

GUIDELINES IN THE ISSUANCE OF CONFIRMATION CERTIFICATES OF DEALER'S REPORTS

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In the interest of the service and in order to minimize if not eradicate proliferation of fake confirmation certificates of dealer's reports, the following guidelines are set forth:

1. The collection of the certification fees for confirmation certificates issued by the Registration Section, Office and Operations Division of the Regional Offices shall be made at their respective Collection Units and acknowledged thru the issuance of Miscellaneous Receipt (MR).
2. The distribution of the different copies of the confirmation shall now be as follows:
 - District Office Copy — shall be given to the registering District Office which will form part of the registration records of the motor vehicle.
 - File Copy (formerly the CHPG copy) — shall be used as a File Copy, retained by the Collection Unit which will be attached to the Auditor's Copy of the MR and will also serve as Pay order Slip (POS).
 - Record's Copy — shall be sent back by the registering district office to the issuing office (Registration Section, Operations Division — Sectoral Office or Operations Division, Regional Office)
 - EDP copy — shall be retained by the Regional Section Operations Division-Sectoral Office/Operation's Division, Regional Office.
3. The Record's copy of the Confirmation Certificate which is sent back to the issuing office shall serve as the basis for reconciliation with the existing file. In case of discrepancies, the Assistant Secretary shall order the registering district office to:

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- confiscate the documents
- impound the motor vehicle.

RENEWAL

- a. recall the Certificate of Registration (CR) and Official Receipt (OR) of payment issued;
 - b. recall the number plates issued to the motor vehicle and if not surrendered, place the number plates in the alarm list.; and
 - c. impound the motor vehicle.
4. Confirmation Certificates issued by the Registration Section, Operations Division, Sectoral Office shall be valid in all regions and district offices.
 5. For confirmation certificates issued by the Operations Division, Regional Office to be valid and acceptable in

other regions/district offices nationwide need a reconfirmation from the issuing LTO Regional Office using Form No. 25.

6. An amount of P30.00 confirmation fee and P10.00 LRF shall be collected by the Collection Unit-Sectoral Office and issuing regional offices.

7. Reporting System. — All confirmation certificates (records copy) received for the month should be forwarded to the Registration Section- Sectoral Office every 15th day of the succeeding month.

This Memorandum Circular shall take effect on July 1, 1999 and all previous circulars, memoranda or orders in conflict herewith are deemed superseded.

For guidance and compliance.

Adopted: 17 May 1999

(SGD.) BENJAMIN G. CALIMA
Assistant Secretary

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