

**[ LRA CIRCULAR NO. 01-2012, January 02, 2012 ]**

**GUIDELINES ON THE PAYMENT OF LRA FEES AND IT SERVICE FEES IN THE FORM OF MANAGER'S CHECK**

This Circular is issued for the purpose of prescribing rules and procedures to guide the registering public in the payment of Manager's Check for transactions entered at the Registries of Deeds and LRA Central Office.

The following procedures shall be observed in the Registries of Deeds and LRA Central Office:

1. A separate Manager's Check shall be presented by the registrant in the payment of LRA Fees and IT Fees, which shall be in accordance with the amount indicated in the Assessment Form generated by the Computerized System;
2. For the payment of the LRA Fees, the Manager's Check shall be made in the name of:
  - a. "Registry of Deeds of (name of Registry of Deeds)" – for payment of transactions entered at the Registry of Deeds; or
  - b. "Land Registration Authority" – for payment of transactions entered at the LRA Central Office.
3. For Payment of IT Service Fees, the Manager's Check shall be in the name of:
  - a. "Registry of Deeds of (name of Registry of Deeds) – for the account of PNB Trust Banking Group as Escrow Agent for Trust Account No. 161144TA01" – for payment of transactions entered at the Registries of Deeds; or
  - b. "Land Registration Authority – for the Account of PNB Trust Banking Group as Escrow Agent for Trust Account No. 161144TA01" – for payment of transactions at the LRA Central Office.

This Circular shall take effect after fifteen (15) days from its publication in a newspaper of general circulation, and the filing of three (3) copies hereof with the University of the Philippines Law Center.