SALE’S EVALUATION OF UNITS BASED ON MANUALLY ENCODED CERTIFICATE OF STOCK REPORTED

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This Memorandum Circular covers only those units (motor vehicles and or components) that were reported by MAID and duly received by the Land Transportation Office which were processed manually and not yet in the database of the LTO IT system. These include:

1. MAID's (manufacturers, assemblers, importers and dealers) reports filed prior to July 2002, the cut-off set for back-encoding; and

2. MAID's report filed from July 1, 2004 to February 14, 2005 when the LTO reverted to manual processing due to the IT Fee issue.

This order, however, excludes those motor vehicles and or components enumerated in Memorandum Circular No. 542-2004 especially those defined under item number 4.1.b of the said Memorandum that states:

> "4.1.b Motor vehicles and components with Sales Invoice report duly received by the LTO prior to July 8, 1988;" (emphasis supplied)

In order to facilitate and simplify the process of sales evaluation of the subject units and to ensure that complete and accurate buyers' data only are inputted into the system, the following shall be the procedures to be followed and requirements to be complied with regarding sales' evaluation and acceptance of which at any LTO district offices:

On sale's evaluation

1. Sales' evaluation of units covered by this Order shall be done either at the Registration Section, Central Office, or at the respective regional offices where the affected MAID's report was filed;

2. MAIDRS evaluator shall legibly indicate on the face of the unit's sale's invoice his/her name or username, the date when the units was verified and subject sale's transaction was docketed in the books of the affected MAID's report, the signatures of both the evaluator and the approving officer; and

3. MAIDRS evaluator shall authenticate the copy of the transmittal report by stamping "certified true copy" on the face of the said document and affixing his/her signature.

Acceptance of Evaluated/Validated Sale's Transaction at the LTO District Office

1. Aside from other documentary requirements for registration e.g. TMG clearance, inspection reports, etc., MV evaluator at the LTO district office shall see to it that the sale's invoice being submitted bears the name and signature of the MAIDRS evaluator, the date when the subject sale transaction was recorded in the books of affected MAID's report, and the signature of the concerned approving officer; and

2. MV evaluator should ensure that the sale's invoice is accompanied by a certified true copy of the unit's

transmittal report, together with corresponding payment of Forty Pesos (Php40.00) for its authentication plus LRF. He/she should also see to it that the report bears the date when it was duly received by the LTO and the name of the receiving division/section.

Initial encoding of these units shall no longer be done at the Registration Section or at the concerned regional offices as the same can be facilitated at the LTO district office where the unit is being presented for registration using the existing system's facility.

This Order takes effect immediately. For strict compliance.

All orders and memoranda that are in conflict herewith are hereby superseded.

Adopted: 11 Oct. 2005

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