

**[LTO Memorandum Circular No. AVT-2015-1917,
March 04, 2015]**

CENTRALIZED CORRECTION OF YEAR MODEL

Adopted: 04 March 2015

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In compliance to the LTO-LTFRB Joint Administrative Order No. 2014-02 dated 27 October 2014, correction of year model shall now be done at the Central Office. The Joint Administrative Order was conceptualized to address discrepancies or non-uniformity in the determination of year model.

To ensure the smooth implementation of requests for the correction of year model of brand new and rebuilt motor vehicles at the Central Office, the following guidelines and procedures are hereto issued for guidance and compliance of all concerned.

1.0 General Guidelines

1.1 The determination of the year model as prescribed in the LTO-LTFRB Joint Administrative Order No. 2014-02 dated 27 October 2014 is as follows:

1.1.1 Brand New Motor Vehicles - the year model of the motor vehicle as indicated by the Manufacturer, Assembler and Importer in their stock reporting under the "Do It Yourself" policy per Administrative Order No. AVT-2014-023.

1.1.2 Rebuilt Motor Vehicle

1.1.2.1 If any of the major component (engine/chassis/body) was taken from a previously registered vehicle, the oldest component shall be the basis of the year model;

1.1.2.2 If any of the component is used imported, the year model shall be based on the oldest component of either engine or chassis. In any case, the year the unit is completely rebuilt as indicated in the Affidavit of Rebuilt submitted by the rebuilder's authorized representative shall be referred as "Year Rebuilt".

1.1.3 Used Imported Motor Vehicle - the year of manufacture/assembly as specified in the vehicle identification number of the completely built unit (CBU).

1.2 The correction of the year model shall be requested using the existing Request for System Update (RSU) form and this has to be signed by the Head of the District/Extension Office.