

“PERMIT TO ASSEMBLE” TO BE ISSUED BY TMG AS A MANDATORY REQUIREMENT PRIOR TO THE ASSEMBLY OF MOTOR VEHICLE

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1. References:

- a. RA 6539 (Anti-Carnapping Act of 1972)
- b. Approved New Rate of Fees for Motor Vehicle Clearance Certificate.
- c. SOP#2 Streamlining the PNP Motor Vehicle Clearance Procedure.

2. ICOW the above references this office is recommending the implementation of Section 10 RA 6539.

3. Attached hereto is the Memo addressed to the C, PNP stating among others the interpretation of the provisions of Section 10 RA 6539 in contrast to the provisions of Section 6 of the same Special Law. Such Memo also includes our recommendation as to the amendment of the new Rates of Fees of MVCC in order to include the P150.00 payment for the Permit to Assemble.

4. Request signature on the attached Memo for C, PNP and the Revised Rates of Fees.

Adopted: 4 Sept. 2000

(SGD.) JOSE ERWIN T. VILLACORTE
Police Superintendent (DSC)
C, MVCO

Attachments :

MEMORANDUM

“Permit to Assemble to be Issued by TMG as a Mandatory Requirement Prior to Assembly of Motor Vehicle

1. References:

- a) RA 6539 (Anti-Carnapping Act of 1972) (Annex “A”)
- b) Approved New Rates of Fees for Motor Vehicle Clearance Certificate (Annex “B”)
- c) SOP#2 Streamlining the PNP Motor Vehicle Clearance Procedure (Annex “C”)

2. Section 10 of RA 6539 provides in part:

‘Sec. 10 Clearance and permit required for assembly or rebuilding of motor vehicles — Any person who shall undertake to assemble or rebuild or cause the assembly or rebuilding of a motor vehicle shall first secure a certificate of clearance from the Philippine Constabulary: Provided, that no such permit shall be issued unless the applicant shall present a statement under oath containing the type, make and serial numbers of the engine and chassis and body, if any, and the complete list of the spare parts of the motor vehicle to be assembled or rebuilt together with the names and addresses of the sources thereof. . . .’ (Underscoring supplied for emphasis)

The above quoted provision intends to establish a requirement prior to the assembly or rebuild of a motor

vehicle, specifically, it requires any person to secure first a certificate of clearance from the Philippine Constabulary (PC). It appears that this provision of the law has not yet been enforced, and the need for its implementation is now paramount. It is anticipated with optimism that its implementation will be an effective deterrent to the use of motor vehicle spare parts from illegal sources, such as that coming from carnapped motor vehicles.

3. In order to obviate resistance and misunderstanding from the public, it is better to explain that Section 10 is different from Section 6 of the same law (RA 6539). Section 6 provides in part as follows:

‘Sec. 6. Original Registration of motor vehicles — Any person seeking the original registration of a motor vehicle, whether that motor vehicle is newly assembled or rebuilt or acquired from a registered owner, shall within one week after the completion of the assembly or rebuilding job or the acquisition thereof from the registered owner, apply to the Philippine Constabulary for clearance of the motor vehicle for registration with the Land Transportation Commission. . . .’.

Comparatively, the provision of Section 6 is a requirement for the original registration of the motor vehicle after the assembly. The said provision is being enforced ever since, and that the detail of its implementation can be found in SOP#2 issued by the Director, TMG on October 28, 1997 (Annex “C”). Section 10 is a requirement to secure a clearance before the assembly or rebuild of the motor vehicle. Apparently, the provisions are complimentary and intended to further restrict assembly or rebuild of motor vehicle as a deterrent factor to carnapping activities.

4. In view of the foregoing, TMG recommends the implementation of Section 10, Republic Act 6539 by way of establishing a requirement for a clearance/permit to assemble prior to the assembly or rebuilding of motor vehicle and that a corresponding fee of P150.00 be charged for the issuance of such permit.

