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AMENDING PORTION OF CIRCULAR NO. 123 DATED DECEMBER 27, 1966 AND MC NO. 88-056 DATED 16 JUNE 1988 RE CHANGE VENUE, AND TRANSFER OF OWNERSHIP OF MOTOR VEHICLES

LTO MEMORANDUM CIRCULAR NO. MC-91-137, June 06, 1991

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Pursuant to Section 4 (d) of Republic Act 4136 as amended, otherwise known as the Land Transportation Traffic Code, the following rules and regulations governing the transfer of ownership of motor vehicles and change venue transactions are hereby promulgated for the guidance and compliance of all concerned:

1
Venue

As a general rule, all transactions involving the transfer of ownership as well as change venue of a motor vehicle shall be effected at the LT District Office that issued the current Registration Certificate. However, the same may be effected in another LT District Office when the residence or place of business of the transferee/vendee or the owner is within the geographical area of responsibility of the said District Office, in which case, confirmation of the Registration Certificate and latest payment shall be required.

2
Confirmation

2.1 All requests for and reply to confirmation shall be accomplished in four (4) copies or quadruplicate, using the prescribed format, a mailing envelope and return card with identical control numbers, hereto attached as Annexes "A", "B" and "C"[*] and shall be sent through registered mail with return card. It shall be the responsibility of the Records Officer or Designate to maintain a logbook with a prescribed format, as hereto attached marked as Annex "D". In no case shall anyone affix his/her signature of the "Request for Motor Vehicle Confirmation or Confirmed Request for Confirmation" except the respective Records Officer or Designate and the Supervising/Senior Transportation Regulation Officer/Officer-in-Charge. In no case shall the same be handcarried.

The request shall be accomplished with the following documents:

For Transfer of Ownership

2.1.1

Original copy of the Motor Vehicle Inspection Report (MVIR) duly accomplished and approved by the Public Utilities Regulation Officer (PURO). (It shall be understood that the motor vehicle shall be physically inspected by the requesting LT District Office.)

2.1.2.

Photocopy of the Deed of Transfer duly authenticated by the TDO/OIC;

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2.1.3.

Certified copy of the Certificate of Registration and latest/current official receipt.

For Change of Venue of Registration

2.1.1

Original copy of the Motor Vehicle Inspection Report (MVIR) duly accomplished and approved by the Public Utilities Regulation officer (PURO). (It shall be understood that the motor vehicle shall be physically inspected by the requesting LT District Office.)

2.1.2

Photocopy of the Certificate of Registration duly authenticated by the TDO/OIC;

2.1.3.

Certified copy of the Official Receipt (latest).

2.2. The confirming District Office shall act on the request within twenty-four (24) hours from receipt thereof. The confirmation/reply shall be accomplished in the prescribed format, Annex "A"[*].

2.3. It shall be the responsibility of both the Supervising/Senior Transportation Regulation Officer (Supvg./Sr. TRO)/OIC and Agency's Records Officer or Designate to compare the stencils of engine and chassis and signatures of both the transferor/vendor in the deed of transfer with the documents on file in the LT District Office.

2.4 In the event that the stencils of the engine and/or the chasis numbers shall be furnished the requesting LT District Office, to further ensure the authenticity and confidentiality of motor vehicle confirmation documents, the respective official dry seals of the requesting LT District Office and the acknowledging LT District Office must be marked on said confirmation.

2.5 MV confirmation requests which are not acted upon within a reasonable period should be followed up by reminding the addressee. The follow up letter stating the list/data shall be forwarded through the LT Regional Director having the jurisdiction over the requesting LT District Office.

2.6. The LT District Office requesting for confirmation shall always furnish the respective Regional offices copies of the Confirmation Request. Likewise the confirming LT District office shall furnish the respective Regional Office(s) a copy of the confirmed request.

2.7 The envelope and the return card must be attached to the confirmed document in the office files. The absence of the mailing envelope and the return card shall be a "prima facie" evidence that the Senior TRO/OIC and the Records Officer or Designate violated the Anti-Carnapping Law. Likewise, the registry receipt must be attached on the proper space provided in the logbook, marked as Annex "D" hereof.

2.8 Failure of the confirming LT District Office to answer/acknowledge the request for the confirmation within twenty four (24) hours (second tracer) shall be "prima facie" evidence against the confirming LT District Office. This shall mean that the Supervising/Senior TRO/OIC and the Records Officer or Designate violated the provision of RA 6370.

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2.9 In the National Capital Region, all transactions involving the transfer or ownership of motor vehicles registered in any of its LT District Office shall be effected only at the LT District Office that issued the Certificate of Registration. However, this rule shall not apply to cases of change classification from Private to For Hire/Government/Diplomatic and vice versa which shall be transacted either at Pilot or Diliman District Offices.

Violation of any of the above promulgated regulation shall subject any Supervising/Senior Transportation Regulation Officer/Officer-in-Charge together with the authorized signatories to the MV Confirmation Requests accomplished forms to appropriate action sanctioned by law. The respective Supervising/Senior Transportation Regulation Officer/Officer-in-Charge and the Agency's Records Officer or Designate acting on the confirmation documents are jointly responsible of any malfeasance committed in the implementation of this Memorandum Circular.

All orders/memoranda/circulars in conflict herewith are deemed superseded.

This Memorandum Circular shall take effect immediately.

For strict compliance.

Adopted: 6 June 1991

(SGD.) MANUEL N. SABALZA
Assistant Secretary

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[*] Available at U.P. Law Center, upon request.

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