

**[LTFRB JOINT LTO-LTFRB MEMORANDUM
CIRCULAR NO. 2004-002, August 06, 2004]**

**DIRECT TURN-OVER AND SURRENDER OF RETURNED PLATES OF
PUBLIC UTILITY VEHICLES TO LTFRB FOR ACTUAL INSPECTION
AS A REQUIREMENT FOR DROPPING AND SUBSTITUTION
PROCESS**

Pursuant to the agreements during the Joint Land Transportation Office (LTO)-Land Transportation Franchising and Regulatory Board (LTFRB) Conference last 15 July 2004 in Tagbilaran, Bohol, it was agreed upon that LTFRB should implement the actual and physical inspections of all Public Utility Vehicle (PUV) returned and/or surrendered plates issued by LTO prior to LTFRB's Dropping and Substitution Process. This new regulation was imposed due to the increasing reports of illegal duplication and unauthorized use of PUV plates.

As such, effective 23 August 2004, all PUV operators applying for Dropping and Substitution shall directly turn-over and surrender all Returned Plates to LTFRB. Consequently, all LTFRB offices shall issue acknowledgment receipts to the applicant/operator, duly signed by the Regional Directors for LTFRB regional offices and the Chief, Technical Evaluation Division for LTFRB-Central Office.

Moreover, during the assessment of Petitions/Applications for LTFRB Dropping and Substitution, duly authorized LTFRB evaluators shall ensure that all plates of PUV dropped units are tallied and accounted for. No Motion for Retention of Plate(s) shall be entertained by LTFRB. In cases of declaration of lost plates, operators shall apply for duplicate plate(s) with LTO and surrender these to LTFRB for actual and physical inspection. All submitted plates shall be cut crosswise and lengthwise and turned over to LTO for final disposition with the corresponding duplicate copies of acknowledgment receipts.

Further, all LTO Public Utility Vehicle Registration Centers, Regional and District Offices are hereby advised to direct all PUV operators to LTFRB-Central Office and Regional Offices concerned, when it comes to those who are surrendering PUV plates and applying for Receipt of Returned Plates and Licenses (RRPL) for the purpose of Dropping and Substitution of PUV units. However, for those PUV units with expired LTO Registration, appropriate penalties, fees and charges, particularly Motor Vehicle User's Charge shall be collected by LTO.

Failure to comply with this Joint Memorandum Circular shall be dealt with accordingly.

This Joint LTO-LTFRB Memorandum Circular shall take effect fifteen (15) days following the filing of three (3) copies hereof with the UP Law Center, pursuant to Presidential Memorandum Circular No. 11, dated 09 October 1992.