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REVISIONS/ADDENDUM TO MEMORANDUM CIRCULAR NO. MC-90-120

LTO MEMORANDUM, November 25, 2005

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In addendum to the existing Memorandum Circular for the Requisition and Issuance of Duplicate Plates, the following clearances are hereby required for better control and protection of both the vehicle owners and issuing officials.

For application in Metro Manila:

1. Clearance from the Traffic Management Group (TMG), Philippine National Police
2. Clearance from the Metropolitan Manila Development Authority (MMDA)
3. Affidavit of Loss in the prescribed format
4. Certified Photocopies of OR/CR by Record Officer
5. Clearance from Law Enforcement Service (C.O.)
6. Motor Vehicle Inspection Report from MVIS
7. Proof of payment for the cost of plates

For application outside Metro Manila:

1. Clearance from the Traffic Management Group (TMG), Philippine National Police
2. Clearance from the Local Government Units, (Municipality/City Hall)
3. Affidavit of Loss in the prescribed format
4. Certified photocopies of OR/CR by Record Officer
5. Motor Vehicle Inspection Report from MVIS or Regional Office where MVIS is not available
6. Clearance from Law Enforcement Service and or Regional Office Operations Division
7. Proof of payment for the cost of plates

Moreover, it is reiterated that only Requisition and issue vouchers for duplicate plates with certified true copies of all supporting documents are to be forwarded to Central Office for processing. All original documents are to be retained at the Regional Office for safekeeping.

Adopted: 25 Nov. 2005

(SGD.) ANNELI R. LONTOC
Assistant Secretary

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