5. It is further recommended that the Revised Rates of Fees for Motor Vehicle Clearance be amended in order to include the payment for “Permit to Assemble” and that prior to its implementation, the guidelines provided in Chapter 2 (Rules and Regulations, Sec. 3 of Book VII of the Administrative Procedure). (Administrative Code of 1987/copy attached as Annex “D”) be properly observed.”

6. Request signature of C, PNP recommending the approval to the Hon. Secretary, DILG of paragraphs 4 and 5 of this memorandum.”

Adopted: 4 Sept. 2000

(SGD.) RENATO M. PAREDES
Police Chief Superintendent
Director

ANNEX A

(R.A. NO. 6539, as amended) An Act Preventing AND Penalizing Carnapping

SECTION 1. This Act shall be known and may be cited as the “Anti-Carnapping Act of 1972.”

SECTION 2. Definition of Terms — The terms “Carnapping”, “Motor Vehicle”, “Defacing or Tampering with,” “repainting”, “body-building”, “remodelling”, “dismantling”, and “overhauling” as used in this Act, shall be understood, respectively, to mean —

“Carnapping” is taking, with intent to gain, of a motor vehicle belonging to another without the latter’s consent, or by means of violence against or intimidation of persons or by using force upon things.

“Motor Vehicle” is any vehicle propelled by any power other than muscular power using the public highways,

but excepting road rollers, trolley cars, streets-sweepers, sprinklers, lawn movers, bulldozers, graders, fork-lifts, amphibian trucks, and cranes if not used on public highways, vehicles, which run only on rails or tracts, and tractors, trailers and reaction engines of all kinds used exclusively for agricultural purposes. Trailers having any number of wheels, when propelled or intended to be propelled by attachment to a motor vehicle, shall be classified as separate motor vehicle with no power rating.

"Defacing or tampering with" a serial number is the erasing, scratching, altering or changing of the original factory-inscribed serial number on the motor vehicle engine, engine block or chassis of any motor vehicle. Whenever any motor vehicle is found to have a serial number on its motor engine, engine block or chassis which is different from that which is listed in the records of the Bureau of Customs for motor vehicles imported into the Philippines, that motor vehicle shall be considered to have a defaced or tampered serial number.

"Repainting" is changing the color of a motor vehicle by means of painting. There is repainting whenever the new color of a motor vehicle is different from its color as registered in the Land Transportation Commission.

"Body-building" is a job undertaken on a motor vehicle in order to replace its entire body with a new body.

"Remodelling" is the introduction of some changes in the shape or form of the body of the motor vehicle."

"Dismantling" is the tearing apart, piece by piece or part by part, of motor vehicle.

"Overhauling" is the cleaning or repairing of the whole engine of a motor vehicle by separating the motor engine and its parts from the body of the motor vehicle.

SECTION 3. Registration of motor vehicle engine, engine block and chassis — Within one year after the approval of this Act, every owner or possessor of unregistered motor vehicle or parts thereof in knock down condition shall register with the Land Transportation Commission the motor vehicle engine, engine block and chassis in his name or in the name of the real owner who shall be readily available to answer any claim over the registered motor vehicle engine, engine block and chassis. Thereafter, all motor vehicle engines, engine blocks and chassis not registered with the Land Transportation Commission shall be considered as untaxed importation or coming from an illegal source or carnapped, and shall be confiscated in favor of the Government.

All owners of motor vehicles in all cities and municipalities are required to register their cars with the local police without paying any charges.

SECTION 4. Permanent registry of motor vehicle engines, engine blocks and chassis — The Land Transportation Commission shall keep a permanent registry of motor vehicles, specifying therein their type, make and serial numbers and stating therein the names and addresses of their present and previous owners. Copies of the registry and of all entries made thereon shall be furnished by the Philippine Constabulary and all Land Transportation Commission regional, provincial and city branch offices: Provided, that all Land Transportation Commission regional, provincial and city branch offices are likewise obliged to furnish copies of all registrations of motor vehicles to the main office and to the Philippine Constabulary.

