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# CONFIRMATION OF MANUAL TRANSACTIONS

*LTO MEMORANDUM CIRCULAR NO. 655-2005, October 11, 2005*

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In view of some cases wherein the motor vehicle data were encoded in the LTO-IT Project through the submission of fake Official Receipts (OR) and presentation of fake Certificate of Registration (CR), it is hereby directed that all manual transactions of LTO Offices be confirmed by the regional offices/district offices that shall effect the change venue for registration. If the transaction is not yet in the IT System, the confirmation should require presentation of the CR and the Deed of Sale.

Likewise, confirmation of Bureau of Customs (BOC) Certificate of Payment (CP) for imported motor vehicles and Bureau of Internal Revenue (BIR) Certificate of Clearance of Motor Vehicle (CCMV) for chopped-chopped/cut-up motor vehicles must be required except for those registered in Subic Extension Office and Diliman District Office which require the use of LTO Form No. 25 (Request for Confirmation).

No change venue registration or transfer of ownership shall be effected without the necessary confirmation of the aforementioned documents. Strict implementation of the scanning of the deeds of sale, stencils and signatures of the mv owners should be observed to avoid/discourage the presentation of fake documents.

For strict compliance.

Adopted: 11 Oct. 2005

(SGD.) ANNELI R. LONTOC
Assistant Secretary



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