

[LTO MEMORANDUM, December 15, 2003]

REVISIONS/ADDENDUM TO MEMORANDUM CIRCULAR NO. MC-90-120 OTHERWISE KNOWN AS THE GUIDELINES IN THE REQUISITION AND ISSUANCE OF CHANGE CLASSIFICATION AND DUPLICATE PLATES

In addendum to the existing Memorandum Circular for the Requisition and Issuance of Change Classification and Duplicate plates, the following clearances are hereby required for better control and protection of both the vehicle owners and issuing officials.

For applications in Metro Manila:

1. Clearance from the Traffic Management Group (TMG), Philippine National Police
2. Clearance from the Metro Manila Development Authority (MMDA)

For applications outside of Metro Manila:

1. Clearance from the Traffic Management Group (TMG), Philippine National Police
2. Clearance from the Local Government Units. (Municipality/City Hall)

Moreover, it is reiterated that only the Requisitions and Issue Vouchers for Duplicate Plates are to be forwarded to the LTO Central Office for processing. All supporting documents are to be retained at the Regional Offices for recording and safe keeping.

For immediate and strict compliance.

Adopted: 15 Dec. 2003

(SGD.) ANNELI R. LONTOC
Assistant Secretary

