GUIDELINES AND PROCEDURES ON THE IMPLEMENTATION OF REQUESTS FOR SYSTEM UPDATES (RSUS) FOR DO-IT-YOURSELF (DIY) CERTIFICATE OF STOCK REPORTED (CSR)

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Adopted: 20 May 2014 Date Filed: 26 May 2014

Pursuant to the implementation of Administrative Order No. 2014-023 dated 23 January 2014 and in order to have an error-free and faster processing time, the accredited Manufacturers, Assemblers and Importers (MAl) were authorized to access and print their respective CSRs under the “Do-It-Yourself” Policy.

This new innovation will certainly stop the typographical errors, among others, during the encoding process. In order for MAIs to ensure the smooth implementation of the DIY, they shall observe the following:

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Only the authorized representatives of the accredited MAls shall be allowed or given access to the LTO system;

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That the data encoded are 100% correct and accurate prior to uploading in the LTO system; and

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Accredited MAIs shall strictly observe their assigned schedule for uploading.

Given the above-mentioned rules to be observed by the accredited MAIs, the only acceptable modifications this Office shall allow are the data errors that emanated from the Bureau of Customs and from the Dealer/Assembler for the component parts. Below are the types of system updates that are allowed and their corresponding required attachments:

TYPE OF UPDATE

REQUIRED ATTACHMENTS

1. CHANGE/CORRECTION OF ENGINE NO., CHASSIS NO. AND/OR BODY IDENTIFICATION NO. (APPLICABLE ONLY TO MOTOR VEHICLES THAT ARE NOT YET REGISTERED)

LETTER REQUEST, CERTIFICATE OF STOCK REPORTED, BOCCERTIFICATE OF PAYMENT AND BOC-CO AMENDMENT, SALES INVOICE OF CHASSIS/ENGINE (IF SOLD OUT), STENCILS, SCREENSHOT OF ERRORS

2. DELETION OF ENGINE/CHASSIS RECORD

LETTER REQUEST, CERTIFICATE OF STOCK REPORTED, BOCCERTIFICATE OF PAYMENT AND BOC-CO AMENDMENT, SALES INVOICE OF ENGINE/CHASSIS (IF SOLD OUT), STENCILS, SCREENSHOT OF ERRORS AND OTHER DOCUMENTS TO SUPPORT THE REQUEST

3. CORRECTION OF CERTIFICATE OF PAYMENT NUMBER

LETTER REQUEST, BOCCERTIFICATE OF PAYMENT AND BOC-CO AMENDMENT

4. DELETION OF CERTIFICATE OF PAYMENT

LETTER REQUEST, LETTER FROM BOC, BOC CERTIFICATE OF PAYMENT

5. REPRINTING OF CSR DUE TO PRINTER MALFUNCTION

LETTER REQUEST, PROOFLIST, ACTUAL CSR PRINT-OUT WITH ERROR

All requests shall be documented through an accomplished RSU Form ver. 3.1 duly signed by the LTO DIY overseer as the requesting party and to be approved by the Chief, Operations Division. Only organic personnel are authorized to prepare and sign in the accomplished RSU form.

Procedures:

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Change/Correction/Deletion of MV Information - covers the following types of system updates:

- Change/Correction of Engine Number, Chassis Number and/or Body Identification Number

- Deletion of Engine/Chassis Number Record

- Change of Chassis and/or Body ID Number

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Correction of Certificate of Payment Number - this system update applies only to motor vehicles that are not yet registered or those not yet issued with Sales Report.

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Deletion of Certificate of Payment - this system update is to be implemented by Stradcom.

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Reprinting of Certificate of Stock Reported - reprinting of CSR is only allowed to those caused by printer malfunction. The DIY user shall reprint the CSR after Stradcom has updated the status of the transaction.

- Requesting party forwards approved RSU with attachments to Customer Care.

- Customer Care generates Service Request and Transmittal Letter within 2 hours from receipt and transmits RSU and attachments to MID Records Section.

- MID Records Section receives and encodes the RSU with attachments.

- MID Records Section implements the RSU within 8 working hours upon receipt.

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The system updates not catered by the facility installed at the MID Records Section shall be forwarded to Customer Care for implementation.

4.2

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If there is an error encountered during implementation, the RSU and attachments are returned to the requestor.

- MID Records Section generates list of Implemented RSUs and submits the same to the Operations Division.

- MID Records Section files the RSU and attachments for audit purposes.

The MAIDRS Maintenance Facility caters to corrections/modifications on CSR details except those earlier mentioned in this Memorandum Circular. However, in cases where the required system update is not included in this Memorandum Circular, the RSU and attachments shall still be sent to the MID Records Section thru Customer Care. These types of system updates shall be evaluated jointly by the Operations Division and the MID Computer Section prior to implementation.

All concerned are directed to comply with the guidelines and procedures stated herein and the specified time frame within which to take action on the requests. Personnel found not complying with this directive shall be sanctioned administratively.

For strict compliance.

(SGD) ATTY. ALFONSO V. TAN
Assistant Secretary

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