

**[ LTO Memorandum, December 22, 2014 ]**

**REMINDERS IN THE PROCESSING OF REPLACEMENT OF PLATES  
AND CHANGE CLASSIFICATION TRANSACTIONS**

*Adopted: 22 December 2014*

*Date Filed: 05 January 2015*

In connection with the implementation of Memorandum Circular No. AVT-2014-1895 dated 11 December 2014, re: Replacement of the Old License Plates for Motor Vehicles, you are hereby reminded that any vehicle with a record of Miscellaneous Transaction, e.g. Motor Vehicle Permits, Verification Report Request, as its initial transaction for period prior to 7 December 2009, shall not be considered for Renewal Registration for the current year and Replacement of Plate transactions. The details of the vehicle including certified photocopy of documents, shall be endorsed to the Central Office, Management Information Division for the generation of Audit Trail Report. The Audit Trail Report shall be the basis for the evaluation and analysis of the transactions by the Operations Division and Internal Audit Division.

Only new format plates shall be surrendered for Change Classification transactions that require the change of plate. The surrender of the new format plates shall be mandatory upon release of the plate corresponding to its new classification.

For strict and immediate compliance.

(SGD) ATTY. ALFONSO V. TAN, JR.  
*Assistant Secretary*



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