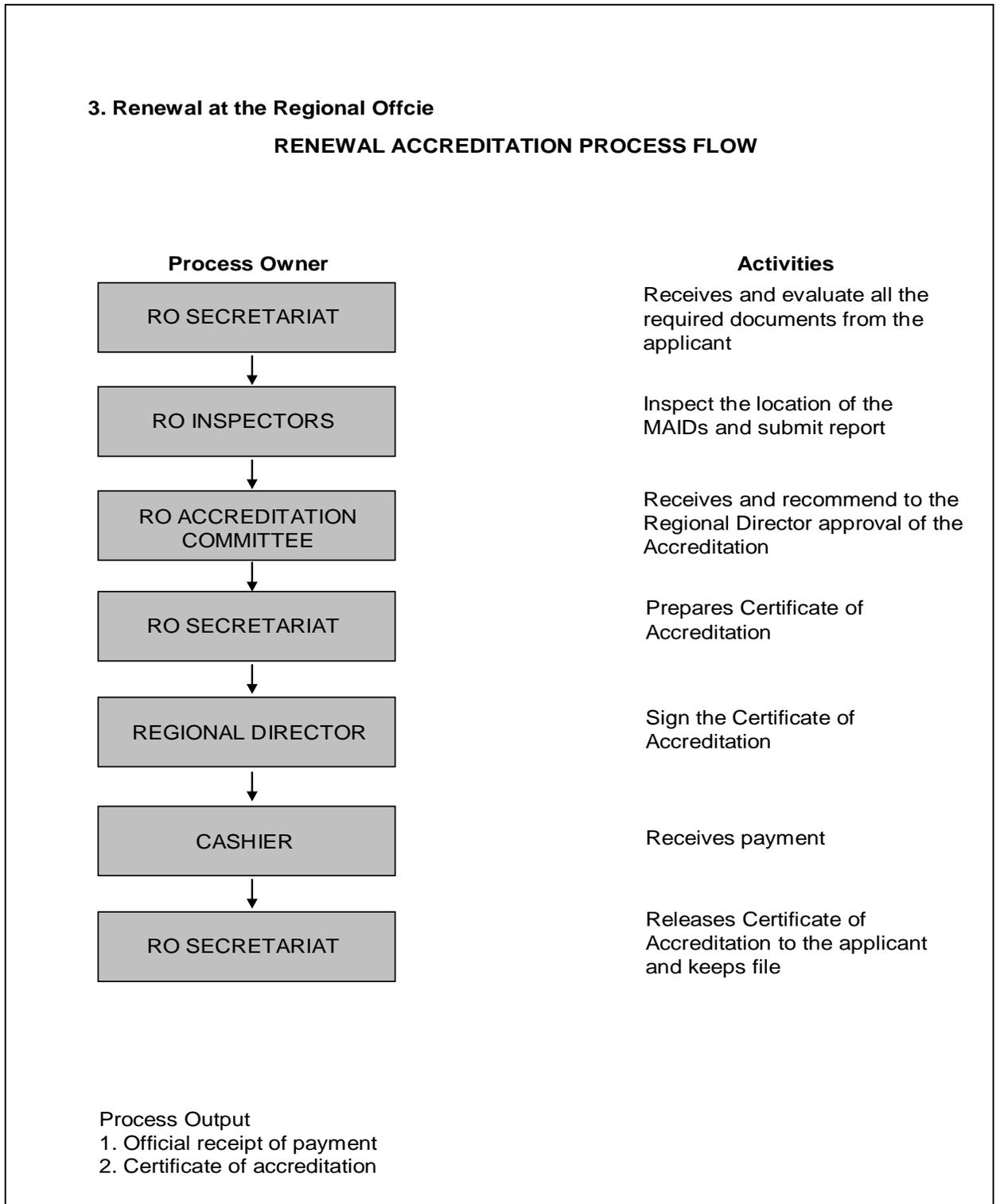
## ACCREDITATION PROCESS FLOW (Regional Office)

### 2. New at the Regional Office



## RENEWAL ACCREDITATION PROCESS FLOW

### 3. Renewal at the Regional Office



## **II. STOCK REPORTING**

### **3. CERTIFICATE OF STOCK REPORTED (CSR)**

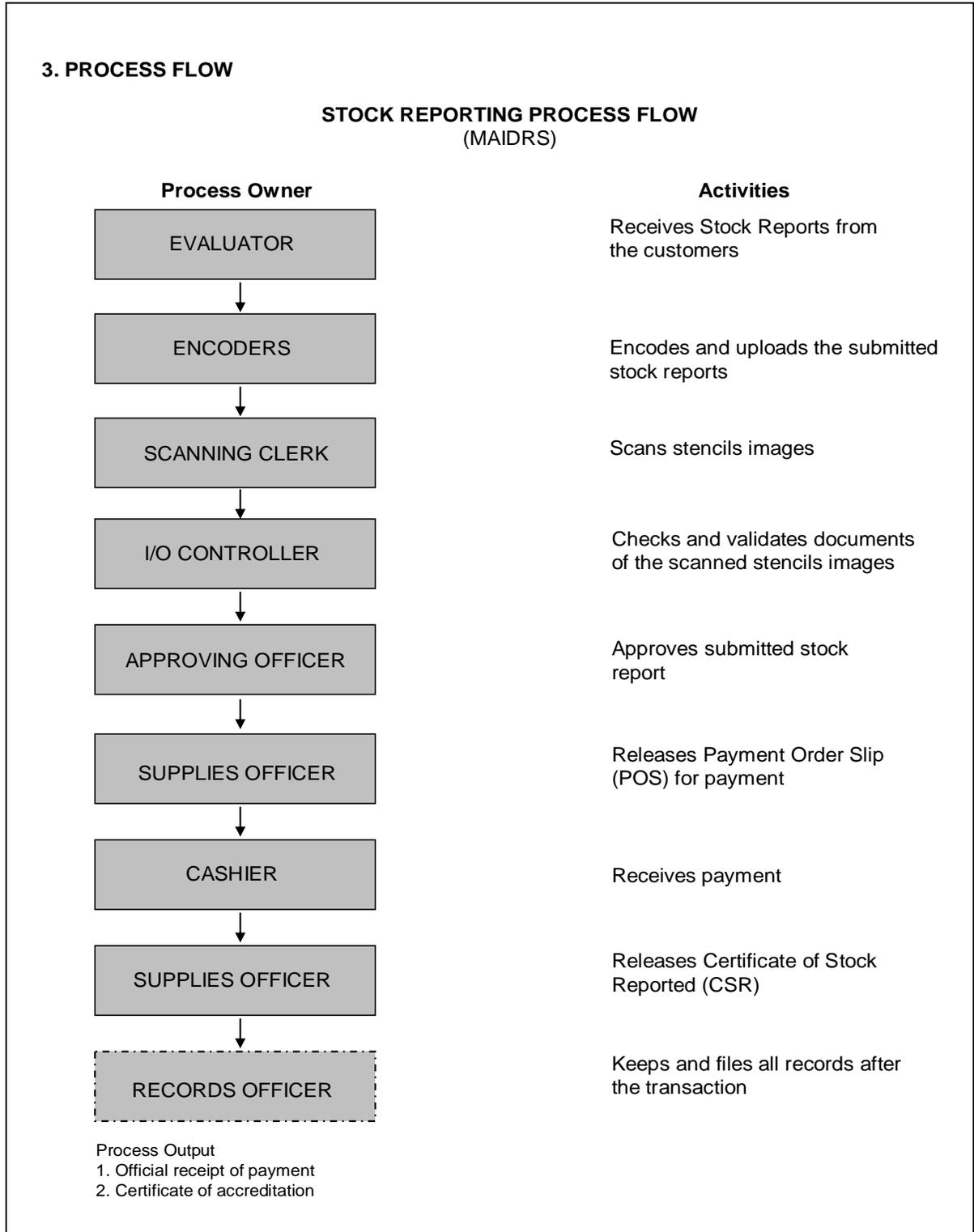
- c. Issued for every stock item in the stock report submitted by the accredited Manufacturer, Assembler and Importer
- d. Certifies to the legitimacy of the identity of motor vehicle
- e. A document to be presented to the PNP-TMG for clearance

### **4. DOCUMENTARY REQUIREMENTS FOR STOCK REPORTING TO CENTRAL/REGIONAL OFFICE**

- f. Stock Report
- g. Stencils of Engine and Chassis
- h. Certificate of Conformity (DENR)
- i. Import entry & Internal Revenue Declaration
- j. Bill of lading
- k. Packing list
- l. Certificate of Payment

### 3. PROCESS FLOW

#### STOCK REPORTING PROCESS FLOW (MAIDRS)



### **III. SALES REPORTING**

#### **1. SALES REPORT**

- a. Informs LTO that the reported stock is already sold to the end-user
- b. Updates the inventory of the Accredited MAIDs

#### **2. TYPES OF SALES REPORT**

- a. Regular Sales Transaction
  - when sold to an end-user
- b. Stock Transfer From
  - when received from another Accredited MAID
- c. Stock Transfer to
  - when transferred to another Accredited MAID

#### **3. DOCUMENTARY REQUIREMENTS FOR SALES REPORTING TO THE REGIONAL OFFICE**

- a. Certificate of Stock Report (CSR)
- b. Sales Invoice with the following details:
  - 1. Invoice Number
  - 2. Invoice Date
- c. Customer details
- d. Stencil of engine and chassis numbers
- e. Sales report in diskette form with hard copies

## IV. SPECIAL REPORTING

1. Special reporting is the process of combining components (new, used or previously registered) to form a Motor Vehicle
2. Types of Special Reports
  - a. Backyard Rebuilt – Combining two (2) surplus component  
To form a motor vehicle
  - b. Chopped/Cut Up – Imported Assembled
  - c. Previously Registered MV/MC- Combining two (2) components from existing MV or new stock report to form MV and components may be previously registered or reported as surplus components
  - d. Undocumented MV/MC-Applicable only to the following MVs and components:
    1. Trucks and utility vehicle of World War II vintage;
    2. MVs and components with Sales Invoice report duly received by the LTO prior to July 8, 1998;
    3. MVs and components previously registered but whose records can no longer be traced despite diligent efforts exerted due to “force majeure”.
3. Documentary Requirements for Special Reporting to the Regional Office
  - a. **Backyard Rebuilt**
    1. Commercial Invoice of engine, chassis and body;
    2. Authenticated sales report of engine, chassis and body;
    3. Affidavit of rebuilt executed by the owner and mechanic, stating among others the date of completion; and
    4. Certificate of Compliance with Emission Standards issued by DOTC or LTO Regional Office authorized by DOTC
  - b. **Chopped/ Cut Up**
    1. Commercial invoice of engine, chassis and body
    2. Authenticated sales report of engine, chassis and body
    3. Authenticated copy of BOC-CP of engine, chassis & body
    4. Authenticated copy of BIR-CP
    5. Affidavit of rebuilt executed by the owner and mechanic, stating among others the date of completion
    6. Certificate of compliance with Emission Standards issued by DOTC or LTO Regional Office authorized by DOTC

**c. Previously Registered MV/MC**

1. Certificate of Registration and latest official receipt of payment of registration fees of engine, chassis and body;
2. Confirmation of the Registration Certificate and official receipt of payment from the registering District Office that issued CR/OR if motor vehicle is to be registered anew in another District Office;
3. Affidavit of rebuilt executed by the owner and the mechanic, stating among others the date of completion of the vehicle;
4. Certificate of Compliance with Emission Standards  
(Issued by DOTC or LTO Regional Office authorized by DOTC)

