

REVISED GUIDELINES IN THE STAMPING OF CHASSIS NUMBER AND STOCK REPORTING OF LOCALLY-BUILT CHASSIS AND TRAILER

LTO Memorandum Circular No. AVT-2015-1919, March 03, 2015

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Adopted: 03 March 2015

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In accordance with Administrative Order No. AVT-2014-023 dated 23

January 2014 and in order to establish uniformity in the stamping of chassis number and stock reporting by the accredited manufacturer of locally-built chassis and trailer, the following procedures are hereby promulgated for the compliance and guidance of all concerned, to wit:

- Stamping/engraving of chassis number by the accredited manufacturer of local chassis and trailer shall require the approval and supervision of the concerned Operations Division, Regional Office.
- A logbook shall be maintained by the Operations Division, Regional Office for recording and monitoring purposes of the chassis number to avoid duplication of the serial number. A report and indorsement of the stamped chassis number shall be submitted to Operations Division, Central Office.
- The chassis number to be stamped/engraved by the accredited manufacturer shall be a minimum of fourteen (14) characters and maximum of seventeen (17), as described as follows:

(See Image (NAR) VOL. 26 NO. 1/ JANUARY - MARCH 2015 page 395)

e.g. ABC-2015-0001-C

Where:

ABC

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means Alpha Bravo Corporation

2014

-

means year of manufacture

0001

-

means sequential number

C

-

means Chassis

- The characters of the chassis number shall, in all cases, be legible, durable and not easily altered.
- The Operations Division Central Office shall issue the Certificate of Stock Reported to the manufacturer certifying that the local chassis or trailer was reported to LTO. The following documents shall be submitted by the manufacturer:

5.1 Sales Invoices of materials used in the fabrication of the chassis;

5.2 Affidavit of fabrication by the manufacturer; and

5.3 Stencil of chassis number.

All orders/circulars/memoranda inconsistent herewith are hereby superseded.

Strict compliance is hereby enjoined.

(SGD) ATTY. ALFONSO V. TAN, JR.

Assistant Secretary

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