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CONSOLIDATED GUIDELINES IN THE REQUISITION AND ISSUANCE OF DUPLICATE NUMBER PLATES, CHANGE CLASSIFICATION PLATES, REPLACEMENT PLATES AND SPECIAL PLATES INCLUDING DUPLICATE WINDS...

LTO MEMORANDUM CIRCULAR NO. VPT-2010-1412, August 31, 2010

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In order to strengthen the internal control process in the requisition and issuance of duplicate plates, change classification plates, replacement plates and special plates including duplicate denomination stickers, there is an immediate need to re-structure the rules and procedures applicable in these transactions to prevent the occurrence of duplication of plates or issuance of the same plate number to two or more motor vehicles commonly known as “Kambal plates.”

Based on the cases resolved by the LTO Intelligence and Investigation Division (IID) and the information gathered from several district offices, the causes of the issuance of identical license plate numbers to two or more vehicles are traced to: 1. Application for duplicate/triplicate plate; 2. The issuance of a new license plate to a motor vehicle with previously assigned plate number; 3. Change classification of a motor vehicle from “private” to “for hire” or vice-versa; 4. Erroneous encoding/ uploading of plate numbers in the system; and 5. Re-issuance of the same special/ regular plate numbers to another MV.

In view thereof, the following consolidated guidelines are therefore issued for the observance and implementation of all concerned, in consonance with Memorandum Circular Nos. 503-2004 dated 30 March 2004, 530-2004 dated 12 July 2004, RIB-2007-860 dated 02 August 2007, AHS-2009-1086 dated 04 December 2008 and Administrative Order No. 82-005, to wit:

A. APPLICATIONS FOR DUPLICATE/TRIPLICATE PLATES:

1. All applications for duplicate or triplicate plates shall only be filed in the LTO District Office which originally issued the license plate. However, in case the owner/operator had changed residence or the motor vehicle had already been sold or transferred to a new owner who is residing in a place far away from the initial registering agency, the application can be filed in the LTO District Office nearest his place of residence or place of abode;

2. In case the application is filed in an LTO District Office different from the original registering agency, the process of confirmation of the fact of the issuance of the said license plate and the exact alpha numerics should be strictly followed. No application for duplicate/triplicate plate shall be processed without the required request for confirmation and the official reply from the original issuing agency;

3. The application shall be supported by the following:

a. Affidavit of Loss duly notarized executed by the registered owner or the buyer;

b. Certified true copies of the Official Receipt (OR) and Certificate of Registration (CR). The presentation of the original copies should be mandatory for purposes of authentication;

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c. MVIC Report, if in Metro Manila or Motor Vehicle Inspection Report, if in the Regions;

d. Clearance from the Metro Manila Development Authority (MMDA) if in Metro Manila;

e. Clearance from the Law Enforcement Service (LES), if in Metro Manila or from the Operations Division, if in Regions, if OR/CR is not automated;

4. If only one (1) piece of the license plates is lost, the other one should be surrendered to the LTO District Office where the application is filed. The same should be immediately destroyed upon surrender to prevent any opportunity from being re-used. If both were lost, the same should be stated in the Affidavit of Loss and supported by a certification from the LTO motor vehicle inspector of the fact that at the time of inspection both plates were not attached to the motor vehicle duly approved by the district head;

5. The procedures for the online requisition and issuance of duplicate plates contained in Memorandum Circular No. AHS-2009-1086 dated 04 December 2008 and the timeline in the processing thereof as provided for in Memorandum Circular No. RIB-2007-860 dated 02 August 2007 shall be strictly followed;

6. For effective monitoring and control, applications for duplicate plates shall be limited to two (2) times only. The 3rd application shall be subjected to investigation by the Intelligence and Investigation Division (IID) if in Metro Manila or by the Regional Legal Officer/ Attorney II, if in the Regions. An investigation resolution duly approved by the Assistant Secretary (ASSEC), if the Central Office or the Regional Director, if in the Regions, shall form part of the requirements prior to the processing of the application.

B. PROHIBITION ON THE ISSUANCE OF NEW LICENSE PLATE OR SPECIAL PLATES TO A MOTOR VEHICLE WITH PREVIOUSLY ASSIGNED PLATE NUMBERS:

1. Pursuant to Batas Pambansa Blg. 43, a motor vehicle shall be assigned permanent number plates during its lifetime. Hence, recovered carnapped motor vehicles shall not be assigned new regular plates or special plates, instead the previously issued license plate number shall be retained and maintained. Further, no changes in plate number shall be granted on the basis of threats of life and property and those motor vehicles involved in the commission of a crime;

2. Only brand new motor vehicles can be applied for an Optional Motor Vehicle Special Plate (OMVSP) or a special plate. Imported used or surplus motor vehicles are not included in the coverage of Memorandum Circular No. 530-2004 dated 12 July 2004;

3. In the case of approved advance requests for production of number plates classified as special plates which are part of the regular allocation or plate series of the Regional Offices, the particular plate series/number shall be properly encoded by the Property section, Administrative Division of the Central Office and immediately deducted from the number series prior to production or printing to prevent duplication;

4. The issuance of new license plates shall only be done by the LTO District Office where the motor vehicle was initially/originally registered. Under no circumstances shall another LTO agency be authorized to issue a new pair of license plates for or in behalf of the original registering district office under pain of administrative penalties.

