

[LTO MEMORANDUM CIRCULAR NO. AVT-2014-1851, May 20, 2014]

GUIDELINES AND PROCEDURES ON THE IMPLEMENTATION OF REQUESTS FOR SYSTEM UPDATES (RSUS) FOR DO-IT-YOURSELF (DIY) CERTIFICATE OF STOCK REPORTED (CSR)

*Adopted: 20 May 2014
Date Filed: 26 May 2014*

Pursuant to the implementation of Administrative Order No. 2014-023 dated 23 January 2014 and in order to have an error-free and faster processing time, the accredited Manufacturers, Assemblers and Importers (MAI) were authorized to access and print their respective CSRs under the "Do-It-Yourself" Policy.

This new innovation will certainly stop the typographical errors, among others, during the encoding process. In order for MAIs to ensure the smooth implementation of the DIY, they shall observe the following:

- ~ Only the authorized representatives of the accredited MAIs shall be allowed or given access to the LTO system;
- ~ That the data encoded are 100% correct and accurate prior to uploading in the LTO system; and
- ~ Accredited MAIs shall strictly observe their assigned schedule for uploading.

Given the above-mentioned rules to be observed by the accredited MAIs, the only acceptable modifications this Office shall allow are the data errors that emanated from the Bureau of Customs and from the Dealer/Assembler for the component parts. Below are the types of system updates that are allowed and their corresponding required attachments:

TYPE OF UPDATE	REQUIRED ATTACHMENTS
1. CHANGE/CORRECTION OF ENGINE NO., CHASSIS NO. AND/OR BODY IDENTIFICATION NO. (APPLICABLE ONLY TO MOTOR VEHICLES THAT ARE NOT YET REGISTERED)	LETTER REQUEST, CERTIFICATE OF STOCK REPORTED, BOCCERTIFICATE OF PAYMENT AND BOC-CO AMENDMENT, SALES INVOICE OF CHASSIS/ENGINE (IF SOLD OUT), STENCILS, SCREENSHOT OF ERRORS
2. DELETION OF ENGINE/CHASSIS	LETTER REQUEST, CERTIFICATE OF STOCK