SECTION 5. Registration of sale, transfer, conveyance, substitution or replacement of a motor vehicle engine, engine block or chassis — Every sale, transfer, conveyance, substitution or replacement of a motor vehicle engine, engine block or chassis of a motor vehicle shall be registered with the Land Transportation Commission. Motor vehicles assembled and rebuilt or repaired by replacement with motor vehicle engines, engine blocks and chassis not registered with the Land Transportation Commission shall not be issued certificates of registration and shall be considered as untaxed imported motor vehicles or motor vehicles carnapped or proceeding from illegal sources.

SECTION 6. Original registration of motor vehicles — Any person seeking the original registration of a motor vehicle, whether that motor vehicle is newly assembled or rebuilt or acquired from a registered owner, shall within one week after the completion of the assembly or rebuilding job or the acquisition thereof from the registered owner, apply to the Philippine Constabulary for clearance of the motor vehicle for registration with the Land Transportation Commission. The Philippine Constabulary shall, upon receipt of the application, verify if the motor vehicle or its numbered parts are in the list of carnapped motor vehicles or stolen motor vehicle parts. If the motor vehicle or any of its numbered parts is not in that list the Philippine Constabulary shall forthwith issue a certificate of clearance. Upon presentation of the certificate of clearance from the Philippine Constabulary and after verification of the registration of the motor vehicle engine, engine block and chassis in the permanent registry of motor vehicle engine, engine block and chassis, the Land Transportation Commission shall register the motor vehicle in accordance with the existing laws, rules and regulations.

SECTION 7. Duty of Collector of Customs to report arrival of imported motor vehicles, etc. — The Collector of Customs of a principal port of entry wherein imported motor vehicle, motor vehicle engine, engine block, chassis or body is unloaded, shall within seven days from the arrival of the imported motor vehicle or any of its parts enumerated herein, make a report of the shipment to the Land Transportation Commission, specifying the make, type and serial numbers, if any, of the motor vehicle engine, engine block, chassis or body, and stating the names and addresses of the owner or consignee thereof. If the motor vehicle engine, engine block, chassis or body does not bear any serial number the Collector of Customs concerned shall hold the motor vehicle engine, engine block, chassis or body until it is numbered by the Land Transportation Commission.

SECTION 8. Duty of importers, distributors and sellers of motor vehicles to keep record of stocks — Any person engaged in the importation, distribution, and buying and selling of motor vehicles, motor vehicle engines, engine blocks, chassis or body, shall keep a permanent record of his stocks, stating therein their type, make and serial numbers, and the names and addresses of the persons from whom they were acquired and the names and addresses of the persons to whom they were sold, and shall render an accurate monthly report of his transactions in motor vehicles to the Land Registration Commission.

SECTION 9. Duty of manufacturers of engine blocks, chassis or body to cause numbering of engine blocks chassis or body manufacturers — Any person engaged in the manufacture of engine blocks, chassis or body shall cause the numbering of every engine block, chassis or body manufactured in a convenient and conspicuous part thereof which the Land Transportation Commission may direct for the purpose of uniformity and identification of the factory and shall submit to the Land Transportation Commission a monthly report of the manufacture and sale of engine blocks, chassis or body.

SECTION 10. Clearance and permit required for assembly or rebuilding of motor vehicles — Any person who shall undertake to assemble or rebuild or cause the assembly or rebuilding of motor vehicle shall first secure a certificate of clearance from the Philippine Constabulary: Provided, that no such permit shall be issued unless the applicant shall present a statement under oath containing the type, make and serial numbers of the engine and chassis and body, if any, and the complete list of the spare parts of the motor vehicle to be assembled or rebuilt together with the names and addresses of the sources thereof.

In the case of motor vehicle engines to be mounted on motor boats, motor bancas and other light water vessels, the applicant shall secure a permit from the Philippine Coast Guard, which office shall in turn furnish the Land Transportation Commission the pertinent data concerning the motor vehicle engines including their type, make and serial numbers.

