

**[LTO Memorandum Circular No. AVT-2015-1919,
March 03, 2015]**

**REVISED GUIDELINES IN THE STAMPING OF CHASSIS NUMBER
AND STOCK REPORTING OF LOCALLY-BUILT CHASSIS AND
TRAILER**

*Adopted: 03 March 2015
Date Filed: 16 March 2015*

In accordance with Administrative Order No. AVT-2014-023 dated 23

January 2014 and in order to establish uniformity in the stamping of chassis number and stock reporting by the accredited manufacturer of locally-built chassis and trailer, the following procedures are hereby promulgated for the compliance and guidance of all concerned, to wit:

1. Stamping/engraving of chassis number by the accredited manufacturer of local chassis and trailer shall require the approval and supervision of the concerned Operations Division, Regional Office.
2. A logbook shall be maintained by the Operations Division, Regional Office for recording and monitoring purposes of the chassis number to avoid duplication of the serial number. A report and indorsement of the stamped chassis number shall be submitted to Operations Division, Central Office.
3. The chassis number to be stamped/engraved by the accredited manufacturer shall be a minimum of fourteen (14) characters and maximum of seventeen (17), as described as follows:

(See Image (NAR) VOL. 26 NO. 1/ JANUARY - MARCH 2015 page 395)

e.g. ABC-2015-0001-C

Where:

ABC - means Alpha Bravo Corporation
2014 - means year of manufacture
0001 - means sequential number
C - means Chassis

4. The characters of the chassis number shall, in all cases, be legible, durable and not easily altered.