

**[ LTO MEMORANDUM CIRCULAR NO. 489-2004,  
January 07, 2004 ]**

**IMPLEMENTATION OF THE MEMORANDUM OF AGREEMENT  
AMONG BOC, LTO, PNP-TMG, CAMPI AND TMA ON THE  
REGISTRATION OF AUTOMOBILES AND TRUCKS IMPORTED AS  
CKD AND CBU BY THE PARTICIPANTS OF THE MVDP**

In order to provide an improved and responsive public service to the LTO clients and pursuant to the Memorandum of Agreement (MOA) entered into by this Office with the Bureau of Customs (BOC), Philippine National Police (PNP) - Traffic Management Group (TMG), Chamber of Automotive Manufacturers of the Philippines, Inc, (CAMPI), and the Trucks Manufacturers Association, Inc. (TMA), the following guidelines and procedure are hereby set for the registration of automobiles and trucks as Completely Knocked-Down (CKD) and Completely-Built-Up (CBU) by the participants of the Motor Vehicle Development Program (MVDP):

1. For purposes of brevity the word "AUTOMOBILE" shall have the same meaning as the phrase "motor vehicle" defined under the Republic Act 4136 otherwise known as the "Land Transportation and Traffic Code";
2. This memorandum circular shall cover all automobiles and trucks as defined in item number 1, imported as CKD and CBU by the members of CAMPI and TMA who are also participants to the Motor Vehicle Development Program (MVDP);
3. The Registration Section, Central Office/Regional Office with installed MAIDRS shall accept and process stock reports covering the aforementioned motor vehicles by submission of the owner's green copy of the Bureau of Customs Certificate of Payment. Thus, the MVDP participants shall submit to the LTO the Assembler's Stock Report (ASR) based on the prescribed format of LTO, together with the importation documents such as packing list, bill of lading, commercial invoice from the country of origin, import entry declaration, stencils of the engine and chassis/frame numbers, owner's copy (green copy) of the BOC CP and the official receipt covering the imported unit indicated in the certificate of payment;
4. The LTO shall within three working days from receipt of the ASR issue the corresponding CSR (proof list) to the MVDP participants which they will present to the PNP-TMG a certified true copy in compliance to RA 6539;
5. LTO shall effect the registration of the covered motor vehicles without the need for the issuance of Certificate of Confirmation (CC), the release