SECTION 11. Clearance required for shipment of motor vehicles, motor vehicle engines, engine blocks, chassis

or body — Any person who owns and operates inter-island shipping or any water transportation with launches, boats, vessels or ships shall within seven days submit a report to the Philippine Constabulary on all motor vehicles, motor vehicle engines, engine blocks, chassis or bodies transported by it for the motor vehicle, motor vehicle engine, engine block, chassis or body to be loaded on board the launch, boat, vessel or ship.

SECTION 12. Defacing or tampering with serial numbers of motor vehicle engines, engine blocks and chassis — It shall be unlawful for any person to deface or otherwise with the original or registered serial number of motor vehicle engines, engine blocks and chassis.

SECTION 12-A. All carnapped or stolen motor vehicle, recovered and impounded by law enforcement agencies which after a period of three (3) months from date of its seizure/recovery have remained unclaimed or whose real owners could no longer be determined and restored, are considered as abandoned motor vehicles and shall be sold and disposed of by the Chief of Constabulary or his authorized representative in a public auction: Provided, That, in all cases before any public auction is effected, there shall be published once a week for three (3) consecutive weeks in a newspaper of general circulation in the Philippines or in the place where it was recovered or found, a description of the vehicles intended to be auctioned with a notice that after the lapse of one month from the date of the last publication, should no person file a claim for the recovery of the same, said motor vehicles will be sold at public auction: Provided, finally, That the date and place of the public auction to be conducted by the Chief of Constabulary or his authorized representative shall already be fixed in the last publication aforementioned. (As inserted by PD No. 1911, prom. March 23, 1983)

SECTION 12-B. After the public auction, the proceeds shall be applied to answer for charges including storage and cost of publication and related expenses incurred in connection therewith: Provided, That, the remainder, if any shall be retained by the Philippine Constabulary/Integrated National Police to be used for the operational expenses of the Anti-Carnapping Task Force or any such unit as may hereinafter be created for similar purpose for which the Anti-Carnapping Task Force was created. (As inserted by PD No. 1911).

SECTION 13. Penal Provisions — Any person who violates any provision of this Act shall be punished with imprisonment for not less than two years nor more than six years and a fine equal in amount to the acquisition cost of the motor vehicle, motor vehicle engine or any part involved in the violation: Provided, That if the person violating any provisions of this Act is a juridical person, the penalty herein provided shall be imposed on its president or secretary and/or members of the board of directors or any of its officers and employees who may have directly participated in the violation.

Any government official or employee who directly commits the unlawful acts defined in this Act or is guilty of gross negligence of duty or connives with or permits the commission of any of the said lawful acts shall, in addition to the penalty prescribed in the preceding paragraph, be dismissed from the service with prejudice to his reinstatement and with disqualification from voting or being voted for in any election and from appointment to any public office.

SECTION 14. Penalty for Carnapping — Any person who is found guilty of carnapping, as this term is defined in Section Two of this Act, shall, irrespective of the value of the motor vehicle taken, be punished by imprisonment for not less than fourteen years and eight months and not more than seventeen years and four months, when the carnapping is committed without violence or intimidation of person, or force upon things, and by imprisonment for not less than seventeen years and four months and not more than thirty years, when the carnapping is committed by means of violence against or intimidation of any person, or force upon things; and the penalty of reclusion perpetua to death shall be imposed when the owner, driver or occupant of the carnapped motor vehicle is killed or raped in the course of the commission of the carnapping or on the occasion thereof. (As amended by Sec. 20, R.A. 7659.)

SECTION 15. Aliens — Aliens convicted under the provisions of this Act shall be deported immediately after service of sentence without further proceedings by the Deportation Board.

SECTION 16. Rewards — Any person who voluntarily gives information leading to the recovery of carnapped vehicles and for the conviction of the persons charged with carnapping shall be given as reward so much reward money as the Philippine Constabulary may fix. The Philippine Constabulary is authorized to include in its annual budget the amount necessary to carry out the purposes of this Section. Any information given by informers shall be treated as confidential matter.