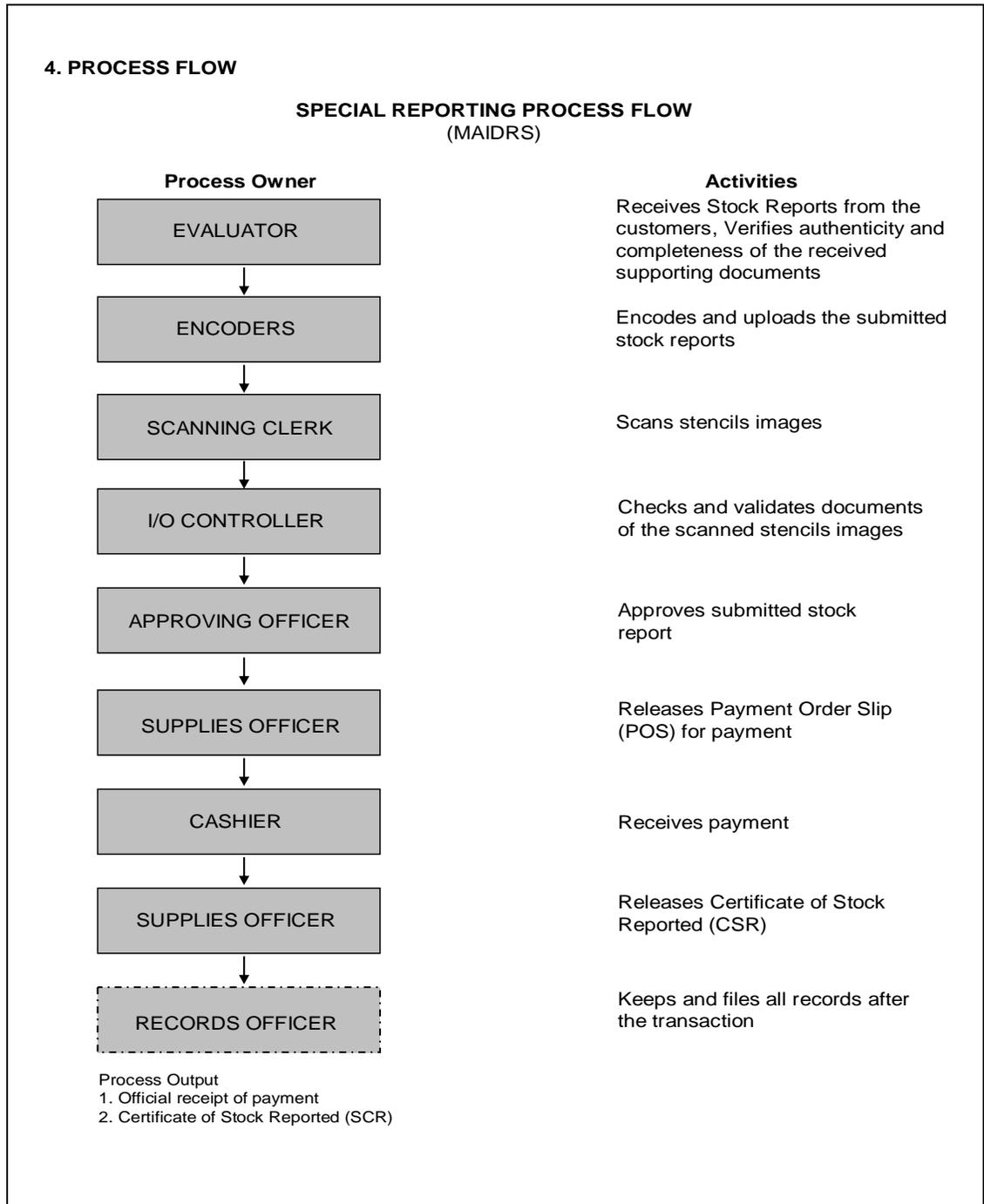
\* Note: Green copy of the CP is allowed only for those who are members of the organizations signatory to the MOA by and among LTO, PNP-TMG, BIR, BOC CAMPI, MDPPA, TMA and PAA

**d. Undocumented MC/MV**

1. Duly accomplished application form
2. Duly accomplished MVIR
3. Payment of application fee of P100.00
4. Affidavit of Publisher and copies of the newspaper containing the publication of the notice to register
5. Affidavit of undertaking executed by the owner stating the facts behind the loss of the documents of the vehicle or component and absolving the Land Transportation Office from liability arising there from
6. PNP-TMG clearance for Records check
7. Surety Bond equivalent to the prevailing market value of the motor vehicle component valid for 3 years
8. Appropriate Insurance Certificate of cover
9. Approved application by the Regional Director

#### 4. Process Flow

### SPECIAL REPORTING PROCESS FLOW (MAIDRS)



## **B) INSPECTION OF MVs\*\*\***

All motor vehicles shall be subjected to mandatory inspection prior to registration\*. No MV shall be accepted for registration unless fully inspected in accordance with the standards and procedures of MV inspection.

### **I. INSPECTION PROCEDURES :**

#### **1. Private**

##### *Venue of Inspection*

- *LTO District Office*
- *MVIS*

#### **Standard and Methods of Inspection\*\***

Inspection of MVs shall cover the following :

##### a. Above Carriage Inspection (Visual Inspection)

- Identity/Construction
- Lighting system and reflectors
- Windshield/window glass
- Wiper/Washer
- Chassis/Motor number authenticity
- Horn
- Number plates
- Floor board
- Body appearance
- Seat belts
- Door/hinge
- Rear view/side mirror
- Brake system/Parking brake
- Clutch system
- Steering
- Driver's/Passenger's seat
- Tires/wheels
- Wheel bolts/Nuts
- Fuel tank/Fuel tank cap
- Mobile air conditioning system (MAC's)
- EWD

\* *Memorandum Order No. 86-003, dated June 3, 1986*

\*\* *Administrative Order No. 91-005, dated February 9, 1990*

\*\*\* *see Annex 3 for sample MVs*

- b. Side Slip Test.
  - Automatic Test Equipment (ATE @ MVIS)
- c. Brake Test.
  - Automatic Test Equipment (ATE @ MVIS)
- d. Speedometer Test.
  - Automatic Test Equipment (ATE @ MVIS)
- e. Headlight Test.
  - Automatic Test Equipment (ATE @ MVIS)
- f. Exhaust Emission Test.
  - all exhaust emission test of all private vehicles shall be conducted at Private Emission Testing Center (PETC)
- g. Under Carriage Inspection (Visual Inspection)
  1. Brake hose and pipes, for any brake fluid leakage or damage;
  2. Steering system, for any looseness and damage;
  3. Radiator, for water leakage;
  4. Propeller shaft, for play and distribution;
  5. Shock absorber, for oil leakage and deformation;
  6. Exhaust pipe, for any damage;
  7. Catalyzers and heat shielding plates, for proper attachment and damage; and
  8. Leakage from engine and transmission.

## 2. For-Hire

*Venue of Inspection*

- *MVIS*

### **Standards and Methods of Inspection\***

*same with private MVs except that the exhaust emission test shall be conducted at MVIS*

### **Emission measurement\***

#### **Gasoline-Fed Motor Vehicle**

Standard for Gasoline-fed Engine\*

Category (Reg. Date)	CO% (V)	HC(ppm)
< Jan 1, 1997	4.5	800
>= Jan 1, 1997, Jan 1, 2003	3.5	600
>= Jan 1, 2003	3.5	600
Motorcycle		
<= Dec 31, 2002	6.0	-
> Dec 31, 2002	4.5	-
M. Manila, M. Cebu, M. Davao		7,500
All others		10,000

#### **Diesel-Fed Motor Vehicle**

Standard for Diesel-Fed Engine      2.5 K

## 3. Government

Standard and Methods of Inspection  
*same with for-hire MVs*

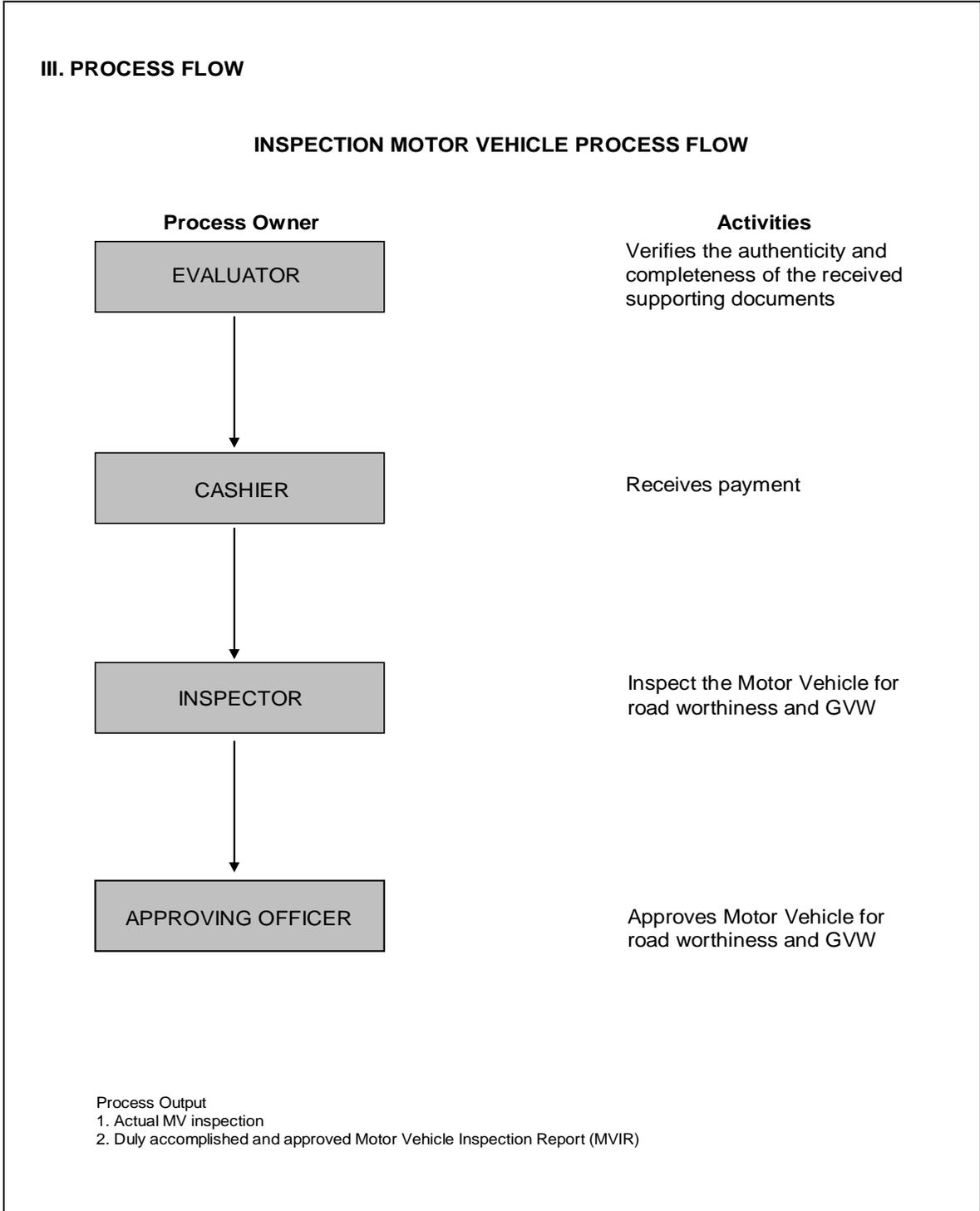
## 4. Diplomatic

Standard and Methods of Inspection  
*same with for-hire MVs*

# III. WORK FLOW

## Inspection of Motor Vehicles

(Private, For-Hire, Government, and Diplomatic)



## II. OTHER REQUIREMENTS :

### 1. Length, Width and Height of MV\*

#### Overall Length

Freight vehicles with two axles	- 10 meters
Passenger vehicles with two axles	- 11 meters
Vehicles with 3 or more axles	- 14 meters (maximum)

#### Overall Width

- 2.50 meters (maximum)

#### Overall Height

- 4.00 meters (maximum)

The overhang must not extend beyond 50% of the wheelbase.  
(the distance between the front and rear axle of a vehicle)

### 2. Maximum Axle of MV\*\*

Most Heavily Loaded Axle	- 13,500 kgs
Most Heavily Loaded Axle Group	- 13,500 kgs.

