AMENDMENTS TO MEMORANDUM CIRCULAR RIB-2008-925 RE: REGISTRATION OF IMPORTED BRAND NEW AND USED MOTOR VEHICLES

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Effective immediately, the following amendments and clarifications are hereby issued for the observance and compliance of all concerned in consideration of the issues raised by some LTO personnel relative to Memorandum Circular RIB 2008-925:

1. An Office Order shall be issued creating the BOC Certificate of Payment Encoding Unit (CPEU) at the Central Office. For purposes of creating a complete CP database, the CP Encoding Unit shall be responsible in encoding the CP data of all brand new, used, exempt imported motor vehicles, including the CP of those motor vehicles imported pursuant to the Motor Vehicle Development Program (MVDP) with the original CP submitted by the VICMU, Bureau of Customs as the basis for the encoding. Encoding of CP shall be done as soon as received by the CPEU from the VICMU BOC personnel authorized to transmit BOC CP to LTO. The CPEU shall prepare the encoding guidelines for the observance of all concerned. The BOC CP Facility in all Regional Offices shall be switched off on February 15,2008.

All transmitted BOC CP starting February 15, 2008 shall be encoded at the CPEU. The CPEU shall report to the Assistant Secretary through the Operations Division and the Executive Director. Encoding shall continue until such time that the BOC LTO Inter connectivity is in placed.

2. The venue of the initial registration shall be at the LTO District Office nearest the BOC Port of Entry, except in the National Capital Region wherein four district offices are authorized to initially register imported brand new and used motor vehicles, except exempt. motor vehicles which is centralized at Diliman District Office.

The following District Offices are the authorized DOs (considered nearest to the Point of Entry) to register imported motor vehicles:

a. Region 1 - San Fernando La Union District Office
b. Region 2 -Aparri District Office
c. Region 3 - Subic Extension Office
d. Region 4 -Batangas District Office
e. Region 5 -Legaspi District Office
f. Region 6-lloiio District Office
g. Region 7 -Cebu District Office
h. Region 9 -Zamboanga District Office
i. Region 10- Puerto Extension Office
j. Region 11 - Davao City District Office
k. Region 12-General Santos District Office
I. CAR-Baguio District Office
m.CARAGA-Butuan District Office
n. NCR- Diliman District Office; Pasay District Office; Caloocan District Office; and Quezon City District Office.

3. The registration of the motor vehicle shall not be effected without the submission of CSR. The provisions in Memo Circular 652-2005 on stock reporting still holds, except that the stock reporting of the members of CAMPI, TMA, MDPPA and other Motor Vehicle Development Program (MVDP) participants shall be allowed in the regions with BOl registered assemblers. The MVDP participants shali have the option to apply for the issuance of CSR in the Registration Section, Central Office or at the Regional Office where their plant is located. Attached as "Annex "A"[*] is the list of MVDP Participants provided by the DTI-BOl.

4. In view of the encoding of theCP data being wherein CP details can be printed at the Regional and District Offices, the copy of the BOC CP duly confirmed by the Registration Section, Central Office is no longer required as one of the supporting documents for the registration of the motor vehicle. The Regional and District Offices shall use the IT Facility in verifying CP details.

5 The following are the clarifications on the documentary requirements:

a. The Certificate of Conformity (COC) from DENR which is being presented prior to the issuance of CSR will no longer be required for submission during the registration of the motor vehicles;
b. The Insurance Certificate of Cover presented for registration should be valid and the motor vehicle inspection report should be the MVIR issued by the MVIS or accredited alternate MVIS in the region. In regions without MVIS, the inspection will be conducted in the registering district office.
c. Bill of lading should also be presented in the registration of new/used im ported motor vehicles;
d. Presentation of CR from the country of origin is required for the registration of imported second hand motor vehicle;
e. The sales invoice from the country of origin which is already a requirement in the issuance of CSR shall no longer be required for presentation in the registration of the motor vehicle;
f. In the registration of imported motor vehicles acquired through bidding, the following requirements should be submitted:
i. Notice of bidding (publication);
ii. Notice of award;
iii. Certificate of award duly signed by the Custom Commissioner and presented with the OR;
iv. BOC certificate of payment:
v. Copy of the BOC gate pass;
vi. CSR;
vii. Deed of sale (if applicable)
viii.CCES;
ix. PNP Clearance;
x.TIN;
xi. MVIS inspection report; and
xii. Valid insurance of cover.

6. The issuance of plates shall follow the plates allocation in the district office. No plates shall be pulled out from one district office for issuance to imported motor vehicles being registered in another district office. Special plates shall not be issued to imported motor vehicles and to those vehicles not covered by Administrative Order 010-2005 and Memorandum Circular 575-2005 on the initial registration scheme for brand new motor vehicles valid for three (3) years.

All other circulars and issuances inconsistent with this Memorandum Circular shall be deemed repealed.

For strict compliance.

Adopted: 06 Feb. 2008

(SGD.) ALBERTO H. SUANSING

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Assistant Secretary

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[*]Text Available at Office of the National Administrative Register, U.P. Law Complex, Diliman Quezon City.

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