NATIONAL ADMINISTRATIVE REGISTER · APRIL 30, 2004

IMPLEMENTATION OF THE MEMORANDUM OF AGREEMENT (MOA) AMONG BOC, BIR, LTO, PNP-TMG, CAMPI, TMA, MDPPA AND PAA ON THE STREAMLINING OF THE PROCESS IN THE IMPORTATION AND REGISTRATIO...

LTO MEMORANDUM CIRCULAR NO. 513-2004, April 30, 2004

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In the best interest of public service, in view of the implementation of the "No Plates No Travel" Policy of the NAKTF and pursuant to the MOA entered into by this Office with BOC, BIR, PNP-TMG, CAMPI TMA, MDPPA and PAA on April 14, 2004, the following guidelines and procedure are hereby promulgated for the guidance and strict compliance of all concerned.

1. This Memorandum Circular shall cover the importation and registration of new motor vehicles both completely knocked down (CKD) and completely built up (CBU) by the members of the automotive and motorcycle industry associations and their franchised vehicle dealers who are parties to the agreement;

2. For purposes of clarification, motor vehicles as defined under RA 4136 otherwise known as the Land Transportation and Traffic Code include motorcycles which shall be entitled to the use of the green copy of the Certificate of Payment which shall be sufficient to commence the registration process;

3. By submission of the owner's green copy of the Bureau of Custom's Certificate of Payment together with the importation documents such as packing list, bill of lading, commercial invoice from the country of origin, stencils of the engine and chassis/frame numbers covering the imported unit indicated in the Certificate of Payment, the Registration Section, Central Office / Regional Office with installed MAIDRS shall accept and process stock reports and shall within three (3) working days from receipt of the manufacturers/importer's Stock Report issue the corresponding Certificate of Stock Report (CSR). LTO shall not accept from the manufacturer/importer/assembler applications for CSR with incomplete documentary requirements;

4. LTO shall make available to the manufacturers/assemblers/importers information on the pending CSRs. An updated daily status report of CSRs shall be posted in a conspicuous place at the Registration Section, Central Office and Regional Offices;

5. The franchised dealers while applying for a PNP-TMG clearance shall simultaneously submit to LTO Regional Office the sales report, sales invoice and the stencils of the engine and chassis/frame numbers in diskette form with hard copies which shall be uploaded in the MAIDR system in the Regional Offices within two (2) days. Since verification can be done at the District Office through the computerized online system, issuance of Confirmation Certificate is not necessary, hence, should cease. Likewise, computerization of imported motor vehicles shall be implemented, hence the Registration Section, Central Office shall stop issuing Confirmation Certificates to imported motor vehicles and all verification will be done online. Stock reports prior to the implementation of CSR shall be encoded as the application comes and shall be issued with CSR;

6. The franchised dealers shall submit to LTO district office all the documentary requirements for the registration of the motor vehicle. Verifications of stocks and sales data in the MAIDRS shall be done electronically,

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employing hard validation procedure to ensure correctness and validity of data. The LTO district office shall register the motor vehicle within a day and issue the CR, OR, plates, tags and stickers. Pending the submission of BOC to LTO of the original CP, LTO shall withhold the release of the original Certificate of Registration;

7. Attached as Annex "A"[*] is the list of the bonafide members of the automotive and motorcycle industry associations which are parties and signatories to the MOA, namely: CAMPI, TMA, MDPPA and PAA. They shall update the list of their duly registered members for dissemination to all LTO Regional and District Offices in case of changes in the membership;

8. The streamlined procedure is hereto attached as Annex "B" [*] for the guidance and observance of all concerned; and

9. Attached as Annex "C" [*] is the copy of the subject MOA among BOC, BIR, LTO PNP-TMG, CAMPI, TMA, MDPPA and PAA for reference and guidance.

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: 30 April 2004

(SGD.) ANNELI R. LONTOC
Assistant Secretary

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[*] Text Available at Office of the National Administrative Register, U.P. Law Center, Diliman, Quezon City.

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