### 3. Maximum Allowable Gross Vehicle Weight\*\*

a. Truck with two (2) axle (6 wheels)	- 16,880 kgs
b. Truck with tandem rear axle (3 axles – 10 wheels)	- 27,250 kgs
c. Truck with tandem rear axle (4 axles – 14 wheels)	- 29,700 kgs
d. Truck Semi-Trailer with 3 axles (10 wheels)	- 30,380 kgs
e. Truck Semi-Trailer with 4 axles (14 wheels)	- 30,380 kgs
f. Truck Semi-Trailer with 5 axles (18 wheels)	- 37,800 kgs
g. Truck-Trailer with 2 axles at Motor Vehicle and 3 axles at Trailer (18 wheels)	- 30,378 kgs

\* **Republic Act No. 4136 Section 9**

\*\* **Republic Act No. 8794**

h. Truck-Trailer with 2 axles at Motor Vehicle and 2 axles at Trailer (14 wheels)	-	30,378 kgs
i. Truck-Trailer with 2 axles at Motor Vehicle and 3 axles at Trailer (22 wheels)	-	36,900 kgs
j. Truck-Trailer with 3 axles at Motor Vehicle and 3 axles at Trailer (22 wheels)	-	41,000 kgs
k. Truck-Trailer with 3 axles at Motor Vehicle and 2 axles at Trailer (18 wheels)	-	37,800 kgs
l. Truck-Trailer with 3 axles at Motor Vehicle and 3 axles at Trailer (22 wheels)	-	41,000 kgs

#### 4. Gross Vehicle Weight of Buses\*

For purpose of computing the registration fees of buses, the gross vehicle weight thereof shall be the weight when empty plus the weight of the total number of the passengers at seventy (70) kilos per passenger. The allowable maximum number of passenger shall depend on the available passenger space of the bus as follows;

- a. For each adult passenger, a horizontal rectangular area, including seat and feet space, not less than thirty-five (35) centimeters wide and sixty (60) centimeters long, except in the front seat, which allow an area of fifty (50) centimeters wide for the driver.
- b. For each half-fare passenger, a horizontal area, including seat and feet space, not less than seventeen and one-half (17 1/2) centimeters wide by sixty (60) centimeters long, provided that each continuous row of seats shall be allowed to have more than one-half fare passengers.
- c. An adult passenger is any person over 1.25 meters in height regardless of age.
- d. A half-fare passenger is any person between 1 and 1.25 meters in height.

• *Memorandum Circular No. 71 Section 7, dated January 1, 1987*

- e. If any aisle space of not less than fifty (50) centimeters wide is available within the passenger compartment of the bus and the height from the floor to the ceiling is at least 108 meters, standing room for additional passengers may be allowed if provided that the standing space shall be computed on the basis of the seating capacity and an approved device is stalled to which the standing passengers can hold on.
- f. For passenger bus of the “closed” type with an entrance at the side of the rear compartment, the aisles should not be less than thirty (30) centimeters wide from such entrance to all seats in the rear compartment, and no part of such aisle should be allotted to the passengers.
- g. The number of passengers computed on the basis of available passenger space in the bus shall not exceed the number obtained by dividing the net carrying capacity of the truck in kilos by the assumed weight of 70 kilos for each on (1) passenger. The assumed weight includes sixty (60) kilos for passengers and 10 kilos for his personal belongings.

Sample of Gross Vehicle Weight of a Bus:

GVW -----	10,524 kg.
WE -----	6,324 kg.
NC -----	4,200 kg.
Passengers -----	60 kg.
Wt/Passenger -----	70 kg.

The passenger capacity of the bus is 60 so that the bus can be operated safely without undue risk to the passengers.

**5. Gross Vehicle Weight of Truck Tractors\***

The purpose of computing the registration fees if truck tractors, the gross vehicle weight thereof shall be its actual weight plus the total weight of its passengers at 70 kilograms per passenger.

This is illustrated as follows:

Example:

8,829 kg	-	Actual weight of truck tractor
<u>210 kg</u>	-	Total weight of three passengers
9,039 kg	-	GVW of vehicle
210 kg	-	Net capacity of vehicle

\* Memorandum Circular No. 71 Section 7, dated January 1, 1987

## **6. A) Types of Utility Vehicles (UV)\***

- a. Local Pick-ups (UV) – locally manufactured utility vehicles with cut-and-weld type of body, backyard assembled or rebuilt (w/ or w/o crew cab) such as Ford Fiera, Owner-type jeep, ANFRA, Sarao Type Jeepney, Toyota Tamaraw AUV, Mitsubishi AUV, Pinoy and other vehicles with similar design and configuration.
- b. Imported Pick-ups (UV) – an imported CBU, SKD, CKD light automotive vehicle w/ or w/o crew cab/double cab used to carry passengers and/or transport goods include but are not limited to the following: Mitsubishi Strada P/up, Toyota Hilux, Mazda P/up, Isuzu P/up, Kia Ceres P/up, Dodge Ram P/up, Pathfinder and the like.
- c. Imported Passenger Van/Wagon (UV) – an imported CBU, SKD, CKD commuter vehicle having rear or side doors and side panels designed for transporting people, and is not used to carry cargo, include but not limited to the following: Toyota Lite Ace, Hi-ace, Revo, Mitsubishi L300, Mazda E2000, Kia Besta, Pregio, Nissan Urvan, Vanette, MB-100 Van, Hyundai-100, Tamaraw FX Wagon, Mitsubishi Adventure, Kia Advantage, Isuzu Highlander, and the like.

**B) Sports Utility Vehicle (SUV)** – shall include but not limited to any imported Completely Built Unit (CBU), Semi-knocked-down (SKD), Completely-knocked-down (CKD) utility vehicle, Model 1991 or later with imported machine-cast body shell, specially designed to transport persons and not used primarily for the carriage of freight, merchandise, or cargo, and having characteristics, features and amenities similar to those of a car or automobile such as the following: Mitsubishi Pajero/Montero, Nissan Patrol, Nissan Terrano, Toyota Land Cruiser, Toyota RAV4, Range Rover, Land Rover, Ford Expedition, Jeep Cherokee, Daihatsu Feroza, Suzuki Vitara, Honda CR-V, Mercedes Benz Musso, Kia Sportage, Opel Vectra and the like; PROVIDED THAT, all 1990 Models or earlier shall be taken as ordinary UV.

## **7. Regulation on Public Utility Bus (PUB)**

### **a. Markings**

All PUB operators must adopt one uniform color scheme for all its units and shall have painted both sides of each unit in big bold letters the name, trade names or business name of the operator, in addition to such other markings as maybe prescribed by the LTO. Above the front windshield shall be a glass covered clearly painted small billboard, which shall disclose in words the destination of each bus.

## **b. Body Painting of Number Plates**

The number plates of a vehicle shall be painted at the center of the wheelbase on both sides of the motor vehicle under the following specifications:

1. For public utility vehicles, the background shall be yellow and the letters are black.
2. The alpha-numeric symbols shall be 52.00mm in height and 41.00mm in width, the arm of the letter/number no less than 9.00mm wide; and
3. The space where the plate numbers are painted shall be 120.00mm high and 360.00mm long in exact replica of the current plate numbers issued by the Office.

## **8. Regulation on Public Utility Jitney (PUJ)\***

### **a. Body Painting of Number Plates**

The number plates of a vehicle shall be painted at the center of the wheelbase on both sides of the motor vehicle under the following specifications:

1. For public utility vehicles, the background shall be yellow and the letters are black.
2. The alpha-numeric symbols shall be 52.0mm in height and 41.00mm in width, the arm of the letter/number no less than 9.0mm wide; and
3. The space where the plate numbers are painted shall be 120.00mm high and 360.00mm long in exact replica of the current plate numbers issued by the Office.

## **9. Seatbelts and Anchorage of Motor Vehicle**

*All motor vehicles shall be equipped with seat belt devices and seat belt anchorage.\**

## **10. Mobile Air-Conditioning System (MACs)\*\***

All motor vehicles manufactured and/or initially registered from 1999 onwards shall be prohibited from registration, and starting 2012 in all motor vehicles; unless its CFC using air-conditioning system be converted to HFC-134a.

- a. 1998 and below year model – refrigerant type – R-12
- b. 1999 and above year model – refrigerant type – R-134a

\* Republic Act No. 8750, Administrative Order No. BGC-AO-99004, dated October 11, 1999

\*\* DENR Administrative Order No. 200408, Memorandum Circular November 28, 2005

### **Inspection and Identification of MACs Refrigerant**

- a. Refrigerant identifier
- b. Visual identification through the sticker found in the compressor which indicates whether R-12 or R-134a
- c. Identification of the service ports:
  - (a). service ports of R-134a have thread inside the valve;
  - (b). service ports of R-12 has thread outside and around the valve;
  - (c). through the Year Model
    - (a). 1998 and below – R-12;
    - (b). 1999 and above – R-134a

## **11. Motor Vehicle Inspection Report (MVIR)**

The inspector conducting the ocular inspection of the vehicle shall accomplish the MVIR personally.

### **Part I. Ownership and Documentation**

This part shall be accomplished based on the documents presented by registrant. It must be filled up completely and accurately.

### **Part II. Identification and Inspection**

The inspector shall fill out all the boxes provided at each item. The result shall be gathered from the ocular inspection of the motor vehicle.

### **Part III. Operation and Safety Test**

By visual and actual inspection of the motor vehicle, the inspector shall determine if the unit is roadworthy and fit for operation. All items shall be checked accordingly.

The MVIR will be validated, stamped and signed by the inspector.

## **C. REGISTRATION PROPER**

### **I - Procedure**

#### **1. MV Inspector**

The Motor Vehicle Inspector accomplishes the Motor Vehicle Inspection Report (MVIR) while inspection is being done. If the motor vehicle (MV) fails the inspection, the inspector directs the applicant to perform corrective actions on the MV.

#### **2. Evaluator**

- a. The evaluator checks for completeness and authenticity of the supporting documents together with the motor vehicle inspection report.
- b. If the documents are incomplete, the application is outright rejected and all supporting documents are returned to the applicant.
- c. The evaluator checks the MVIR to confirm that the applicant passed the inspection.
- d. The evaluator encodes initial data information from the MVIR. The information entered by the evaluator will also be used in the calculation of corresponding fees & charges.
- e. The evaluator forwards the MVIR to the records clerk for data encoding of remaining information.