SECTION 17. Separability Clause — If any provision of this Act is declared invalid, the provisions thereof not affected by such declaration shall remain in force and effect.

SECTION 18. Repealing Clause — All laws, executive orders, rules and regulations, or parts thereof, inconsistent with the provisions of this Act are hereby repealed or amended accordingly.

SECTION 19. Effectivity — This Act shall take effect upon its approval. Approved, August 26, 1972

ANNEX B

Revised Rates of Fees for Motor Vehicle Clearance

Purpose

Present Rate

Revised Rate

% Increase

Vehicle Clearance

a. New Registration/Imported/Rebuilt

P20.00

P200.00

900%

b. New Registration for Motorcycle

P20.00

P100.00

400%

c. Record Check

P20.00

P100.00

400%

d. Shipment

P20.00

P100.00

400%

e. Change Chassis

P20.00

P100.00

400%

f. Change Body Design

P20.00

P100.00

400%

g. Transfer of Ownership

P20.00

P100.00

400%

h. Change engine

P20.00

P100.00

400%

i. Change color

P20.00

P100.00

400%

Macro Etching

—0—

P100.00

—0—

Prepared by:

Recommend Approval:

(SGD.) RENATO M. PAREDES
Police Chief Superintendent
Director, TMG

PANFILO M. LACSON
Director General
Chief, PNP

Approved/Disapproved

(SGD.) ALFREDO S. LIM
Secretary, DILG

Annex C

SOP#2 Streamlining PNP MV Clearance Procedure

I. Reference:

- a) SOP Number 2 dated 26 March 1991.
- b) Circular Number 01 dated 01 July 1988.
- c) Amendment to Vehicle Clearance Procedure dated 20 Feb. 1987.
- d) Amendment to Vehicle Clearance Procedure dated 09 Dec. 1986.
- e) Memo from CO, MVCU dated 30 Jan. 1995 with HWI of the Director, TMG

II. Purpose of this SOP:

The purpose of this SOP is to provide a specific procedure in the issuance of PNP Motor Vehicle Clearance to avoid unnecessary inconvenience on the part of the public as well as to provide uniform guidelines to follow by all clearance officer nationwide.

III. Organization:

The PNP Motor Vehicle Clearance Office shall be composed of the following sections: Processing/Records Section, Macro Etching Section and Cash Section. The Processing/Records Section shall be handled by elements of the PNP TMG; the Macro etching Section by PNPCLG and the Cash Section by the representatives of the PNP Finance Service/Regional Finance Service. The Director, TMG shall exercise over-all control and supervision in

the issuance of PNP Motor Vehicle Clearance nation-wide.

IV. Tasks:

a. The PNP Motor Vehicle Clearance Offices organized under this SOP shall be responsible for the processing of application and the subsequent issuance of PNP Motor Vehicle Clearance for purposes of: Original Registration; Transfer of Ownership; Change Chassis; Change Engine; Change Body Design; Inter-Island Shipment; Change of Color and Record Check.

b. PNP TMG shall provide operational support to all PNP Motor Vehicle Clearance Offices.

c. MVCO shall see to it that the list of wanted/stolen motor vehicles is updated nationwide and all of the Record Sections in all PNP Motor Vehicle Clearance Offices shall be promptly furnished with a copy thereof.

d. The issuance of PNP Motor Vehicle Clearance may be decentralized down to the Traffic Management Teams (TMT) if this office can put-up and maintain the offices such as: Processing/Records Section, Macro-etching Section and Cash Section.

e. The PNP Finance Service/Regional Finance Service upon request of the clearance officer for order of payment, shall collect the prescribed processing fees and issue Official Receipt for every clearance issued: indicating therein the amount, date, purpose of clearance and the owner's name of the vehicle.

f. The PNPCLG shall conduct macro-etching examination on all motor vehicles subject to a request for PNP MV clearance however, the following motor vehicles may not be required to undergo macro etching provided the following requirements shall be submitted:

1. All brand new motor vehicles applying for Original Registration, manufactured by Licensed Dealers/Companies provided that the following requirements shall be satisfied:

1a) Certification from the dealer/manufacturer that the Chassis/engine numbers are brand new and not tampered.

