NATIONAL ADMINISTRATIVE REGISTER · MAY 22, 1995

CONFIRMATION CERTIFICATES

LTO MEMORANDUM CIRCULAR NO. 95-216, May 22, 1995

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Effective 01 June 1995, the collection of Certification fee for Confirmation Certificates issued by the Registration Section, LTO Central Office shall no longer be made/undertaken by the LTO District Offices but by the Collection Unit of LTO Central Office. Acknowledgment of payment therefor shall be made by the issuance of Miscellaneous Receipt (MR).

Paragraph 2 of Memorandum Circular No. 90-119 (Annex A) dated 13 March 1990 is hereby amended and modified accordingly.

Adopted: 22 May 1995

(SGD.) MANUEL F. BRUAN
Brig. Gen. AFP (Ret.)
Acting Secretary

Annex A

"Memorandum Circular No. 90-119

Confirmation Certificates

LTO Form No. 6, titled Confirmation Certificate, will soon be issued by the Registration Section in lieu of the hand prepared confirmation currently being issued.

This new form shall not require a complementary Official Receipt from the Cash Section of the Central Office. The collection of the Certification Fee shall henceforth be undertake at the District Office level and shall be reflected in the MVRR/MVMRR issued for the registration of the subject motor vehicle/component.

The TDO shall henceforth require 2 copies of the Confirmation Certificate (CC) to be submitted by the registrant: the original and a second copy.

The original shall be made a part of the registration records of the motor vehicle.

The second copy, after registration is effected, shall be completed by filling up the blank spaces at the lower portion of the CC indicating (a) File No., (b) Plate No., (c) CR No., and (d) OR No.. The completed CC shall then be forwarded to the Registration Section under a covering letter containing the number of 2nd copies transmitted and their corresponding CC numbers. The Regional Directors are tasked with seeing to it that these transmittals are received by the Registration Section before the 15th of every month.

For strict compliance. Any violation shall be construed as an attempt by the TDO to subvert the monitoring function of the Central Office and shall subject the offender to administrative sanctions.

(SGD.) MANUEL N. SABALZA
Assistant Secretary

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