

**[LTO MEMORANDUM CIRCULAR NO. MC-91-137,
June 06, 1991]**

**AMENDING PORTION OF CIRCULAR NO. 123 DATED DECEMBER
27, 1966 AND MC NO. 88-056 DATED 16 JUNE 1988 RE CHANGE
VENUE, AND TRANSFER OF OWNERSHIP OF MOTOR VEHICLES**

Pursuant to Section 4 (d) of Republic Act 4136 as amended, otherwise known as the Land Transportation Traffic Code, the following rules and regulations governing the transfer of ownership of motor vehicles and change venue transactions are hereby promulgated for the guidance and compliance of all concerned:

1

Venue

As a general rule, all transactions involving the transfer of ownership as well as change venue of a motor vehicle shall be effected at the LT District Office that issued the current Registration Certificate. However, the same may be effected in another LT District Office when the residence or place of business of the transferee/vendee or the owner is within the geographical area of responsibility of the said District Office, in which case, confirmation of the Registration Certificate and latest payment shall be required.

2

Confirmation

2.1 All requests for and reply to confirmation shall be accomplished in four (4) copies or quadruplicate, using the prescribed format, a mailing envelope and return card with identical control numbers, hereto attached as Annexes "A", "B" and "C"* and shall be sent through registered mail with return card. It shall be the responsibility of the Records Officer or Designate to maintain a logbook with a prescribed format, as hereto attached marked as Annex "D". In no case shall anyone affix his/her signature of the "Request for Motor Vehicle Confirmation or Confirmed Request for Confirmation" except the respective Records Officer or Designate and the Supervising/Senior Transportation Regulation Officer/Officer-in-Charge. *In no case shall the same be handcarried.*

The request shall be accomplished with the following documents:

For Transfer of Ownership

- 2.1.1 Original copy of the Motor Vehicle Inspection Report (MVIR) duly accomplished and approved by the Public Utilities Regulation Officer (PURO). (It shall be understood that the motor vehicle shall be physically inspected by the requesting LT District Office.)