

**[LTO MEMORANDUM CIRCULAR NO. 652-2005,
October 10, 2005]**

STOCK AND SALES REPORTING

In the best interest of the service, to safeguard the integrity of the system, to ensure that only accredited MAIDRS clients can transact business with the Land Transportation Office and to monitor the transactions of the accredited MAIDs, the following guidelines are hereby set for the observance of all concerned:

I. Stock Reporting

1.1 The Registration Section, LTO Central Office shall handle all stock reporting of the following: (a) all members of CAMPI, TMA and MDPPA; (b) LTO accredited importers of motor vehicles and components whose PORT OF ENTRY is in MANILA; and (c) all other MAIDRS clients who were accredited by LTO NCR and LTO Central Office.

1.2 The processing of special reporting such as those enumerated in Memorandum Circular No. 542-2004 (Guidelines in the Reporting of Rebuilt Motor Vehicles, Undocumented MVs and Motorcycles and Stamping of Chassis Number and Locally-Built Chassis in MAIDRS) shall be done at the National Capital Region.

1.3 All other regions shall process stock reporting of MAIDRS clients accredited by their respective regions and imported motor vehicles and component parts imported into the country by Importers whose Port of Entry is within the GAOR of the LTO REGIONAL OFFICE.

1.4 Except for those motor vehicles covered by MC No. 513-2004 (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 Vehicles both CKD and CBU) and MC No. 546-2004 (Streamlined Procedure in the Registration of used Imported MVs) no processing of CSR for imported vehicles and component parts shall be effected without prior verification of the Original BOC-CP.

1.5 Manual processing of Stock Reports is strictly prohibited.

2. Verification of BOC Certificate of Payment

2.1 Meantime that the BOC-CP is centralized, the verification of the original CP shall be accessed online by the Regional Offices through email.

3. Sales Reporting