The system verifies the legitimacy of the status of the motor vehicle from the MAIDS records. The evaluator views and compares the achieved stencil documents of the motor vehicle from MAIDRS with the submitted stencil from the MVIR. If the stencils do not match, a rejection letter is automatically generated indicating the reasons why the transaction cannot proceed. The rejection letter is forwarded to the Supplies Officer who will release this to the applicant. The system also check the LETAS records for discrepancies or violation records. If there are alarms or violations, a rejection letter is automatically generated indicating the reasons why the transaction cannot proceed. The rejection letter is forwarded to the Supplies Officer who will release this to the applicant.
- f. The Evaluator also checks the accreditation of the insurance company from the insurance records.
- g. The Evaluator creates a new transaction record and encodes the necessary information to establish identity of the motor vehicle and the applicant.

The system generates a default plate number for the motor vehicle. The plate number can be changed if the applicant's choice is available.

The system automatically calculates the fees and charges incurred. The evaluator notifies the applicant of the amount to be paid and directs the applicant to the waiting area for payment at the cashier.

### **3. Input Clerk**

- a. The input clerk scans the pertinent supporting documents into digital images and encodes the applicant information.
- b. The digital images are routed to the approving officer for view and approval
- c. The input clerk reviews and verifies scanned documents any time of the day. This step is a form of quality control and index verification for every transaction entered into the system.

The digital images are archived into optical disk for permanent storage, while the physical documents are kept for filing.

### **4. Approving Officer**

The approving officer reviews the digital images and approves the transaction. The approval initiates the official receipt to be printed at the cashier's printer with the approving officer's electronic security code affixed to it.

### **5. Cashier**

The cashier calls the name of the applicant and informs him/her of the amount to be paid. The cashier receives the payment from the applicant. The payment is posted to the Revenue Collection System. The printed OR is signed and released by the Cashier to the applicant.

The payment made initiates the printing of a Certificate of Registration at the releasing officer, for new MVs.

### **6. Releasing Officer**

- a. The releasing officer prints the Certificate of Registration for new MVs and forward it to the approving officer for manual signing.
- b. The releasing officer releases the new Certificate of Registration and/or plate/ sticker. The system is updated to reflect the release of the accountable documents items.

## **7. Record Officer**

- a. Keeps & files records after completion of transaction.

# CHAPTER IV

## FORMS

### A. MOTOR VEHICLE REGISTRATION FORMS

There are several forms used in the registration of MVs. All Districts Offices issue four (4) accountable and three (3) non-accountable forms.

The Accountable forms are the following:

1. Computerized Certificate of Registration (CR3A);
2. Computerized Official Receipt (OR2B);
3. Return Receipt for Plate/License (RRPL);
4. Confirmation Certificate (CC)

The Non-Accountable forms are:

1. Request for Confirmation (RC);
2. Certificate of Stock Report (CSR)
3. Motor Vehicle Inspection Report (MVIR)

### I. ACCOUNTABLE FORMS/RECEIPTS USED: USAGE AND DISTRIBUTION

1. LTO Form No. 3A: Computerized Certificate of Registration (CR3A)  
- 25 sets per pad – 2 copies per set

Usage: To identify ownership of a particular MV in cases of:

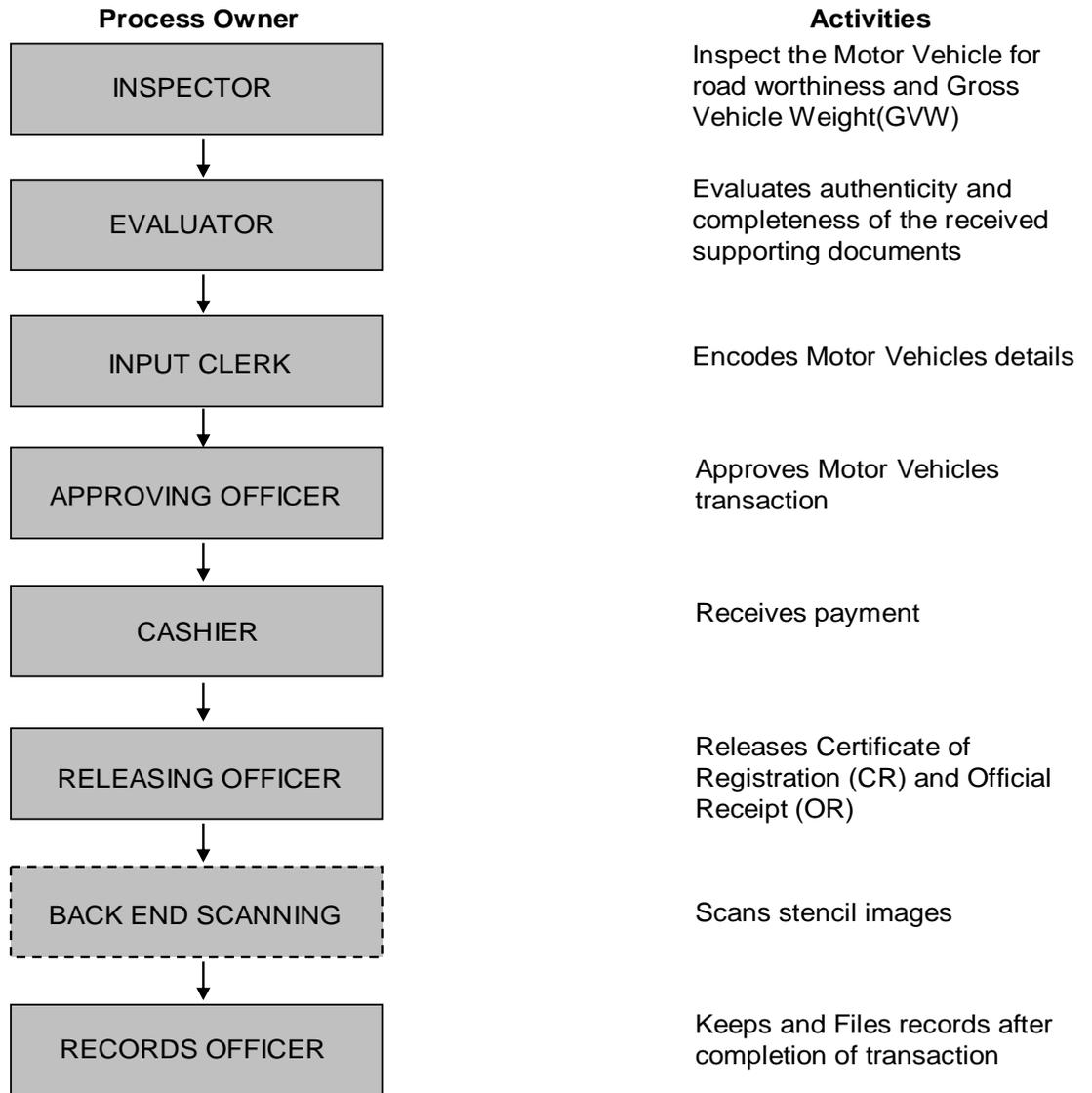
- a. new registration;
- b. transfer of ownership;
- c. change of engine/chassis/body;
- d. change classification/denomination; and
- e. release of mortgage

Distribution:

- a. Owner's Copy – Owner
- b. File Copy – District Office Records Custodian

## II. PROCESS FLOW

### MOTOR VEHICLE REGISTRATION PROCESS FLOW (MVRS)



#### Process Output

1. Official receipt of payment (OR)
2. Certificate of Registration or Certificate of Registration Encumbered for new, Transfer and Duplicate transaction
3. License Plate and/ or sticker

2. LTO Form No. 2B: Computerized Official Receipt (OR2B)  
- 25 sets per pad – 3 copies per set

Usage/s: To acknowledge receipt of collection of fines and penalties, clearances, certification and conduction permits for registration fees (new/renewal), motor vehicle plates (new/duplicate), stickers, other registration charges miscellaneous registration transaction such as:

- a. transfer of ownership;
- b. change color;
- c. change classification/denomination;
- d. change body configuration;
- e. change engine/chassis;
- f. certification purposes;
- g. for confirmation;
- h. for storage of motor vehicle plates;
- i. for duplicate OR/CR; and
- j. for additional registration payment, i.e. under collections

Distribution:

- a. Owners copy – Owner
- b. COA Copy – COA Resident Auditor (basis for the Post-audit)
- c. File copy – District Office Records Custodian

3. LTO Form No. 5: Return Receipt for Motor Vehicle Plate/License (RRPL)  
- 50 sets per pad – 2 copies per set

Usage: To acknowledge the time and date of surrender of motor Vehicle plates, OR, CR, or Driver's License for storage purposes

- a. temporary storage of MV and DL;
- b. permanent storage of MV and DL

Distribution:

- a. Owner's copy – Owner
- b. File copy – District Office Records Custodian

4. LTO Form No. 6: Confirmation Certificate (CC)  
- 50 sets per pad – 3 copies per sets

Usage: To confirm dealer's report of sales of MVs and components,  
Tax payment from Bureau of Customs and Bureau of Internal Revenue

- a. sales report of MVs and components
- b. BOC/BIR tax payments

Distribution:

- a. District Office Copy – part of organic records of a motor vehicle filed in the District Office
- b. PNP Copy – for PNP/TMG clearance
- c. Records Copy – returned to Registration Section, Central Office

## **II. NON-ACCOUNTABLE FORMS: USAGE AND DISTRIBUTION**

1. LTO Form No. 25: Request for Confirmation (RC)  
- 50 sets per pad – 4 copies per sets

Usage/s: To confirm issuance of Certificate of Registration and Official Receipt of Payment when registration is transacted in the District Office other than the one who issued the Certificate of Registration and/or Official Receipt

- a. transfer of ownership
- b. change venue of registration

Distribution:

- a. Requesting Agency's Copy – returned to the requesting District Office and made part of the organic record of the motor vehicle
- b. Confirming Agency's Copy – retained by the confirming District Office and made part of the record of the motor vehicle
- c. Regional Office of Requesting Agency's Copy
- d. Regional Office of Confirming Agency's Copy

2. LTO Form No. 27: Certificate of Stock Report (CSR)  
- 500 pcs per bundle

Usage: to confirm the stock report of the dealers

a. Manufacturer, Assembler & Importer Stock Report

Distribution:

- a. File Copy – Confirming Agency’s record file
- b. PNP/TMG Copy – PNP/TMG Clearance
- c. District Office Copy – District Office Record Custodian

3. LTO Form No. 1: Motor Vehicle Inspection Report (MVIR)  
- 100 pcs per pad

Usage: To determine the identity of a particular motor vehicle as to:

- a. classification;
- b. correct engine/chassis numbers;
- c. roadworthiness;
- d. collectable registration fees and other charges; and
- e. sources

Distribution:

The accomplished MVIR shall form as an integral part of the completed registration transaction.

# CHAPTER V

## CONTROLS AND REPORTS

### A. SYSTEM CONTROLS

System controls are provided in the LTO IT core applications in order to guide users on the appropriate entries and procedures that will ensure reliability and integrity of data and correct usage of the system. The establishment of effective and efficient system controls is a continuing effort in the development and enhancement of the MVRS & MAIDRS.

Hereunder are the bases for controls of the system:

### ACCESS CONTROLS

#### ***1. Creation of New User in the systems***

Strict procedures are being followed in the creation of new user in the system. To create a new user, a Request for Users Systems Update (RUSU) is initiated by LTO official who is the direct supervisor of the new user, validated by the Administrative Division Chief and duly recorded at MID. This will be submitted to Stradcom for implementation.

