

**[ LTO MEMORANDUM CIRCULAR NO. RIB-2008-925, January 25, 2008 ]**

**REGISTRATION OF IMPORTED BRAND NEW AND USED MOTOR VEHICLES**

Effective immediately, the following guidelines and procedures are hereby instituted for the observance of all concerned in the confirmation and registration of brand new and used imported motor vehicles except for those motor vehicles imported pursuant to the Motor Vehicle Development Program (MVDP) of the Government:

**I. Encoding and Confirmation of Certificates of Payments**

1. An Encoding Unit shall be created at the Registration Section, Central Office which will be responsible in the encoding through the MAIDRS Facility the Certificate of Payment (CP) data using the original CP submitted by the Bureau of Customs as basis. The said CP data can be viewed at the Regional and District Offices through the MAIDRS Facility.

2. The encoded CP data shall be used as basis in the issuance of the Certificate of Stock Reported (CSR) in the Registration Section and in all Regional Offices.

**II. Processing of Certificate of stock Reported**

1. The importer/dealer shall submit the following documents to the Registration Section, Central Office or to the Operations Division, Regional Office:

- a. Copy of current LTO Accreditation as MAID
- b. Stock report
- c. Certificate of Tax Payment and Clearance from the BOC accompanied by the bill of lading, informal entry, packing list, commercial invoice, chassis and engine stencils; and
- d. Picture of the motor vehicle subject of registration showing the external as well as the internal appearance of the motor vehicle.

2. The Registration Section, Central Office or the Operations Division, Regional Office shall process and issue the CSR upon verification of CP and other pertinent data in the MAIDRS.

3. The guidelines in the stock reporting prescribed in Memorandum Circular No. 652-2005 shall still be observed, except that encoding of all CPs shall be done at the Encoding Unit at the Central Office that will be created for the purpose.

**III. Sales Reporting**

1. Sales reporting shall be done at the Regional Offices upon presentation of the