

**[ LTO MEMORANDUM CIRCULAR NO. 523-2004,  
June 30, 2004 ]**

**MANUAL PROCESSING OF TRANSACTIONS WITHOUT COMPUTER  
FEES**

Certain material legal and technical issues including the absence of CAIF should first be resolved relative to the covered "subject systems, functionalities and sites" as mentioned in the letter dated 30 June 2004 of Stradcom Corporation. The collection of computer fees thereon should therefore be deferred pending the resolutions of these concerns.

You are therefore directed to resort to the manual processing of transactions involving Law Enforcement and Traffic Adjudication System (LETAS), Manufacturers, Assemblers, Importers, Dealers Reporting System (MAIDRS) and Automated Drivers Licensing Examination (ADLE) without collection of computer fees, until further instruction from the undersigned.

Further, you are directed to institute monitoring controls on all the manually processed transactions.

For strict compliance.

Adopted: 30 June 2004

(SGD.) ANNELI R. LONTOC  
*Assistant Secretary*



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