NATIONAL ADMINISTRATIVE REGISTER · JUNE 21, 2005

# AMENDMENT OF SECTION D OF MEMORANDUM CIRCULAR NO. 543-2004 DATED 05 OCTOBER 2004, “GUIDELINES AND PROCEDURES IN THE ACQUISITION OF OPTIONAL MOTOR VEHICLE SPECIAL PLATES (OMVSP)

*LTO MEMORANDUM CIRCULAR NO. 626-2005, June 21, 2005*

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Effective immediately and in order to facilitate the processing of applications under the Optional Motor Vehicle Special Plates (OMVSP) and to support the "No Plate No Travel Policy" of the government, Section D of MC No. 543-2004 dated 05 October 2004 is hereby amended as follows:

D. How to apply for Special Plates

The following documentary requirements must be attached to the application, for transmittal to the LTO CO:

1. Duly accomplished application form;
2. Certified true copy of OR/CR, issued by the TDO;
3. Plate Release Copy (for manually processed transactions using MVRR when the system is down);
4. Certified true copy of official receipt of payment for the plates ordered, by the cashier and noted by the district head or regional director;
5. Certification by the TDO that no plates have been previously issued; and
6. Sales invoice (in lieu of other documents to authenticate year model or to determine whether motor vehicle is brand new).

A vehicle owner may opt to apply for special plates prior to the completion of the registration of his motor vehicle, provided he submits a duly accomplished application form together with the duplicate original sales invoice or certified true copy and/or delivery receipt.

Special plates shall only be released to the owner upon submission of the mandatory supporting documents.

Non-automated field offices are not allowed to register new motor vehicles per MC No. 487-2004 dated January 12, 2004 and MC 533-2004 dated July 20, 2004, hence, any application for special plates must not be processed thereat, otherwise, the head of the said district office shall be held personally liable for the refund of the amount paid by the applicant/owner.

For guidance and strict compliance.

Adopted: 21 June 2005

(SGD.) ANNELI R. LONTOC
Assistant Secretary



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