

## **[ MEMORANDUM, June 27, 2018 ]**

### **LTO KIOSK MOTOR VEHICLE REGISTRATION RENEWAL GUIDELINES**

*Adopted: 20 April 2018*

*Date Filed: 27 June 2018*

With the thrust to modernize LTO public services, this Office will be commencing with the phased deployment of the LTO Kiosk, a self-service kiosk designed to provide detailed information about various LTO services, announce latest public advisories and provide pertinent LTO-related information. The first pilot unit has been deployed at Diliman District Office last December 28, 2017 and has proven to be useful for LTO clients. Subsequent batches of units shall be deployed in the coming months.

Moreover, the LTO Kiosk allows the public to electronically renew their MV registration. This will help decongest LTO sites and improve service efficiency.

Initial deployment of the LTO Kiosk's MV Renewal function will commence at Diliman District Office on April 24, 2018.

In line with this, below are the guidelines for the LTO Kiosk MV Renewal:

1. The MV Renewal system will process only plain renewal of Private and For- Hire motor vehicles that do not have and pending alarms and/or apprehensions.

Tricycles and vehicles with renewal of permits are not allowed to renew via the LTO Kiosk.

For MV Renewal transactions that do not fall under the above conditions, regular MV Renewal processing shall be followed.

2. LTO sites that have been provided with LTO Kiosk units equipped with the MV Renewal function are directed to identify an MV Inspector and Customer Service Representative responsible for the use of the LTO Kiosk MV Renewal.

- The MV Inspector will be ultimately responsible for the upkeep, safety, and operations of the LTO Kiosk.

- A username and password will be assigned, which must be kept confidential at all times;

- Log in and shut down the LTO Kiosk during Start of Day and End of Day;