1b) LTO Confirmation Certificate of Chassis/engine.

1c) Sales Invoice

1d) Stencil of chassis and engine numbers.

2. All Tractors, Bus, Trucks and Trailers having a gross weight not less than 4500 kg and provided the following requirements shall be satisfied:

2a) LTO Confirmation Certificate and Sales invoice of chassis/engine if the vehicle is being applied for original registration.

2b) Certificate of Registration/Official Receipt.

2c) Deed of Sale if the purpose is for transfer of ownership

2d) Affidavit of change engine/chassis/color/body design if it is being applied for the said purpose.

2e) Stencil of chassis and engine numbers.

3. All change of colors provided the following requirements shall be satisfied:

3a) Certificate of Registration/Official Receipt.

3b) Affidavit of change color.

3c) Stencil of chassis and engine numbers.

4. All government and diplomatic motor vehicle being applied for Original Registration provided that the following requirements should be satisfied:

4a) LTO Confirmation Certificate of Chassis/engine

- 4b) Sales Invoice
- 4c) BOC Certificate of payment if imported
- 4d) BOC Official Receipt
- 4e) Stencil of chassis and engine numbers

5. All 50cc motorcycles provided that the following requirements should be satisfied:

- 5a) LTO Confirmation Certificate of Chassis/engine
- 5b) Sales Invoice
- 5c) BOC Certificate of payment if imported
- 5d) BOC Official Receipt
- 5e) Deed of Sale (transfer of ownership)
- 5f) Stencil of chassis and engine numbers

6. All motor vehicles being applied for a record check except those objected for verification of motor and chassis number, investigation, re-stamping and court litigation, and provided that the following requirements shall be satisfied:

- 6a) Certificate of Registration/Official Receipt.
- 6b) Stencil of Chassis/Engine.

g. All motor vehicles particularly mentioned in the preceding paragraph of this SOP may be required to undergo macro etching examination if the motor vehicle being applied for PNP Motor Vehicle Clearance, has questionable documents and/or its stencil submitted is not in order.

h. All motor vehicles not specifically mentioned above shall be required to undergo macro-etching examination to be conducted by authorized personnel from PNPCLG.

V. Procedure:

a. The procedure in the processing of application for PNP Motor Vehicle Clearance shall be as follows:

1. All PNP MV Clearance applicants shall file their application following required format and with all documents required attached. Only photocopy of the documents shall be required after presenting the original papers to the processing personnel.
2. In Metro Manila, all Motor Vehicles exempted from macro-etching examination shall be applied at the Receiving Section of the Motor Vehicles Clearance Office, Camp Crame, Quezon City. While those motor vehicles subject for examination shall be referred to the PNP Motor Vehicle Clearance Offices at Northern, Southern, Eastern, and Western Stations or other established offices.
3. The Receiving Section, in all MVCO Stations (macro-etching stations) in Metro Manila, after having received the MV Clearance application, shall assign it to the processing officer, who in turn examines the completeness, and regularity of the papers. Shall verify from the computer whether subject motor vehicle is among or not among the list of wanted/stolen vehicles on file. If the document is in order endorses the vehicle to PNPCLG for the macro-etching examination. If the finding is in order passes the papers to the cash section for the payment of clearance fee and the issuance of official receipt and thereafter return the papers to the receiving section. Receiving Section then issue the claim stub to the applicant indicating therein the time and date of the release of the clearance.
4. If the motor vehicle being applied for clearance, was found to be among the list of wanted/stolen vehicle or the outcome of the macro-etching on the chassis and engine numbers of the motor vehicle, such that it could not determine the original chassis/engine number as a result of tampering, cut and weld and or corrosion, the person applying for clearance together with the motor vehicle shall be endorsed to the Special Operation

Office, TMG for appropriate investigation and immediate filing of appropriate complaint/information whenever warranted by evidences or records available.