#### ***2. Assignment of Roles***

The LTO IT core applications workflows have specific worksteps or roles for each type of user of the system (e.g evaluator, input clerk, approving officer, cashier, releasing officer). The system function that will be granted to a user is controlled by the assigned Role as requested through the RUSU by the appropriate approving officer and approved by the MID. The functions accessed by the user in the system will be limited to the role granted.

#### ***3. Password Maintenance – Expiration***

In order to help maintain the secrecy of the password, procedure in the implementation of the password policy was established. MC No. 615-2005 was issued on May 5,2005, re: Guidelines in the Implementation of the Password Configuration.

## **CHANGE CONTROLS**

### ***1. Process for Change Orders***

Any enhancement or changes to the system will follow the standard procedure for Change Orders adopted by the LTO-Stradcom Joint Change Control Board (JCCB). Requirements, Cost Impact Analysis (CSIA) for a change order is being reviewed and approved by LTO PMO and JCCB.

### ***2. Approval process for Special database update***

Strict procedures for direct Database Update is being practiced. Any updates in the Database shall be documented thru a Request for Systems Update (RSU) approved by authorized LTO and Stradcom personnel.

## **APPLICATION CONTROLS**

### ***1. System validation (field and relational validation)***

Data capture format is assigned in the data fields of the system to validate the acceptable characters and length of the data during data entry. Validations in the system are also in place to ensure uniqueness of primary key fields of each module.

### ***2. Audit trail***

All records that have been encoded and updated in the system can be traced using an audit trail. Some of the columns recorded in the audit trail are date-time stamp, user id last modified, action taken, etc.

### ***3. Acceptance Testing Procedures***

This is the validation process to determine if delivered application conforms to the signed-off requirements. It consists of the Functional Testing, which is usually done in a simulated environment or at SMC Model District Office; and the Operational Testing or the Beta Live Run, which is conducted in the designated live sites.

### ***4. Migration of New Build***

This is the process of updating the application systems build in the designated sites for operational testing or beta live run. If accepted or issued CAIF, the system build is migrated to the remaining sites nationwide. Memorandum Circular No. 635-2005 dated 19 July 2005 provided the Guidelines in the Migration of New System Version.

## PROCEDURAL CONTROLS

1. In order that standard procedures will be followed in updating and or correction of data in the system, a guideline on the Request for System Update was issued on Sept.4, 2006, re; Request For System Updated (RSU);
2. Complete processing of registration transaction in order to prevent occurrence of pending transactions that may contribute to system slowdown and affect the subsequent transaction of vehicle is contained in the Memorandum dated 16, May 2006, re: Pending Motor Vehicle Transactions;
3. In case of system problems brought about by unavailability of VSAT, guidelines on the processing of transaction is provided for under Memorandum dated 15 May 2006, re: Manual Processing in Case of Typhoons and Unusual Flood;
4. Guidelines on how to properly handle conversion of manual to automated transaction is contained in the Memorandum Circular No. 655-2005, re: Confirmation on Manual Transactions;
5. To prevent duplicate records, the proper use of the MV Maintenance facility was issued under Memorandum Circular No. RTL-MC-03433 dated 10 March 2003, re: MV Maintenance with CR Re-printing. This directive was superseded by Memorandum Circular No. RTL-MC-03459 dated 04 June 2003, re: Amending MC No. RTL 03433 re: Maintenance Facility; Related provisions is contained in Memorandum Circular No. 664-2005 dated 21 November 2005, re: MV Maintenance Facility.
6. Standard on data entry of year model of brand new is mentioned in Memorandum Circular No. 671-2005, re: Indication of Year Model of Brand New Motor Vehicles;
7. To safeguard and ensure the integrity of the motor vehicle database a detailed guidelines on the use of the MV data take on facility and maintenance facility was promulgated under Memorandum Circular No. 735-2006, re: Guidelines and Procedures for the MV Data Take On and Maintenance Facilities;
8. The building up of the initial database of MV registration through the stock and sales reporting to facilitate online verification in the district offices is contained in Memorandum Circular 517-2004, re: Stock and Sales Reporting Processes and Automated verification of Imported MVs. Related provision on the online confirmation of sales transactions is mentioned in Memorandum Circular No. RTL-MC-03461 dated 10 June 2003, re: Online Confirmation of Sales Transactions;

## CHAPTER VI

### GLOSSARY

<u>TERMINOLOGY</u>	<u>DEFINITION</u>
<b>Accreditation Permit</b>	is an authority granted to motor vehicle manufacturers, assemblers, importers, or dealers to transact business with the Land Transportation Office (LTO) relative to motor vehicles or its components (DOTC-AO-88-001, 28 July 1988)
<b>Articulated Vehicle</b>	shall mean any motor vehicle with a trailer having no front axle and so attached that part of the trailer rests upon the motor vehicle and a substantial part of the weight of the trailer and of its load is borne by the motor vehicle. Such a trailer shall be called a "semi-trailer" (Republic Act No. 4136, 20 June 1964)
<b>Assembler/Manufacturer</b>	Refers to any person, firm or corporation engaged in the assembly of engine, chassis, and bodies to make a whole unit thereof out of such parts which are imported in the Philippines. This shall not be associated with repair/rebuilding shops which are engaged in the rebuilding of motor vehicles from components which have been previously registered (DOTC-AO-88-001, 28 July 1988)
<b>Back Row</b>	shall refer to the row of seats immediately behind the driver of a motor vehicle (DOTC-AO-BGC-AO-99004, 1999)
<b>Barangay Roads</b>	These roads refer to other public roads within the barangays (DOTC-AO-2006-01, 31 March 2006)
<b>Belt Anchorage</b>	the part of the vehicle structure or the seat structure or any other part of the vehicle to which the safety-belt assemblies are to be secured. (DOTC-AO-BGC-AO-99004, 1999)
<b>Bench Seat</b>	a structure complete with trim, intended to seat more than one adult person (DOTC-AO-BGC-AO-99004, 1999)

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### **Body-building**

is a job undertaken on a motor vehicle in order to replace its entire body with a new body (Republic Act No. 6539, 26 August 1972)

### **Bureau of Customs Certificate of Payment (BOC CP)**

refers to the payment of the taxes and duties of the engine, chassis and body from the BOC (LTO-MC-711-2006, 27 March 2006)

### **Bureau of Internal Revenue Certificate of Clearance of Motor Vehicle (BIR CCMV)**

refers to the payment of the ad valorem or excise tax for the assembly of the components into whole motor vehicle (LTO-MC-711-2006, 27 March 2006)

### **Certificate of Compliance to Emission Standard (CCES)**

refers to a certificate issued by DOTC to a rebuilt vehicle or second hand vehicle imported into the country based on an inspection by the DOTC-MVIS in accordance with the emission standards (DENR-AO-2000-81)

### **Certificate of Conformity (COC)**

refers to the certificate issued by the Department of Environment and Natural Resources to a vehicle manufacturer/assembler or importer certifying that a particular new vehicle or vehicle type meets the requirements provided under R.A. 8749. (DENR-AO-2000-81)

### **Certificate of Emission Compliance (CEC)**

refers to a certificate issued by the DOTC or its authorized emission testing center(s) for a vehicle apprehended during roadside inspection, certifying that the particular vehicle meets the emission requirements of the R.A. 8794. (DENR-AO-2000-81)

### **Certificate of Registration (CR)**

LTO Form No. 3 establishing the identity of ownership of a particular motor vehicle: (LTO Circular 71, 01 January 1981)

### **Certificate of Registration Encumbered (CRE)**

LTO Form No. 4 establishing the identity of ownership of a particular motor vehicle which is encumbered or mortgaged to other parties (LTO Circular 71, 01 January 1981)

### **Certificate of Stock Reported (CSR)**

refers to the computer printout for the assembly of the rebuilt motor vehicle in compliance with RA 6539, the Anti-Carnapping Act CSR certifies that

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	according to existing records of the Registration Section/Regional Office, the accredited MAID had submitted their stock report as describe in the CSR. (LTO-MC-712-2006, 27 March 2006)
<b>Change Classification</b>	conversion to a different registration classification, e.g. Private, For Hire, Government, Diplomatic (DOTC-AO-96-001, 29 January 1996)
<b>Chattel Mortgage</b>	Encumbrance of personal property is recorded in the Chattel Mortgage Register as a security for the performance of an obligation. (MTC-AO-84AO-DIR-001, 3 March 1984)
<b>Chief of Mission Vehicle</b>	refers to motor vehicles of the Chief of Mission (DOTC-AO-03, 1980)
<b>Child Restraint System</b>	refers to beds for babies, seats for infants and seats for school children. (DOTC-AO-BGC-AO-99004, 1999)
<b>Chopped/Cut-up Motor Vehicle</b>	refers to a motor vehicle whose components like the engine, chassis and body are of the imported type and assembled into a whole unit by Non-BOI registered assembler (LTO-MC-711-2006, 27 March 2006)
<b>Classification</b>	refers to four (4) registration classification of motor vehicles such as: 1) Private; 2) For Hire; 3) Government; and 4) Diplomatic (DOTC-AO-96-001, 29 January 1996, LTO-MC-BGC-MC-01328, 26 January 2001, and LTO-MC-575-2005, 14 February 2005)
<b>Common Carrier</b>	shall mean a person, corporation, firm or association, engaged in the business of carrying or transporting passengers or goods, or both, by land, for compensation, offering their services to the public, as defined under Article 1732 of the Civil Code.). (MTC-AO-84AO-DIR-005)

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## **DEFINITION**

### **Completely Knocked-Down (CKD)**

refers to new parts and components and/or engines that are imported in disassembled condition for purposes of assembly. It may include not only parts and components but also subassemblies and assemblies, e.g. engines, transmissions, axle assemblies, chassis, and body assemblies. (DENR-AO-2000-81)

### **Component**

refers to any major parts of the motor vehicle namely the engine, chassis and the body (LTO-MC-711-2006, 27 March 2006)

### **Compression Ignition Engine**

means an internal combustion engine in which atomized fuel temperature is raised through compression resulting in ignition, e.g. diesel engines. (DENR-AO-2000-81)

### **Conduction Permit**

this refers to permits that are issued to backyard manufacturers / assemblers for rebuilt motor vehicles. It shall be used in the delivery of unregistered motor vehicles from the assembly line to the dealers thereof, or to the CHPG for clearance, or from one place to another for one (1) day to two (2) days but not to exceed seven days. It can also be used for the reactivation of motor vehicles on storage but this shall never be issued to a delinquent motor vehicles. (Motor Vehicle Registration System Manual)

### **Conduction Sticker**

this refers to stickers that are prominently displayed at the right front windshield and at the left back of the motor vehicle. It is being issued to accredited manufacturers, assemblers, importers and dealers for road testing and delivery purposes. (Administrative Order No. 83AO-DIR-001)

### **Confirmation Certificate**

LTO Form No. 6, used to confirm dealer's report of sale of motor vehicle and component, tax payment from the Bureau of Customs and Bureau of Internal Revenue (Motor Vehicle Registration System Manual)

