

[LTO MEMORANDUM, June 06, 2014]

**SUBMISSION OF MONTHLY INVENTORY REPORT OF
CERTIFICATE OF STOCK REPORTED**

Adopted: 06 June 2014

Date Filed: 16 June 2014

Pursuant to Item No. 11.1.8 of the Administrative Order No. AVT-2014-223 dated 23 January 2014 on the Revised Rules and Regulations on the Accreditation and Stock Reporting of Manufacturers, Assemblers, Importers, Rebuilders, Dealers and Other Entities Authorized to Import Motor Vehicles and/or its Components, you are hereby required to submit the **monthly inventory report of the certificate of stock reported** processed by your authorized representative at the Do-It-Yourself/CSR Processing Room.

You may submit your monthly report starting March 2014 to June 2014 to the Office of the Assistant Secretary through Operations Division on or before 31 July 2014. Thereafter, a monthly report shall be likewise submitted every 15th day of the succeeding month.

Attached is the template* for your ready reference.

For compliance.

(SGD) ATTY. ALFONSO V. TAN, JR.
Assistant Secretary

** Text Available at the Office of the National Administrative Register, U.P. Law Complex, Diliman, Quezon City.*



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