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IMPLEMENTATION OF THE MEMORANDUM OF AGREEMENT AMONG BOC, LTO, PNP-TMG, CAMPI AND TMA ON THE REGISTRATION OF AUTOMOBILES AND TRUCKS IMPORTED AS CKD AND CBU BY THE PARTICIPANTS OF...

LTO MEMORANDUM CIRCULAR NO. 489-2004, January 07, 2004

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In order to provide an improved and responsive public service to the LTO clients and pursuant to the Memorandum of Agreement (MOA) entered into by this Office with the Bureau of Customs (BOC), Philippine National Police (PNP) - Traffic Management Group (TMG), Chamber of Automotive Manufacturers of the Philippines, Inc, (CAMPI), and the Trucks Manufacturers Association, Inc. (TMA), the following guidelines and procedure are hereby set for the registration of automobiles and trucks as Completely Knocked-Down (CKD) and Completely-Built-Up (CBU) by the participants of the Motor Vehicle Development Program (MVDP):

1. For purposes of brevity the word "AUTOMOBILE" shall have the same meaning as the phrase "motor vehicle" defined under the Republic Act 4136 otherwise known as the "Land Transportation and Traffic Code";

2. This memorandum circular shall cover all automobiles and trucks as defined in item number 1, imported as CKD and CBU by the members of CAMPI and TMA who are also participants to the Motor Vehicle Development Program (MVDP);

3. The Registration Section, Central Office/Regional Office with installed MAIDRS shall accept and process stock reports covering the aforementioned motor vehicles by submission of the owner's green copy of the Bureau of Custom's Certificate of Payment. Thus, the MVDP participants shall submit to the LTO the Assembler's Stock Report (ASR) based on the prescribed format of LTO, together with the importation documents such as packing list, bill of lading, commercial invoice from the country of origin, import entry declaration, stencils of the engine and chassis/frame numbers, owner's copy (green copy) of the BOC CP and the official receipt covering the imported unit indicated in the certificate of payment;

4. The LTO shall within three working days from receipt of the ASR issue the corresponding CSR (proof list) to the MVDP participants which they will present to the PNP-TMG a certified true copy in compliance to RA 6539;

5. LTO shall effect the registration of the covered motor vehicles without the need for the issuance of Certificate of Confirmation (CC), the release of CR shall however be done subject to the presentation of original copy of CP;

6. For purposes of monitoring and control, during the process of registration, an indicator "G" to mean only the green copy was presented shall be encoded in the computer at the Regional Office where the stock report (green copy) is being transacted. The indicator "G" shall be removed from the database by the Registration Section, Central Office once the original copy has been submitted to the said section and the green copy has been validated as authentic.

See Image P. 320

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7. In case of discrepancy between the "green copy" and the "original copy", the Registration Section of the Land Transportation Office, Central Office shall report to the BOC such discrepancy for appropriate action. In addition, further processing of the affected stock report or the reported motor vehicles shall be held in abeyance until such error is corrected;

8. The LTO Registration Section shall maintain and disseminate to all Regional Offices an updated list of duly registered MVDP participants based on the report of CAMPI and TMA which shall be updated as the need arises;

9. The LTO District Offices shall submit to the Registration Section, Central Office monthly certified true copy of an inventory of mvs registered, the corresponding CPs and CSRs/prooflist which the Registration Section shall furnish to the BOC for post-audit purposes.

10. All non-automated district/extension offices shall refrain from registering motor vehicles covered by this circular.

All orders/issuances that are in conflict with this memorandum circular are hereby repealed or modified accordingly.

This Order shall take effect immediately. For strict compliance.

Adopted: 07 Jan. 2004

(SGD.) ANNELI R. LONTOC
Assistant Secretary

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