

[LTO MEMORANDUM CIRCULAR NO. BGC-MC-99280, May 17, 1999]

**GUIDELINES IN THE ISSUANCE OF CONFIRMATION
CERTIFICATES OF DEALER'S REPORTS**

In the interest of the service and in order to minimize if not eradicate proliferation of fake confirmation certificates of dealer's reports, the following guidelines are set forth:

1. The collection of the certification fees for confirmation certificates issued by the Registration Section, Office and Operations Division of the Regional Offices shall be made at their respective Collection Units and acknowledged thru the issuance of Miscellaneous Receipt (MR).
2. The distribution of the different copies of the confirmation shall now be as follows:
 - a. District Office Copy — shall be given to the registering District Office which will form part of the registration records of the motor vehicle.
 - b. File Copy (formerly the CHPG copy) — shall be used as a File Copy, retained by the Collection Unit which will be attached to the Auditor's Copy of the MR and will also serve as Pay order Slip (POS).
 - c. Record's Copy — shall be sent back by the registering district office to the issuing office (Registration Section, Operations Division — Sectoral Office or Operations Division, Regional Office)
 - d. EDP copy — shall be retained by the Regional Section Operations Division-Sectoral Office/Operation's Division, Regional Office.
3. The Record's copy of the Confirmation Certificate which is sent back to the issuing office shall serve as the basis for reconciliation with the existing file. In case of discrepancies, the Assistant Secretary shall order the registering district office to:

FOR NEW

- a. confiscate the documents
- b. impound the motor vehicle.

RENEWAL

- a. recall the Certificate of Registration (CR) and Official Receipt (OR) of payment issued;
- b. recall the number plates issued to the motor vehicle and if not surrendered, place