

GUIDELINES ON THE REGISTRATION OF IMPORTED MOTOR VEHICLES THRU PORTS OF MANILA, MANILA INTERNATIONAL CONTAINER PORT (MISP) AND SUBIC FREEPORT ZONE (SBMA)

LTO MEMORANDUM CIRCULAR NO. RTL-MC-02377, MARCH 7, 2002, March 07, 2002

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In order to closely monitor the registration of all motor vehicles and component parts imported into the country and to have an accurate statistics thereon, the following guidelines are hereby adopted for the guidance of everybody:

1. Confirmation Certificates (CC) shall only be issued to motor vehicles and component parts imported by duly LTO accredited manufacturers, assemblers, importers and/or dealers.
2. Importers and/or dealers who are not duly accredited by LTO shall not be issued confirmation certificates on their imported motor vehicles. They shall be advised to file their application for accreditation at the LTO Central Office.
3. No registration of any imported motor vehicle shall be effected without the required confirmation certificates duly issued by the Registration Section, Central Office.
4. Only original BOC Certificate of Payment duly transmitted to LTO by the Bureau of Customs authorized liaison officer shall be the basis for the issuance of CC.
5. The venue of registration of all imported motor vehicles shall only be at LTO Diliman District Office.
6. LTO SBMA Extension Office shall only accept registration of all exempt motor Vehicles imported through SBMA Freeport Zone.
7. All existing authorities of some LTO NCR district offices to accept initial/original registration of the above-mentioned motor vehicles are hereby revoked unless specifically authorized by the Office of the Assistant Secretary.

Violation of any of the foregoing guidelines shall give rise to administrative disciplinary measures.

This memo supersedes some provisions of Memorandum Circular 90-118 dated 09 March 1990 and shall take effect immediately.

For strict compliance.

Adopted: 07 March 2002

(SGD.) ROBERTO T. LASTIMOSO
Assistant Secretary

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