5. All application for PNP Motor Vehicle Clearance received at MVCO Stations (macro-etching station) in Metro Manila, shall be brought to MVCO for the computerized printing of clearance certificates. Head Records and Clearance Officer sign the PNP MV Clearance Certificate prior to release.

6. All approved PNP Clearance Certificates shall be released at the Releasing Section of the Motor Vehicle Clearance Office where it was applied.

b. Expired PNP Motor Vehicle Clearance may be applied for renewal within the period of one (1) month upon issuance thereof. Renewal made after the prescribed period shall be required to undergo the same procedure.

c. All Regional Clearance Officer to include those PNP Personnel assigned at Port Area and authorized to issue shipment clearance, shall follow the same procedure in the issuance of PNP Motor Vehicle Clearance Certificate.

d. All motor vehicles, which clearance applications are found to be in order, shall be promptly issued with PNP Motor Vehicle Clearance Certificates while those found with irregularities shall be subjected to investigation with concerned PNP TMG Offices.

VI. Coordinating Instruction:

a. The Director, TMG shall oversee the implementation of this SOP. He shall see to it that the essential data are promptly exchanged and distributed to all PNP Motor Vehicle Clearance Offices for optimum effectiveness and efficiency.

b. As a matter of policy, no macro etching of motor vehicle shall be conducted outside the determined area such as the MVCO Eastern Sector, except when so requested in writing by the concerned person/agency and as approved by the Director.

c. All procedures and policies not in conformity with this SOP are hereby rescinded.

Adopted: 28 October 1997

(SGD.) RODOLFO NACIONALES CAISIP

Police Senior Superintendent (GSC)

Director

PNP Motor Vehicle Clearance Requirements

A. ORIGINAL REGISTRATION

1. Brand New

a. Sales Invoice

b. LTO Confirmation Certificate of the Sales Invoice

2. Imported

a. BOC Certificate of Payment

b. LTO Confirmation Certificate of the Certificate of Payment

c. Informal Entry

d. Bill of Lading

3. Assembled

- a. Sales Invoices of the engine and chassis
- b. LTO Confirmation Certificate of the engine and chassis
- c. Affidavit of Rebuilt (duly notarized and to be executed by the owner)
- d. If engine/chassis was acquired from a private person or company, deed of sale of the engine and chassis.
- e. Certificate of Registration and LTO Official Receipt covering the acquired engine/chassis.

B. TRANSFER OF OWNERSHIP:

1. Deed of Sale
2. LTO Certificate of Registration and Official Receipt.
3. If vehicle is mortgaged, submit Cancellation/Release/Assumption of Mortgage
4. If vehicle was acquired from a company/corporation, submit Secretary's Certificate
5. If the sale was made through a representative, submit Special Power of Attorney

C. CHANGE OF ENGINE/CHASSIS

1. Sales Invoice of the engine/chassis
2. LTO Confirmation Certificate of the engine/chassis
3. Affidavit of Change engine/chassis (duly notarized and to be executed by the owner)
4. If engine/chassis was acquired from a private person or company/corporation, submit deed of sale of the engine/chassis
5. LTO Certificate of Registration and Official Receipt covering the acquired engine/chassis

D. CHANGE OF COLOR

1. Affidavit of change of color (duly notarized and to be executed/signed by the owner)
2. Certificate of Registration and LTO Official Receipt

E. CHANGE OF BODY DESIGN

1. Affidavit of change body design (duly notarized and to be executed/signed by the owner)
2. Certificate of Registration and LTO Official Receipt

F. FOR SHIPMENT

1. LTO Certificate of Registration and Official Receipt

G. RECORD CHECK

1. LTO Certificate of Registration and Official Receipt

* Note: All motor vehicles shall be subjected to macro etching by the PNPCLG except those that are not required in SOP#2.

* A photocopy of Tax Account Number of the Owner shall be attached as one of the requirements in securing PNP MV Clearance.

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