IMPLEMENTING GUIDELINES IN THE AUTHORIZATION OF DEALERS AND DISTRIBUTORS OF TAXI METER ISSUING RECEIPT

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Pursuant to MC 2003-020 as amended by MC-2009-003 dated January 26, 2009, the Board hereby promulgates policies and guidelines for the authorization of dealers and distributors of taxi meter issuing receipts.

1. Procedures – In applying for authorization, the following are the procedures for application for authorization:

a) Filing of the application for authorization at Technical Evaluation Division with the requirements as provided for in the next succeeding number;

b) Evaluation by the Authorization Team of all the requirements submitted by the applicant;

c) Approval of the Authorization Team of the Application which complied with all the requirements prescribed;

d) Confirmation of the Chairman and Board Members of the approval of the application as recommended by the Authorization Team.

2. Documentary Requirements – In applying for the authorization as duly authorized dealers/distributors, the following documents shall be submitted upon filing of duly accomplished and notarized application for authorization:

a) Department of Trade and Industry Business Name Registration, in case of individuals;

b) In case of corporations or partnerships, Securities and Exchange Commission Registration and Articles of Incorporation;

c) Certificate of Accreditation from BIR

c.a) Machine Accreditation number
c.b) Software accreditation number

d) Location map of shop and parking with complete address which can accommodate at least 3 units;

e) Picture of the establishment showing permanent signboard, classification and address;

f) Warranty of Taximeter after installation;

g) Undertaking to be liable for all designated sub dealers and agents;

3. Fees – a filing fee in the amount of ONE THOUSAND FIVE HUNDRED PESOS (P1,500.00) shall be collected upon filing of the application for authorization;

4. Validity of Authorization Permit – The Authorization Permit shall be valid for a period of one (1) year from the approval of application for authorization and shall be renewed within thirty (30) days before the expiry date of the authorization permit;

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5. Reports – Authorized dealers/distributors shall update reporting to the Board of all sold meter to operator, available stocks of meters and no meter will be installed unless a dealer's report and payment of customs dues pursuant to existing laws are submitted to the Board. The Board shall likewise be provided with a copy of the reportorial requirements submitted by the suppliers with BIR;

6. Penal Provisions – An authorized dealers/distributors shall be penalized in the amount of ONE HUNDRED THOUSAND PESOS (P100,000.00) for the first offense, a fine in the amount of TWO HUNDRED THOUSAND PESOS (P200,000.00) for the second offense, and CANCELLATION OF AUTHORITY for the third offense, for any of, but not limited to the following violations:

a) Non-compliance with the standard requirements herein provided other pertinent laws, rules and regulations;

b) Submission of spurious documents in relation to the prescribed requirement by the Board;

c) Misrepresentation in the filing of the application for authorization;

d) Involvement in illegal operations.

All issuances or parts hereof which are inconsistent herewith are modified and/or revoked accordingly.

This Memorandum Circular shall take effect immediately.

Adopted: 25 May 2009

(SGD.) ALBERTO H. SUANSING
Chairman

(SGD.) GERARDO A. PINILI
Board Member

(SGD.) MA. ELLEN DIRIGE-CABATU
Board Member

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