C. CHANGE CLASSIFICATION OF A MOTOR VEHICLE

1. In the case of change classification of a motor vehicle from “private” to “for-hire” the application shall be filed in the LTO District Office indicated in the Certificate of Public Convenience (CPC) duly issued by the Land Transportation Franchising and Regulatory Board (LTFRB) as venue of registration. The same number plates shall be retained but instead only a for-hire sticker shall be issued. Regardless of the denomination of the MV, the existing plates shall be retained but instead a sticker, especially designed for the purpose, indicating

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the MV classification shall be issued. This is in consonance with the provisions of BP 43, hence previously issued plates shall be maintained.

2. Each change of classification shall be charged of One Hundred Fifty Pesos (P150.00) as change classification sticker fee in addition to the regular charges.

D. ERRONEOUS ENCODING/UPLOADING IN THE IT SYSTEM:

1. All requested license plates whether new, duplicate, change classification or special plates shall be uploaded thru the Information Management System (IMS) by the issuing LTO District Office or Division/Section concerned immediately thereafter or not beyond twenty-four (24) hours from release of the number plates by the Property Section.

2. In all cases of existing or pending “kambal plates” or double issuance of the same plate numbers, the motor vehicle which was first issued the said plate number shall retain the same and the other vehicle shall be required to surrender the plates to the District Officer which issued the existing license plates prior to issuance of a new set of regular plates, otherwise indicated in the IID Resolution. The concerned District Office shall immediately prepare Request System Update (RSU) upon the issuance of the new license plate.

3. The Administrative Division of the Central Office shall adopt a clear and precise procedural flow in the printing or production of new, duplicate, special, for-hire and security plates in order to identify the personnel directly involved in the processing thereof and ensure that all issuances and releases of number plates are properly recorded and uploaded/encoded in the system to prevent duplication;

4. All personnel in-charge of data take-on of old motor vehicles, especially those registered manually, should be very careful in the appreciation of data before finally encoding them into our IT system in order to minimize, if not prevent errors which may be wrongfully used as basis for future transactions or which may further lead to confusion or misinterpretation;

5. No district/extension office shall be authorized to encode in the system any plate number not included in the series allocated in their respective regions nor shall any distric/ extension office be allowed to effect a change or override and replace a plate number already existing in the system.

E. APPLICATION FOR DUPLICATE WINDSHIELD STICKERS/YEAR TAGS:

1. The application for duplicate windshield stickers/year tags shall be filed with the LTO District Office which originally issued the same. No other LTO agency shall be authorized to process nor issue duplicate windshield stickers/year tags except the issuing district office;

2. All the documentary requirements needed in the application for duplicate license plates shall apply to the application for duplicate windshield stickers/year tags including the conduct of investigation and recommendation of the IID or Legal Officer/Attorney II in the Regional Office prior to the processing or grant of the same. This application shall be granted only for the first time, a second application shall outright be denied in order to prevent the opportunity of some unscrupulous individuals from taking advantage of the privilege and using windshield stickers/year tags for illegal purpose/s;

3. Approved applications for duplicate windshield stickers/year tags shall not be issued a new set of stickers, instead the affidavit of loss shall be stamped indicating the original sticker serial number issued. The affidavit of loss bearing the LTO stamp and OR of payment of lost sticker shall be carried at all times to be shown to the law enforcers, if demanded;

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4. Applicable fees under existing regulations shall be collected.

F. ISSUANCE OF REPLACEMENT PLATES FOR DILAPIDATED/OBSCURE PLATES

The following are the requirements:

1. Certified True Photocopy of OR/CR;

2. Affidavit of the MV owner/buyer stating the facts that the license plate is dilapidated/mutilated;

3. Deed of Sale if the affidavit is executed by the buyer;

4. If the MV is registered in the name of a Corporation, a Board Resolution and Secretary's Certificate stating the person authorized to sign for and in behalf of the Corporation; and

5. Official Receipt of payment for the cost of plate.

G. PENAL SANCTIONS:

Personnel found violating these guidelines shall be subjected to appropriate administrative action in accordance with the existing Civil Service Rules and Regulations.

H. EFFECTIVITY:

This Memorandum Circular shall take effect Fifteen (15) days after publication in the two (2) newspapers of general circulation and after receipt of a copy thereof by the Office of the National Administrative Register of the UP Law Center, Diliman, Quezon City.

All previous orders, memoranda and other issuances inconsistent herewith are hereby deemed superseded and/or otherwise modified accordingly.

For guidance and strict compliance.

(SGD.) VIRGINIA P. TORRES
Assistant Secretary

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