

**[LTO MEMORANDUM CIRCULAR NO. 98-261,
February 20, 1998]**

**COVERAGE OF CONFIRMATION OF DEALER'S REPORT ISSUED BY
LTO REGIONAL OFFICES**

In order to effect expeditious delivery of service to public clients as mandated by law and to facilitate registration of motor vehicles as a mandatory requirement under Sec. 5, R.A. No. 4136, as amended by BP 74, within the period of seven (7) days from acquisition of title or ownership of a motor vehicle, LTO Regional Offices are hereby given the authority to issue Confirmation Certificate of dealer's reports received, recorded and on file in said offices, which shall be valid, recognized and accepted in all district offices nationwide, subject to the usual reconfirmation from the issuing LTO Regional Office.

LTO Form No. 25 (Confirmation Certificate) shall be allocated to all Regional Offices and shall be the official form to be used in all confirmations and shall also serve as official receipt.

The duty of LTO Regional Offices to submit periodic reports of dealer's reports to Registration Section for recording and filing shall continue to be in force, and compliance thereof shall be regularly monitored by the Management Services Section, Central Office.

All previous circulars, memoranda or orders in conflict herewith are hereby superseded.

Adopted: 20 Feb. 1998

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Assistant Secretary



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