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<b>Consular Corps Vehicle</b>	refers to motor vehicle of the Consular Corps (DOTC-AO-03, 1980)
<b>Date of Original Registration (DOR)</b>	refers to the concept of age of a motor vehicle reckoned from the date of initial/original registration regardless of the year/model thereof (LTO-MC-711-2006, 27 March 2006)
<b>Dealer</b>	refers to any person, firm or corporation directly selling any motor vehicle unit or component as evidenced by a commercial invoice. This shall include junk second hand and surplus dealers. (DOTC-AO-88-001, 28 July 1988)
<b>Defacing</b>	is the erasing, scratching, altering or changing of the original factory inscribed serial number on the motor vehicle engine, engine block or chassis of any motor vehicle. (Republic Act No. 6539, 26 August 1972)
<b>Delinquent Motor Vehicle</b>	a motor vehicle whose registration is over due. (MC-89-091)
<b>Diplomatic Corps Vehicle</b>	refers to motor vehicles of the Diplomatic Corps (DOTC-AO-03, 1980)
<b>Diplomatic Vehicle</b>	Motor vehicle owned by foreign governments or by their duly accredited diplomatic officials in the Philippines and used in the discharge of their official duties. This classification refers exclusively to officials and personnel who enjoy diplomatic status. (MTC-AO-84AO-DIR-005)
<b>Folding Seat</b>	an auxiliary seat intended for occasional use which is normally folded (DOTC-AO-BGC-AO-99004, 1999)
<b>For Hire or Public Utility Motor Vehicle</b>	motor vehicle registered under this classification are those authorized to be operated as public utility by virtue of certificates of public convenience or provisional authority or special permit issued by the Board of Transportation (now Land Transportation Franchising Regulatory Board) (Batas Pambansa Blg. 74, 11 June 1980)

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### **Front Seat Passenger**

shall refer to persons on board a public utility vehicle seated at the right side beside the driver for public utility jeepneys (PUJ's) and to passengers seated at the right side beside the driver and those at the first row immediately behind the driver in the case of public utility buses (PUB's) and to passengers seated on the right side beside the driver for private motor vehicles. (DOTC-AO-BGC-AO-99004, 1999)

### **Government Motor Vehicle**

motor vehicle owned by the government of the Philippines or any of its political subdivisions including government owned or controlled corporations shall be registered under this classification (Batas Pambansa Blg. 74, 11 June 1980)

### **Gross Vehicle Weight (GVW)**

shall mean the measured weight of a motor vehicle plus the maximum allowable carrying capacity in merchandise, freight and/or passengers, as determined by the Commissioner of Land Transportation. (Republic Act No. 4136 dated 20 June 1964 and MTC-AO-84AO-DIR-005))

### **Group Seat**

a bench-type seat, or seats which are separate but side by side to the foremost anchorage of one seat in line with or forward of the rearmost anchorage and in line or behind the foremost anchorage of another seat and accommodate one or more seated adult person (DOTC-AO-BGC-AO-99004, 1999)

### **Highways**

shall mean every public thoroughfare, public boulevard, driveway, avenue, park, alley and callejon, but shall not include roadway upon grounds owned by private persons colleges, universities, or other similar institution (Republic Act No. 4136, 20 June 1964)

### **Imported Pick-up (UV)**

An imported (Completely Built Unit (CBU), Semi-knocked-down (SKD), Completely-knocked-down (CKD) light automotive vehicle with or without crew cab/double cab used to carry passengers and/or transport goods. Imported Pick-ups

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	include, but are not limited to, Mitsubishi "Strada" Pick-up, Toyota Hilux, Mazda Pick-up, Isuzu Pick-up, Kia Ceres Pick-up, Dodge Ram Pick-up, Pathfinder, and the like. (R.A. 8794, 16 August 2000 and LTO-MC-BGCMC-01320, 26 January 2001)
<b>Imported Used/Second-Hand Vehicle</b>	means any used or second-hand motor vehicle imported and registered in the country of origin. (DENR-AO-2000-81)
<b>Importer</b>	refers to any person, firm or corporation engaged in the importation of surplus motor vehicles for its components. (DOTC-AO-88-001, 28 July 1988)
<b>Inboard Passenger Seat</b>	refers to a seat adjacent to the aisle or beside/next to an outboard seat. (DOTC-AO-BGC-AO-99004, 1999)
<b>In-Use Vehicle</b>	refers also to operational and/or previously registered motor vehicles. (DOTC-AO-BGC-AO-99004, 1999)
<b>Lap Belt or Two-Point Seat Belt</b>	means a belt which passes across the front of the wearer's pelvic region intended to restrain him/her from moving forward. (DOTC-AO-BGC-AO-99004, 1999)
<b>Last Digit</b>	the ending digit of a series of numbers forming a group as indicated in the regular motor vehicle number plate at the time of registration, excluding the prefix or suffix, which forms either alpha or numeric combination. (DOTC-AO-8600-006)
<b>Light Electric Vehicle (LEV)</b>	two-wheeled or three-wheeled vehicle that is powered by battery-powered motor with no more than 36 voltage output and with amps per hour ranging from 10 to maximum of 60 (DOTC-AO-2006-01, 31 March 2006)

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### **Local Pick-ups (UV)**

locally manufactured utility vehicles with cut-and-weld type of body, backyard assembled or rebuilt (with or without crew cab) such as Ford Fiera, Owner-Type Jeep, ANFRA, Sarao Type Jeepney, Toyota Tamaraw AUV, Mitsubishi AUV, Pinoy, and other vehicles with similar design or configuration (R.A. 8794, 16 August 2000 and LTO-MC-BGCMC-01320, 26 January 2001)

### **LTO License Plate**

refers to the regular motor vehicle license plates issued by the LTO bearing the standard alphanumeric characters in accordance with B.P. 43 & 74. (MC-530-2004)

### **Manufacturers, Assemblers, Importers, and Dealers Reporting System (MAIDRS)**

refer to the system that processes stock/sale's report for the issuance of CSR/sale's confirmation (LTO-MC-712-2006, 27 March 2006)

### **Miscellaneous Receipt (MR)**

to acknowledge receipt of Postal Money Order, Collection of Fines and Penalties, Clearances, Certification and Conduction Permits (LTO Circular 71, 01 January 1981)

### **Money Judgment**

a judgment rendered by a Court of competent jurisdiction after due trial upon a claim for money is called a money judgment. As a general rule, such judgment for which an execution may issue, must specify the amount to be recovered, the name of the party who stands for benefit, including that of the party who will be prejudiced, by and under its dispositive pronouncements. (MTC-AO-84 AO-DIR-001, 3 March 1984)

### **Monocoque or Unitized Body**

refers to the component in which the chassis is an integral part of the body (LTO-MC-711-2006, 27 March 2006)

### **Mopeds**

two-wheeled or three-wheeled vehicle that is powered by a small motor of less than fifty (50 cubic centimeters piston or cubic centimeter displacement) (DOTC-AO-03, 24 September 1980)

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### **Motor Vehicle File Number**

refers to the series assigned to the motor vehicle consisting of the district office code and the serialized number of transactions. (DOTC-AO-95-001, DOTC-AO-96-001)

### **Motor Vehicle Inspection Report (MVIR)**

BLT (now LTO) form no. 1, used to determine the identity of a particular motor vehicle and roadworthiness (LTO Circular 71, 01 January 1981)

### **Motor Vehicle Plate Title**

refers to the Vanity License Plate title of ownership which shall be issued together with the VLP. (MC-530-2004)

### **Motor Vehicle Running Engine**

refers to a vehicle operating and standing on any road or thoroughfare with engine running (DOTC-AO-BGC-AO-99004, 1999)

### **Motor Vehicles (MVs)**

shall mean any vehicle propelled by any power other than muscular power using the public highways, but excepting road rollers, trolley cars, street-sweepers, sprinklers, lawn mowers, bulldozers, graders, forklifts, amphibian trucks, and cranes if not used on public highways, vehicles which run only on rails or tracks, and tractors, trailers and traction engines of all kinds used exclusively for agricultural purposes. (Republic Act No. 4136, 20 June 1964)

### **Motorcycle**

motor vehicle having a seat or saddle for the use of the rider and designed to travel on not more than three wheels in contact with the ground, except that four wheels may be in contact with the ground when two of the wheels are a functional part of a sidecar. However, in cases of non-conventional motorcycles engines, the same shall be subclassified as "MC" but the registration fees of which shall be based on piston or cubic centimeter displacement (DOTC-AO-03, 24 September 1980)

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### **Motorized Tricycle Operator's Permit (MTO)**

is the document granting franchise or license to operate issued to a person, natural or juridical, allowing him/it to operate tricycle-for-hire over zones specified therein.

### **Original/Initial Registration**

refers to the first registration of the motor vehicle in the Philippines (LTO-MC-711-2006, 27 March 2006)

### **Other Exempt Vehicle**

refer to motor vehicles of officials and members of the Administrative and Technical Staff of different embassies, consulates, legation and different internal organization in the Philippines (DOTC-AO-03, 1980)

### **Outboard Passenger Seat**

refers to a seat away from the center of the vehicle and adjacent to the door/window. (DOTC-AO-BGC-AO-99004, 1999)

### **Passenger Automobile**

shall mean all pneumatic-tire vehicles of types similar to those usually known under the following terms: touring car, command car, speedster, sports car, roadster, jeep, cycle car (except motor wheel and similar small outfits which are classified with motorcycles), coupe, landaulet, closed car, limousine, cabriolet, and sedan (Republic Act No. 4136, 20 June 1964)

### **Permanent Storage**

shall refer to motor vehicles stored under junk condition and cannot be reactivated as an independent unit as defined under Paragraph 3, Section 3, of Administrative Order No. 4, Series of 1981 (LTO-Circular-82-028, 08 June 1982)

### **Private Emission Testing Center**

a private entity accredited by LTO which is engaged in the determination of the level of the opacity and/or the analysis of the content of the gaseous emission of a motor vehicle (DOTC-AO-BGC-AO-99004, 1999)

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### **Private Motor Vehicles**

motor vehicles under this classification are those which are registered not to be used for hire under any circumstances. (MTC-AO-84AO-DIR-005)

### **Provincial Roads**

these are roads that connect cities and municipalities without traversing national roads; roads that connect national roads to barangays through rural areas; and roads that connect to major provincial government infrastructure. (DOTC-AO-2006-01, 31 March 2006)

### **Rebuilt**

refers to locally assembled/manufactured motor vehicles out of local chassis and body with imported engine or parts of previously registered motor vehicles (LTO-MC-712-2006, 27 March 2006)

### **Registration Year**

is the period starting on the first day of the month following the month a motor vehicle is scheduled to be registered and to terminate on the last day of the month when the registration of said motor vehicle is scheduled for renewal. (LTO-Circular-82-005, 04 February 1982)

### **Renewal Registration**

refers to the subsequent registration of motor vehicles (LTO-MC-711-2006, 27 March 2006)

### **Repainting/Change Color**

is changing the color of a motor vehicle by means of painting. There is repainting whenever the new color of a motor vehicle is different from its color as registered in the Land Transportation Commission (now Office). (Republic Act No. 6539, 26 August 1972)

### **Re-stamping**

restoration of the original or registered or defaced engine/chassis serial number of a motor vehicle; the process of re-engraving the engine, engine block or chassis of a motor vehicle (84MC-DIR-017, and R.A. 6539, 26 August 1972)

### **Return Receipt for Motor Vehicle Plate/License (RRPL)**

LTO Form No. 5, used to acknowledge the time and date of surrender of motor vehicle plates, OR, CR, or Driver's License for storage purposes (LTO

