NATIONAL ADMINISTRATIVE REGISTER · SEPTEMBER 18, 2014

# GUIDELINES ON THE ISSUANCE AND RELEASE OF PRIVATE MV AND MC PLATES TO NEWLY REGISTERED MOTOR VEHICLES

*LTO MEMORANDUM, September 18, 2014*

Read online (full-text search, related cases, audio case brief): https://batas.org/library/a5648509f7e9/

Adopted: 18 September 2014
Date Filed: 30 September 2014

Starting 01 October 2014, you are hereby directed to release all plates after each new registration transaction, subject to the following guidelines:

- Plates should be issued in strict numerical sequence and on first-in, first-out basis. If in case the issued actual plate ending is different from the system assigned temporary plate ending, Memorandum dated 04 August 2014, re: Assignment of Plate Numbers and Collection of Additional MVUC Corresponding to the Portion of the Year Based on the Plate Ending, shall apply, copy attached*;

- In the event, however, that physical plates are not yet available from your end, the Central Office Property Section shall provide the Regional Offices with the list of allocated series. These will be assigned to private motor vehicles and motorcycles upon initial registration which will serve as their permanent plate number. The same shall be printed as an improvised plate, instead of using the file number or the conduction sticker number for the same purpose. The assigned permanent plate number must be indicated in the Certificate of Registration which shall be countersigned by the same signatory.

The following reports are required for purposes of implementing these guidelines:

- Plate Request Forms (PRF) shall be submitted on time in accordance with the schedule set forth in Memorandum dated 20 January 2014, re: Consolidated Guidelines in the Preparation of Plate Requests Starting January 2014, copy attached*.

- Plate Monitoring Reports shall be submitted to the Plate Unit of the Property Section, LTO Central Office every 7[th] days of the succeeding month.

- The list of actual plate issuance private motor vehicles and motorcycles from February 17 to May 31, 2014 shall be submitted to MID for uploading in the LTO-IT Data Base, not later than 06 October 2014. This is done by utilizing shall be Region + Month + Year "__plate".

> Example: for Region I report for April
>
> "01 April 2014_plate"

For strict compliance.

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

* Text Available at the Office of the National Administrative Register, U.P. Law Complex, Diliman, Quezon



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