

**[LTO MEMORANDUM CIRCULAR NO. 546-2004,
September 20, 2004]**

**STREAMLINED PROCEDURE IN THE REGISTRATION OF USED
IMPORTED MOTOR VEHICLES**

In the best interest of the service and in compliance with the Cabinet Oversight Committee on Anti-Smuggling (COCAS) directive to address the problem on the smuggling of motor vehicles, the following guidelines and procedures are hereby set for the guidance and strict compliance of all concerned:

1. This Memorandum Circular shall cover the registration of used imported motor vehicles by the importers/locators in Subic Freeport Zone to ensure that motor vehicles are duly registered before they get out of the Freeport Zone;
2. All imported motor vehicles that landed at the Subic Freeport Zone shall be registered only at the LTO Subic Extension Office at the SBMA. These motor vehicles should undergo roadworthiness and smoke emission tests at the LTO authorized Motor Vehicle Inspection Stations at SBMA. Certificate of Compliance to Emission Standards shall be issued at the LTO Subic Extension Office at SBMA;
3. The Importers/Locators shall submit the following documents to the LTO Regional Office (LTO Region 3):
 - a. Copy of the current LTO Accreditation
 - b. Stock reports; and
 - c. BOC-CP with the bill of lading, informal entry, packing list, commercial invoice, chassis and engine stencils;
4. The Regional Office shall issue the Certificate of Stock Reports (CSR) to the Importers/Locators;
5. The Importers / Locators / Dealers shall submit sales report to the LTO Regional Office for the encoding / uploading of the sales report in the Manufacturers, Assemblers, Importers and Dealers Reporting System;
6. The Dealer / Buyer shall present the following documents to the LTO District Office for the registration of the motor vehicle: