

[LRA CIRCULAR NO. 08-2012, February 20, 2012]

**COLLECTION OF IT SERVICE FEES PURSUANT TO THE
IMPLEMENTING GUIDELINES ON TRANSACTIONS ON
ELECTRONIC REGISTRATION OF CHATTEL MORTGAGE AND
OTHER PERSONAL PROPERTIES, ELECTRONIC RECORDING OF
TRANSACTIONS ON UNREGISTERED LAND, AND ELECTRONIC
REGISTRATION OF LAND TITLES AND DEEDS**

1. Upon the issuance by this Authority of appropriate Administrative Order/s, IT Service Fees, exclusive of Value-Added Tax, shall be collected for transactions involving the electronic registration of chattel mortgage and other personal properties, electronic recording of transactions on unregistered land, and electronic registration of land titles and deeds, as follows:
 - a. IT Service Fee for the Entry in Electronic Primary Entry Book – P100.00 per document entered for transactions limited to and involving only the entry in the Electronic Primary Entry Book, provided, that such entry made does not form part of a part of a process of registration of a separate instrument for which the IT Service Fee for the Registration of Deeds are already collected; and
 - b. IT Service Fee for the Printing of Annotations – P150.00 per carry-over of each subsisting encumbrance of a title to a new one, and for annotations on titles in excess of the first title covered by a document/instrument subject of registration.
2. Upon the issuance by this Authority of appropriate Administrative Order/s, IT Service Fees, exclusive of Value-added Tax, shall be collected for transactions involving the issuance of certifications and certified true copies, and for verifications made, as follows:
 - a. IT Service Fee for the Issuance of RD Certifications – P150.00 per title, instrument, and document certified on, regardless of the type/kind of certification issued;
 - b. IT Service Fee for Network Transmission – in the case of certifications, certified true copies, and verifications made on titles and documents that are located in a different LRA Office, P400.00 per title, instrument, or document transmitted through the network, regardless of the number of pages or type of document being transmitted;