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Circular 71, 01 January 1981 and Motor Vehicle Manual of Operation on Motor Vehicle Registration, 1997 edition)

### **Salvaged MC**

this refers to those undocumented motorcycles which were assembled into one whole unit out of serviceable component parts of previously registered but junked or abandoned units. (LTO Circular 71, 01 January 1981 and Motor Vehicle Manual of Operation on Motor Vehicle Registration, 1997 edition)

### **Seat Belt Device**

Refers to any strap, webbing or similar device in the form of pelvic restraint or lap belt, upper torso restraint or shoulder strap or a combination thereof designed to secure a person in a motor vehicle in order to mitigate the results of any accident including all necessary buckles and other fasteners, and all hardware/anchorage designed for installing such seat belt device in a motor vehicle. (DOTC-AO-BGC-AO-99004, 1999)

### **Sidecar**

shall refer to either a factory-made or a separately manufactured side car and normally attached to a motorcycle. (MTC-AO-84AO-DIR-005)

### **Sports Utility Vehicle (SUV)**

shall include but not limited to any imported [Completely Built Unit (CBU), Semi-knocked-down (SKD), Completely-knocked-down (CKD)] utility vehicle, Model 1991 or later with imported machine-cash body shall, specially designed to transport persons and not used primarily for the carriage of freight, merchandise, or cargo, and having characteristics, features and amenities similar to those of a car or automobile such as the following: Mitsubishi Pajero/Montero, Nissan Patrol, Nissan Terrano, Toyota Land Cruiser, Toyota RAV 4, Range Rover, Land Rover, Ford Expedition, Jeep Cherokee, Daihatsu Feroza, Suzuki Vitara, Honda CR-V, Mercedes Benz Musso, Kia Sportage, Opel Vectra and the like; PROVIDED THAT, all 1990 models or earlier shall be taken as ordinary UV. (R.A. 8794, 16 August 2000 and LTO-MC-BGCMC-01320, 26 January

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	2001)
<b>Stamping</b>	refers to the imprinting/engraving of the engine, engine block or chassis of a motor vehicle; numbering of every engine, engine block, chassis or body of a motor vehicle. (84MC-DIR-017, and R.A. 6539, 26 August 1972)
<b>Temporary Plates</b>	shall refer to those issued under Section 4( c ) of this Circular whose last digit shall correspond to the last digit of the permanent plates to be issued pursuant to B.P. Blg. 43. (LTO-Circular-82-028, 08 June 1982)
<b>Tricycle</b>	a motorcycle fitted with a single-wheel side car or a motorcycle with two-wheel operated as for hire. (DOTC Guidelines on the Devolution of Tricycle Franchising)
<b>TruckBuses</b>	refers to private buses coaches whose passenger capacity ranges from eighteen(18) and above. (LTO Circular 71, 01 January 1981)
<b>Trucks</b>	such as stake, platforms, pick-up, trucks for gravel and sand, and others of the same configuration , including van and tanker types, provided that the gross vehicle weight exceed 4500 kilograms. (LTO Circular 71, 01 January 1981)
<b>Under Written Commitment Motor Vehicles</b>	tax-exempt imported motor vehicles endorsed by the Department of Finance for use in various projects in the Philippines. After the specific project for which they are imported is completed, they are subject for re-exportation unless extended by the Bureau of Customs. (Presidential Decree 1464)
<b>Underbond Motor Vehicles</b>	tax-exempt imported motor vehicles specifically for the use of Foreign Consultants for a six-month period counted from the date of issuance of Official Receipt evidencing payment of registration fees with LTO. After six (6) months, they are subject to re-exportation, unless extended for the same period by the Bureau of Customs.

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(Presidential Decree 1464)

**Unladen/Kurb weight Or empty**

the weight of the vehicle equipped and ready for operation on the road including the body, fenders, oil in motor, radiator full of water, with fifteen (15) liters gasoline or equivalent weight of other motor fuel, tool kit and spare tire. Insofar as cars are concerned, the unladen weight shall include the hub-cap and the floor matting

**Vanity License Plate Limited Edition (VLPLE)**

refers to VLP consisting of four to six characters and which can be acquired through public auction with a floor price of Fifty Thousand Pesos (Php50,000.00) (MC-530-2004)

**Vanity License Plate On-Line Auction System (VLPOAS)**

is an electronic internet-based system for conducting on-line public auctions only for "LIMITED EDITION" vanity license plate. (MC-530-2004)

**Vanity License Plate Premium Edition (VLPPE)**

refers to VLP consisting of six characters of three numeric and three alpha and which can be acquired at Fifteen Thousand Pesos (Php15,000.00) (MC-530-2004)

**Vanity License Plate Select Edition (VLPSE)**

refers to VLP consisting of three to six characters of alpha numeric or numeric alpha and which can be acquired at Ten Thousand Pesos (Php10,000.00) (MC-530-2004)

**Vanity License Plate (VLP)**

refers to the optional motor vehicle plates having preferred inscription for the purpose of establishing personalized identity of the motor vehicle to the registered owner. (MC-530-2004)

**Vanity License Plate Sticker (VLPS)**

refers to the inside windshield security sticker, for proper motor vehicle identification. (MC-530-2004)

**Vintage Car/Automobile**

is a motor vehicle that has been used so sparingly by the owner and painstakingly preserved and maintained in showroom condition to highlight its historical value or year model on its silver jubilee (or older) in car shows, exhibits, rallies and other special sporting events.(DOTC-AO-BGC-AO-99004, 1999)

## Annex 7

### REQUEST FOR SYSTEM UPDATE (RSU) PROCEDURE

#### Motor Vehicle Registration System (MVRS)

Change in MV information – Transacting Agency is not the issuing Agency (typographical error at DTO work step)

1. The Transacting Agency shall ensure that evaluated documents are complete and in order.

Form to be used: Request for System Update (for LTO initiated updates only) ver 2.0

Attachment : For Engine, Chassis, Plate No. and Fees related fields- Supporting documents – MVIR and screenshot/s.

2. The approving officer shall approve the RSU
3. The RSU along with the attachment and the screenshot of error shall be forwarded to the issuing agency for implementation within 4 working hours through the following:
  - File Transfer – scanned documents may be sent through file transfer
  - Fax – for offices with fax machine
  - Direct Delivery to Stradcom for nearby transacting agencies
4. The issuing Agency shall execute the RSU using the MV Maintenance facility within 4 working hours upon receipt of RSU
5. The issuing Agency using the IRC shall immediately inform the transacting agency concerned of the implemented RSU
6. The issuing Agency shall file the RSU and the attached documents for audit purposes

No MV Record online – Transacting Agency is not the issuing Agency (based on the Memorandum Circular on Guidelines and Procedures for the MV data Take-on and Maintenance Facilities)

- A. Originating District Office that issued first Certificate of Registration is automated
  1. The transacting agency shall evaluate the request and the attachment and prepare the RSU, if evaluated documents are complete and in order

Form to be used: Request for System Update (for LTO initiated updates only)  
ver 2.0

Attachment : Photocopy of Certificate of Registration (CR) and Official  
Receipt (OR)

2. The approving officer shall approve the RSU
  3. The transacting district office shall send the RSU and supporting documents  
Immediately through the following:
    - Electronic mail – email the scanned documents to the email address of  
the district office chief
    - Fax – for offices with fax machine
    - Direct delivery to the originating district office for nearby transacting  
agencies
  4. Upon receipt of the RSU, the originating district office shall encode the  
manual record using the Data Take-On Facility within 4 working hours
  5. The originating district office shall immediately inform the transacting district  
office of the implemented RSU through email, fax or IRC
  6. The originating district office shall file the RSU and the attached documents  
for audit purposes
- A. Originating District Office that issued the first Certificate of Registration (CR) is  
manual
1. The transacting district office shall send request for confirmation and  
supporting documents to the originating (manual) district office before the end  
of the working day through the following:
    - Courier – mail the documents addressed to the district office Chief
    - Direct Delivery to the originating district office for nearby transacting  
agencies
  2. Upon receipt of request for confirmation, the originating district office shall  
process and send the documents back to the transacting district office before  
the end of the working day
  3. The transacting district office shall immediately prepare the Request for  
System Update (RSU) for the Data Take-On of the motor vehicle information  
and attach the confirmation and other supporting documents. The Chief of  
the transacting district office shall approve the RSU

Form to be used: Request for System Update (for LTO initiated updates only)  
ver 2.0

Attachment : Photocopy of Certificate of Registration (CR) and Official Receipt (OR)

4. The RSU and supporting documents shall be forwarded to the designated district office via courier or direct delivery before end of the working day
5. The designated district office preferably nearest to the Regional Office (see annex 1) shall be responsible in performing the MV Data Take-On of manual district offices (within its region). Encoding of record should be accomplished within 4 working hours upon receipt of RSU
6. The designated district office shall inform the transacting district office of the implemented RSU through email, Fax, or IRC immediately. The designated district office shall file the RSU and the attached documents for audit purposes

Discrepancy in MV Record due to (Manually-Processed Miscellaneous Transaction) Transacting Agency is not the issuing Agency (based on the Memorandum Circular on Guidelines and Procedures for the MV Data Take-on and Maintenance Facilities)

A. District Office that processed transaction with changes in MV information is automated

1. The transacting district office shall evaluate the request and the attachment and prepare the RSU for the update of the motor vehicle information, if the evaluated documents are complete and in order

Form to be used: Request for System Update (for LTO initiated updates only) ver 2.0

Attachment : Photocopy of latest Certificate of Registration (CR) and Official Receipt (OR)

2. The approving officer shall approve the RSU
3. The transacting district office shall send the RSU and supporting documents immediately through the following:
  - Electronic mail – email be scanned documents to the email address of the district office Chief
  - Fax – for offices with fax machine
  - Direct Delivery to the originating district office for nearby transacting agencies
4. Upon receipt of the RSU, the originating district office shall modify motor vehicle and/or owner information using MV maintenance facility within 4 working hours

5. The concerned district office shall immediately inform the transacting district office of the implemented RSU through email, fax, or IRC
6. The concerned district office shall file the RSU and the attached documents for audit purposes

B. District Office that processes transaction with change in MV information is manual

1. The transacting district office shall send request for confirmation of the correct motor vehicle and/or owner information and supporting documents to the concerned manual district office before the end of the working day through the following:
  - Courier - mail the documents addressed to the district office Chief
  - Direct Delivery to the originating district office for nearby transacting agencies
2. Upon receipt of request for confirmation, the concerned manual district office shall process and send the documents back to the transacting district office before the end of the working day
3. The transacting district office shall immediately prepare the Request for system Update (RSU) for the revision of the motor vehicle information and other supporting documents. The Chief of the transacting district office shall approve the RSU

Form to be used : Request for System Update (for LTO initiated Updates only) ver 2.0

Attachment : Photocopy of latest Certificate of Registration (CR) and Official Receipt (OR) Deed of Sale, and other documents that will provide the correct data

4. The RSU and supporting documents shall be forwarded to the designated district office via courier or delivery before the end of the working day
5. Upon receipt of the confirmation, the designated district office shall edit the motor vehicle and/or owner information using MV maintenance facility within 4 working hours
6. The designated district office shall immediately inform the transacting district office of the implemented RSU through email, fax, or IRC
7. The designated district office shall file the RSU and the attached documents for audit purposes

Wrong transaction due to wrong evaluation/cancel MV record due to wrong encoding using the Data Take-On Facility

1. The transacting agency shall immediately prepare RSU, stating the reason

For the update requested

Form to be used: Request for System Update (for LTO initiated updates Only) ver 2.0

Attachment : Screenshots of the transaction

2. The approving officer shall approve the RSU
3. The RSU and the screenshot of error shall be forwarded to the Customer Care within 4 working hours through the following:
  - File Transfer – scanned documents may be sent through file transfer
  - Fax – for offices with fax machine
  - Direct
  - Delivery to Stradcom for nearby transacting agencies
4. The Customer Care shall prepare the Service Request (SR) and the transmittal sheet of RSU and forward the documents to MID Records section within 4 working hours upon receipt
5. MID Records Section shall endorse the RSU and attachment within 4 working hours upon receipt to the concerned group include the Intelligence and Investigation Division, Project Monitoring Office, any division, district office, or regional office depending on the nature of transaction
6. The concerned group shall prepare report on the investigation and forward it along with the RSU and the attached documents within 8 working hours upon receipt of RSU to MID Records Section for appropriate action
7. MID Records Section shall make the necessary action based on the recommendation of the concerned group within 4 working hours upon receipt of RSU. To make the corrections, the MVRS RSU Facility shall be utilized. the transaction shall have a “Failed” status
8. MID Records Section shall submit the list of implemented RSUs to the Customer Care before the end of the day
9. The Customer Care using the IRC shall inform the transacting agency concerned of the implemented RSU
10. MID Records Section shall file the RSU and the attached documents for audit purposes

Cancel MV record due to wrong encoding using the Data Take-On Facility

1. The transacting agency shall immediately prepare RSU, stating the reason for the update requested

Form to be used: Request for System Update (for LTO initiated Updates only) ver 2.0

Attachment : Screenshots of the transaction

2. The approving officer shall approve the RSU
3. The RSU and the screenshot of error shall be forwarded to the Customer

Care within 4 working hours through the following:

- File Transfer – scanned documents may be sent through file transfer
  - Fax – for offices with fax machine
  - Direct Delivery to Stradcom for nearby transacting agencies
4. The Customer Care shall prepare the Service Request (SR) and the transmittal Sheet of the RSU and forward the documents to MID Records Section within 4 working hours upon receipt
  5. MID Records Section shall endorse the RSU and attachments within 4 working hours upon receipt to the concerned group for investigation. The endorsement shall be signed by the MID Chief. The concerned group include the Intelligence and Investigation Division, Project Monitoring Office, any division, district office, or regional office depending on the nature of transaction
  6. The concerned group shall prepare report on the investigation and forward it along with the RSU and the attached documents within 8 working hours upon receipt of RSU to MID Records Section for appropriate action
  7. MID Records Section shall make the necessary action based on the recommendation of the concerned group within 4 working hours upon receipt of RSU. To make the correction , the MVRs RSU Facility shall be utilized. The transaction shall have a “Failed” status
  8. MID Records Section Shall submit the list of implemented RSUs to the Customer Care before the end of the day
  9. The Customer Care using the IRC shall inform the transacting agency concerned of the implemented RSU
  10. MID Records Section shall file the RSU and the attached documents for audit purposes

Duplicate MV Record (MV File, Engine No., Chassis No. and Plate Number

1. The transacting agency shall evaluate the request and the attachment and

prepare the RSU, if the evaluated documents are complete and in order

Form to be used : Request for System Update (for LTO initiated updates Only) ver 2.0

Attachment : Photocopy of the Certificate of Registration (CR) and Official Receipt (OR) and Source documents such as: Invoice, PNP-TMG Clearance, CC, MVIR and screenshot/s

2. The approving officer shall approve the RSU
3. The RSU and the supporting documents shall be forwarded to the Customer Care within 4 working hours through the following:
  - File Transfer – scanned documents may be sent through file number
  - Fax – for offices with fax machine
  - Direct Delivery to Stradcom for nearby transacting agencies
4. The Customer Care shall prepare the Service Request (SR) and the transmittal sheet of the RSU and forward the documents to MID Records Section within 4 working hours upon receipt of RSU
5. MID Records Section shall endorse the RSU and attachments to the concerned group for investigation within 4 working hours upon receipt of RSU. The endorsement shall be signed by the MID Chief
6. The concerned group shall prepare report on the investigation and forward it along with the RSU and the attached documents within 8 working hours upon receipt of RSU to MID Records Section for appropriate action
7. MID Records Section shall make the necessary action based on the recommendation of the concerned group within 4 working hours upon receipt of RSU. To make the Correction, the MV maintenance facility shall be utilized
8. MID Records Section shall submit the list of implemented RSUs to the Customer Care before the end of the day
9. The Customer Care using the IRC shall inform the transacting agency concerned of the status of the RSU
10. MID Records Section shall file the RSU and the attached documents for audit purposes

Update Sticker No. due to typographical error

1. The transacting agency shall immediately prepare RSU stating the reason for the update requested

Form to be used : Request for System Update (for LTO initiated updates only) ver 2.0

Attachment : Screenshot of error, Photocopy of correct Sticker No.

2. The approving officer shall approve the RSU.
3. The RSU and the screenshot of error shall be forwarded to the Customer Care within 4 working hours through the following:
  - File Transfer - scanned documents may be sent thru file transfer
  - Fax – for offices with fax machine
  - Direct Delivery to Stradcom for nearby transacting agencies.
4. The Customer Care shall prepare the Service Request (SR) and the Transmittal Sheet of the RSU and forward the documents to MID Records Section for evaluation/implementation within 4 working hours upon receipt of RSU.
5. MID Records Section shall implement the RSU using the MVRS RSU Facility within 4 working hours upon receipt of RSU.
6. MID Records Section shall submit the list of implemented RSUs to the Customer Care before the end of the day.
7. The Customer Care using the IRC shall inform the Transacting Agency concerned of the status of the RSU.
8. MID Records Section shall file the RSU and the attached documents for audit purposes.

#### **Correct Route due to typographical error**

1. The Transacting Agency shall immediately prepare RSU stating the reason for the update requested.

Form to be used : Request for System Update (for LTO initiated updates only) v ver 2.0

Attachment : Screenshot of error, Photocopy of correct route

The approving officer shall approve the RSU.

2. The RSU and the screenshot of error shall be forwarded to the Customer Care within 4 working hours through the following:
  - File Transfer – scanned documents may be sent thru file transfer

- Fax – for offices with fax machine
  - Direct Delivery to Stradcom for nearby transacting agencies.
3. The Customer Care shall prepare the Service Request (SR) and the Transmittal Sheet of the RSU and forward the documents to MID Records Section for evaluation/implementation within 4 working hours upon receipt of RSU.
  4. MID Records Section shall implement the RSU using the MVRs RSU Facility within 4 working hours upon receipt of RSU.
  5. MID Records Section shall submit the list of implemented RSUs to the Customer Care before the end of the day.
  6. The Customer Care using the IRC shall inform the Transacting Agency concerned of the status of the RSU.
  7. MID Records Section shall file the RSU and the attached documents for audit purposes.

Correct COC No. due to typographical error

1. The Transacting Agency shall immediately prepare RSU stating the reason for the update requested.
2. The approving officer shall approve the RSU.
3. The RSU and the screenshot of error shall be forwarded to the Customer Care within 4 working hours through the following:
  - File Transfer – scanned documents may be sent thru file transfer
  - Fax – for offices with fax machine
  - Direct Delivery to Stradcom for nearby transacting agencies.
4. The Customer Care shall prepare the Service Request (SR) and the Transmittal Sheet of the RSU and forward the documents to MID Records Section for evaluation/implementation within 4 working hours upon receipt of RSU.
5. MID Records Section shall implement the RSU using the MVRs RSU Facility within 4 working hours upon receipt of RSU.
6. MID Records Section shall submit the list of implemented RSUs to the Customer Care before the end of the day.
7. The Customer Care using the IRC shall inform the Transacting Agency concerned of the status of the RSU.
8. MID Records Section shall file the RSU and the attached documents for audit purposes.

Update CR No. due to incorrect physical CR printed or typographical error

1. The Transacting Agency shall immediately prepare RSU stating the reason for the update requested.

Form to be used: Request for System Update (for LTO initiated updates only)  
ver 2.0

Attachment: Screenshot of error, Photocopy of correct CR No.

2. The approving officer shall approve the RSU.
3. The RSU and the screenshot of error shall be forwarded to the Customer Care within 4 working hours through the following:
  - File Transfer – scanned documents may be sent thru file transfer
  - Fax – for offices with fax machine
  - Direct Delivery to Stradcom for nearby transacting agencies.
4. The Customer Care shall prepare the Service Request (SR) and the Transmittal Sheet of the RSU and forward the documents to MID Records Section within 4 working hours upon receipt of RSU for evaluation/implementation.
5. MID Records Section shall implement the RSU using the MVRs RSU Facility within 4 working hours upon receipt of RSU.
6. MID Records Section shall submit the list of implemented RSUs to the Customer Care at the end of day.
7. The Customer Care using IRC shall inform the Transacting Agency concerned of the status of the RSU.
8. MID Records Section shall file the RSU and the attached documents for audit purposes.

Update Plate No. due to incorrect assigning of plates

1. The Transacting Agency shall immediately prepare RSU stating the reason for the update requested.

Form to be used: Request for System Update (for LTO initiated updates only)  
ver 2.0

Attachment: Screenshot of error, Photocopy of correct CR No.

2. The approving officer shall approve the RSU.

3. The RSU and the screenshot of error shall be forwarded to the Customer Care within 4 working hours through the following:
  - File Transfer – scanned documents may be sent thru file transfer
  - Fax – for offices with fax machine
  - Direct Delivery to Stradcom for nearby transacting agencies.
4. The Customer Care shall prepare the Service Request (SR) and the Transmittal Sheet of the RSU and forward the documents to MID Records Section for evaluation/implementation within 4 working hours.
5. MID Records Section shall implement the RSU using the MVRs RSU Facility within 4 working hours.
6. MID Records Section shall submit the list of implemented RSUs to the Customer Care before the end of the day.
7. The Customer Care using the IRC shall inform the Transacting Agency concerned of the status of the RSU.
8. MID Records Section shall file the RSU and the attached documents for audit purposes.

Close Pending Transactions with no issued stickers (transaction date not later than December 31, 2005)

1. The Transacting Agency shall immediately prepare RSU stating the reason for the update requested.

Form to be used: Request for System Update (for LTO initiated updates only)  
ver 2.0

Attachment: Screenshots of pending transactions per workstation

2. The approving officer shall approve the RSU.
3. The RSU and the attachment shall be forwarded to the Customer Care within 4 working hours through the following:
  - a. File Transfer – scanned documents may be sent thru file transfer
  - b. Fax – for offices with fax machine
  - c. Direct Delivery to Stradcom for nearby transacting agencies.
4. The Customer Care shall prepare the Service Request (SR) and the Transmittal Sheet of the RSU and forward the documents to MID Records Section for evaluation/implementation within 4 working hours.
5. MID Records Section shall implement the RSU using the MVRs RSU Facility

within 4 working hours.

6. MID Records Section shall submit the list of implemented RSUs to the Customer Care before the end of the day.
7. The Customer Care using the IRC shall inform the Transacting Agency concerned of the status of the RSU.
8. MID Records Section shall file the RSU and the attached documents for audit purposes.

#### FAKE OFFICIAL RECEIPT (OR)

1. Outright Rejection

#### FAKE CERTIFICATE OF REGISTRATION (CR)

1. Outright Rejection