

[LTO MEMORANDUM, June 03, 2005]

STOCKS AND SALES REPORTING

In line with our desire to facilitate the processing of stocks and sales reports, a system will be tested at the CO-Registration Section and National Capital Region.

Effective June 6, 2005, the Registration Section, Central Office shall handle all stocks reporting of all members of CAMPI, TMA, and MDPPA, LTO accredited importers of other motor vehicles and components whose port of entry is in Manila and all other MAIDs clients who were accredited by LTO NCR and LTO Central Office.

The processing of special reporting such as those enumerated in Memo Circular No. 542-2004 shall be done at the National Capital Region.

All sales reporting of stock reports submitted to the CO-Registration Section shall be done at the National Capital Region.

In view of the above procedure, a two-day processing time for the Certificate of Stock Reports (CSR) and a two-day processing time for sales reports are expected.

Your cooperation on this matter is hereby enjoined.

Adopted: 03 June 2005

(SGD.) BELLA G. BERMUNDO
Officer-in-charge



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