

**[LTO MEMORANDUM CIRCULAR NO. 513-2004,
April 30, 2004]**

**IMPLEMENTATION OF THE MEMORANDUM OF AGREEMENT (MOA)
AMONG BOC, BIR, LTO, PNP-TMG, CAMPI, TMA, MDPPA AND PAA
ON THE STREAMLINING OF THE PROCESS IN THE IMPORTATION
AND REGISTRATION OF NEW MOTOR VEHICLES, BOTH CKD AND
CBU BY THE MEMBERS OF THE AUTOMOTIVE AND MOTORCYCLE
INDUSTRY ASSOCIATIONS AND THEIR FRANCHISED VEHICLE
DEALERS WHO ARE PARTIES TO THE MOA**

In the best interest of public service, in view of the implementation of the "No Plates No Travel" Policy of the NAKTF and pursuant to the MOA entered into by this Office with BOC, BIR, PNP-TMG, CAMPI TMA, MDPPA and PAA on April 14, 2004, the following guidelines and procedure are hereby promulgated for the guidance and strict compliance of all concerned.

1. This Memorandum Circular shall cover the importation and registration of new motor vehicles both completely knocked down (CKD) and completely built up (CBU) by the members of the automotive and motorcycle industry associations and their franchised vehicle dealers who are parties to the agreement;
2. For purposes of clarification, motor vehicles as defined under RA 4136 otherwise known as the Land Transportation and Traffic Code include motorcycles which shall be entitled to the use of the green copy of the Certificate of Payment which shall be sufficient to commence the registration process;
3. By submission of the owner's green copy of the Bureau of Custom's Certificate of Payment together with the importation documents such as packing list, bill of lading, commercial invoice from the country of origin, stencils of the engine and chassis/frame numbers covering the imported unit indicated in the Certificate of Payment, the Registration Section, Central Office / Regional Office with installed MAIDRS shall accept and process stock reports and shall within three (3) working days from receipt of the manufacturers/importer's Stock Report issue the corresponding Certificate of Stock Report (CSR). LTO shall not accept from the manufacturer/importer/assembler applications for CSR with incomplete documentary requirements;
4. LTO shall make available to the manufacturers/assemblers/importers information on the pending CSRs. An updated daily status report of CSRs shall be posted in a conspicuous place at the Registration Section, Central Office and Regional Offices;
5. The franchised dealers while applying for a PNP-TMG clearance shall simultaneously submit to LTO Regional Office the sales report, sales invoice and the stencils of the engine and chassis/frame numbers in diskette form with hard copies which shall be uploaded in the MAIDR system in the Regional Offices within two (2)