NATIONAL ADMINISTRATIVE REGISTER · SEPTEMBER 15, 2004

# GUIDELINES IN THE REPORTING OF REBUILT MOTOR VEHICLES, UNDOCUMENTED MOTOR VEHICLES AND MOTORCYCLES AND STAMPING OF CHASSIS NUMBER OF LOCALLY-BUILT CHASSIS IN MAIDRS

*LTO MEMO CIRCULAR NO. 542-2004, September 15, 2004*

Read online (full-text search, related cases, audio case brief): https://batas.org/library/02956a724c7c/

In view of the implementation of the LTO-IT Project and to preserve the integrity of the motor vehicle database, only the Registration Section of the Regional Offices are hereby authorized to encode motor vehicle data relative to the initial registration of rebuilt motor vehicles and undocumented motor vehicles and motor cycles and stamping of chassis number of locally-built chassis using the Special Reporting Facility of the Manufacturers, Assemblers, Importers, Dealers Reporting System (MAIDRS). Hereunder are the rules to be observed:

1. REPORTING of rebuilt unit when the engine and/or chassis are part of previously registered motor vehicle.

1.1 The following documents shall be submitted to the MAIDs Section at the Regional Offices:

1.1.a. Certificate of Registration and latest official receipt of payment of registration fees of engine, chassis and body;

1.1.b. 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;

1.1.c. Affidavit of rebuilt executed by the owner an the mechanic, stating among others the date of completion of the motor vehicle;

1.1.d. Certificate of Compliance of Emission Standard (Issued by DOTC or LTO Regional Office authorized by DOTC).

1.2 The Regional Office shall issue a Certificate of Stock Reported to the registrant certifying that the motor vehicle was reported to the LTO in compliance with RA 6567.

1.3 At the District Office, the evaluator must validate the documents presented by the registrant before registration. The MAIDRS data should tally with those of the documents presented. If discrepancy occurs, registration will not proceed. In no case shall the evaluator effect any change on the data reflected under the computerized system.

2. REPORTING of rebuilt unit when engine, chassis and body are local:

2.1 The following documents shall be submitted to the MAID Section of the Regional Office:

2.1.a. Commercial invoice of engine, chassis and body.

2.1.b. Authenticated sales report of engine, chassis and body.

2.1.c. Affidavit of rebuilt executed by the owner and mechanic, stating among others the date of completion.



Turn this case into an audio lecture - facts, issues, ruling and doctrine - at batas.org

2.1.d. Certificate of Compliance with Emission Standard issued by DOTC or LTO Regional Office authorized by DOTC.

2.2 The Regional Office shall issue a Certificate of Stock Reported to the registrant certifying that the motor vehicle was reported to the LTO in compliance to RA 6567.

2.3 At the District Office, the evaluator must validate the documents presented by the registrant before registration. The MAIDRS data should tally with those of the documents presented. If discrepancy occurs, registration will not proceed. In no case shall the evaluator effect any change on the data reflected under the computerized system.

3. REPORTING OF (CHOP-CHOP) REBUILT UNIT when the engine, chassis and body are imported.

3.1 The following documents shall be submitted to the MAIDs Section of the Regional Office:

3.1.a. Commercial invoice of engine, chassis and body.
3.1.b. Authenticated sales report of engine, chassis and body.
3.1.c. Authenticated green copy of BOC-CP of engine, chassis, and body.
3.1.d. Authenticated copy of BIR-CP.
3.1.e. Affidavit of rebuilt executed by the owner and mechanic, stating among others the date of completion.
3.1.f. Certificate of Compliance with Emission Standard issued by DOTC or LTO Regional Office authorized by DOTC.

3.2 The Regional Office shall issue a Certificate of Stock Reported to the registrant certifying the motor vehicle was reported to the LTO in compliance with RA 6557.

3.3 At the District Office, the evaluator must validate the documents presented by the registrant before registration. The MAIDRS data should tally with those of the documents presented. If discrepancy occurs, registration will not proceed. In no case shall the evaluator effect any change on the data reflected under the computerized system.

4. REPORTING OF Undocumented motor vehicles and components.

4.1 Applicable only to the following motor vehicle and components:

4.1.a. Trucks and utility vehicles of World War II vintage.
4.1.b. Motor vehicles and components with Sales Invoice report duly received by the LTO prior to July 8, 1988.
4.1.c. Motor vehicles and components previously registered but whose records can no longer be traced despite diligent efforts exerted due to "force majeure".

4.2 The following documents shall be submitted to the MAIDs Section of the Regional Office:

4.2.1.

Duly accomplished application form

4.2.2. Duly accomplished MVIR

4.2.3. Payment of application fee of P100.00

4.2.4. Affidavit of Publisher and copies of the newspaper containing the publication of the notice to register

4.2.5. Affidavit of undertaking executed by the owner stating the facts behind the loss of the documents of the


Bar review courses, mock exams and a study planner that keeps you on pace - batas.org

vehicle or component and absolving the Land Transportation Office from any liability arising therefrom.

4.2.6. TMG clearance for Record Check

4.2.7. Surety Bond equivalent to the prevailing market value of the motor vehicle or component valid for 3 years.

4.2.8. Insurance Certificate of cover

4.2.9.

