

**[LTO Memorandum Circular No. AVT-2015-1930,
March 30, 2015]**

**GUIDELINES IN THE ENFORCEMENT OF THE NO REGISTRATION,
NO TRAVEL OF FOUR WHEELED MOTOR VEHICLES UNDER JOINT
ADMINISTRATIVE ORDER NO. 2014-01**

Adopted: 30 March 2015

Date Filed: 01 April 2015

Pursuant to JAO No. 2014-01 the following guidelines shall be strictly implemented for the conduct of law enforcement operations of the no registration, no travel policy of this Office against four (4) wheeled motor vehicles:

1. When making an apprehension, and when performing their duties as such, the LTO Enforcer or LTO Deputized Agent must at all times, wear their official uniform and official ID;
2. The Enforcer shall stop or flag down 4 wheeled motor vehicles which do not bear LTO issued license plates and/ or the corresponding third plate sticker on the windshield;
3. Upon flagging down of a motor vehicle, the Enforcer shall approach the motor vehicle and require the driver/motor vehicle owner to present the following:
 - a) Current Official Receipt (OR);
 - b) Certificate of Registration (CR), or photocopy thereof;
 - c) Driver's License.
4. If the driver/motor vehicle owner is able to present the OR/CR, the motor vehicle owner shall be charged with the Failure to Attach Authorized Motor Vehicle License Plates under Section II. (e) of the joint Administrative Order (JAO) No. 2014-01, which carries the penalty of fine in the amount of Five Thousand Pesos (Php5,000.00);
5. The above shall not apply if an application for Special Plates was made by the owner of the motor vehicle, provided that he/she is able to present the LTO official receipt for the payment of such application;
6. If the driver/motor vehicle is unable to present the OR/CR, the motor vehicle being alleged to be under the process of registration with this Office, the Enforcer shall require instead the presentation of the following:
 - a) Sales Invoice of the Motor Vehicle, the same being dated within seven days prior to the date of apprehension;
 - b) Certificate of Cover (COC) of Third Party Liability (TPL) Insurance, the same being dated on or after the issuance of the above Sales Invoice;
 - c) Certificate of Stock Reported (CSR) as issued by this Office, the same dated on or prior to the issuance of the above Sales Invoice.