

[LTO MEMO CIRCULAR NO. 542-2004, September 15, 2004]

GUIDELINES IN THE REPORTING OF REBUILT MOTOR VEHICLES, UNDOCUMENTED MOTOR VEHICLES AND MOTORCYCLES AND STAMPING OF CHASSIS NUMBER OF LOCALLY-BUILT CHASSIS IN MAIDRS

In view of the implementation of the LTO-IT Project and to preserve the integrity of the motor vehicle database, only the Registration Section of the Regional Offices are hereby authorized to encode motor vehicle data relative to the initial registration of rebuilt motor vehicles and undocumented motor vehicles and motor cycles and stamping of chassis number of locally-built chassis using the Special Reporting Facility of the Manufacturers, Assemblers, Importers, Dealers Reporting System (MAIDRS). Hereunder are the rules to be observed:

1. REPORTING of rebuilt unit when the engine and/or chassis are part of previously registered motor vehicle.

1.1 The following documents shall be submitted to the MAIDs Section at the Regional Offices:

1.1.a. Certificate of Registration and latest official receipt of payment of registration fees of engine, chassis and body;

1.1.b. Confirmation of the Registration Certificate and official receipt of payment from the registering District Office that issued CR/OR if motor vehicle is to be registered anew in another District Office;

1.1.c. Affidavit of rebuilt executed by the owner and the mechanic, stating among others the date of completion of the motor vehicle;

1.1.d. Certificate of Compliance of Emission Standard (Issued by DOTC or LTO Regional Office authorized by DOTC).

1.2 The Regional Office shall issue a Certificate of Stock Reported to the registrant certifying that the motor vehicle was reported to the LTO in compliance with RA 6567.

1.3 At the District Office, the evaluator must validate the documents presented by the registrant before registration. The MAIDRS data should tally with those of the documents presented. If discrepancy occurs, registration will not proceed. In no case shall the evaluator effect any change on the data reflected under the computerized system.

2. REPORTING of rebuilt unit when engine, chassis and body are local:

2.1 The following documents shall be submitted to the MAID Section of the Regional Office:

2.1.a. Commercial invoice of engine, chassis and body.

2.1.b. Authenticated sales report of engine, chassis and body.

2.1.c. Affidavit of rebuilt executed by the owner and mechanic, stating among others the date of completion.

2.1.d. Certificate of Compliance with Emission Standard issued by DOTC or LTO Regional Office authorized by DOTC.

2.2 The Regional Office shall issue a Certificate of Stock Reported to the registrant certifying that the motor vehicle was reported to the LTO in compliance to RA 6567.

2.3 At the District Office, the evaluator must validate the documents presented by the registrant before registration. The MAIDRS data should tally with those of the documents presented. If discrepancy occurs, registration will not proceed. In no case shall the evaluator effect any change on the data reflected under the computerized system.

3. REPORTING OF (CHOP-CHOP) REBUILT UNIT when the engine, chassis and body are imported.

3.1 The following documents shall be submitted to the MAIDs Section of the Regional Office:

3.1.a. Commercial invoice of engine, chassis and body.

3.1.b. Authenticated sales report of engine, chassis

and body.

3.1.c. Authenticated green copy of BOC-CP of engine, chassis, and body.

3.1.d. Authenticated copy of BIR-CP.

3.1.e. Affidavit of rebuilt executed by the owner and mechanic, stating among others the date of completion.

3.1.f. Certificate of Compliance with Emission Standard issued by DOTC or LTO Regional Office authorized by DOTC.

3.2 The Regional Office shall issue a Certificate of Stock Reported to the registrant certifying the motor vehicle was reported to the LTO in compliance with RA 6557.

3.3 At the District Office, the evaluator must validate the documents presented by the registrant before registration. The MAIDRS data should tally with those of the documents presented. If discrepancy occurs, registration will not proceed. In no case shall the evaluator effect any change on the data reflected under the computerized system.

4. REPORTING OF Undocumented motor vehicles and components.

4.1 Applicable only to the following motor vehicle and components:

4.1.a. Trucks and utility vehicles of World War II vintage.

4.1.b. Motor vehicles and components with Sales Invoice report duly received by the LTO prior to July 8, 1988.

4.1.c. Motor vehicles and components previously registered but whose records can no longer be traced despite diligent efforts exerted due to "force majeure".

4.2 The following documents shall be submitted to the MAIDs Section of the Regional Office:

4.2.1. Duly accomplished application form

4.2.2. Duly accomplished MVIR

4.2.3. Payment of application fee of P100.00

4.2.4. Affidavit of Publisher and copies of the newspaper containing the publication of the notice to register