Approval of the application by the Regional Director.

4.3 The Regional Office shall issue a Certificate of Stock Reported to the registrant certifying that the motor vehicle was reported to the LTO in compliance with RA 6567.

4.4 At the District Office, the evaluator must validate the documents presented by the registrant before registration. The MAIDRS data should tally with those of the documents presented. If discrepancy occurs, registration will not proceed. In no case shall the evaluator effect any change on the data reflected under the computerized system.

## 5. REPORTING OF UNDOCUMENTED MOTORCYCLES

5.1 Applicable only to the following types of motorcycles:

5.1.1 SALVAGED. This refers to undocumented motorcycles assembled into one whole unit out of serviceable component parts of previously registered but junked or abandoned units.

5.1.2 CONVENTIONAL. This refers to originally registered motorcycle units whose papers and other documents on ownership were lost and could no longer be found nor reconstituted through any means.

5.1.3 LOCAL purchase only and limited to motorcycle units whose piston displacements do not exceed 175 cc.

5.1.4 DOES NOT APPLY to undocumented imported motorcycle units.

5.2 The following documents shall be submitted to MAIDs Section of the Regional Office:

5.2.1 Duly accomplished application form.

5.2.2 Duly accomplished MVIR

5.2.3 Payment of application fee of P100.00

5.2.4 Investigation Report from the District Office

5.2.5 Affidavit of undertaking executed by the owner stating the facts behind the loss of the document of the motorcycle and absolving the LTO from any liability arising thereto.

5.2.6 Affidavit of Assembly when the unit is rebuilt.

5.2.7 Affidavit of Publication executed by the publisher of the newspaper where the notice was published.

5.2.8 Surety bond equivalent to the prevailing market value of motorcycle.

5.2.9 TMG Clearance for RECORD CHECK

5.2.10 Approval of the application by the Regional Director.


Study hands-free: podcast-style lessons with read-along highlighting - batas.org

5.3 The Regional Office shall issue a Certificate of Stock Reported to the registrant certifying that the motor vehicle was reported to the LTO in compliance with RA 6567.

5.4 At the District Office, the evaluator must validate the documents presented by the registrant before registration. The MAIDRS data should tally with those of the documents presented. If discrepancy occurs, registration will not proceed. In no case shall the evaluator effect any change on the data reflected under the computerized system.

6. STAMPING OF COMPONENT IDENTIFICATION NUMBER (Backyard assembler of chassis)

6.1 The following documents shall be submitted to MAIDs section of the Regional Office

6.1.1. Sales Invoices of materials used in the fabrication of the chassis.

6.1.2. Affidavit of fabrication by the owner and assembler.

6.1.3. Ocular inspection by Regional Office (NCR), District Offices (outside NCR).

6.2 If stamping of chassis number is meritorious, MAIDs section recommend stamping thereof. (Assigned number is computer generated)

6.3 Payment of Certification fee of P30.00 for assignment of number.

6.4 Regional Office or District Office shall supervise the stamping/engraving of chassis number.

6.5 The Regional Office shall issue a Certificate of Stock Reported to the registrant certifying that the motor vehicle was reported to the LTO in compliance to RA 6567.

6.6 At the District Office, the evaluator must validate the documents presented by the registrant before registration. The MAIDRS data should tally with those of the documents presented. If discrepancy occurs, registration will not proceed. In no case shall the evaluator effect any change on the data reflected under the computerized system.

All orders/memoranda in conflict herewith are deemed superseded.

For strict compliance.

Adopted: 15 Sept. 2004

(SGD.) ANNELI R. LONTOC
Assistant Secretary


*Turn this case into an audio lecture - facts, issues, ruling and doctrine - at batas.org*

ABOUT BATAS.ORG

# Study smarter at BATAS.org

*The Philippine bar review and law-school companion built around how your brain actually remembers.*

### The complete Philippine law library - free for everyone.

More than 100,000 Supreme Court decisions, Republic Acts, and executive issuances - full-text searchable, browsable by category and year, and always free. No paywall, no login. This PDF came from it.

### Audio case-brief lectures.

Any decision becomes a podcast-style lecture - facts, issues, ruling, and doctrine - with read-along highlighting and a hands-free presentation mode. Study while commuting, working out, or resting your eyes.

### Bar review built on the science of memory.

Complete, sequenced courses for all eight bar subjects, narrated like podcasts and reinforced with retrieval practice and spaced review - the study techniques with the strongest evidence behind them.

### The full law-school curriculum.

One subscription unlocks the entire J.D. curriculum - every subject, every lesson, with your progress tracked down to the paragraph so you can pick up exactly where you left off, on any device.

### Mock exams that tell you where you stand.

Timed multiple-choice exams graded instantly, with per-subject score breakdowns and focus suggestions that point you at your weakest topics first.

### A study planner that keeps you on pace.

Set your schedule and BATAS tells you every day whether you are on track for bar day - and exactly which lesson to take next.

**Start free at https://batas.org**

The law library is free forever - and your first lesson is one click away.

The text of this document is an official public record and remains in the public domain. Formatting, presentation, and compilation © 2026 batas.org.

Downloaded free from the batas.org Law Library. Share it freely - the library is free for every law student, bar reviewee, and practitioner.