

**[LTO ADMINISTRATIVE ORDER NO. 97-004,
August 08, 1997]**

ACCREDITATION OF REBUILDERS OF TRUCKS

Pursuant to the provisions of Republic Act No. 4136, otherwise known as the Land Transportation and Traffic Code, as amended and Republic Act No. 6539, known as the Anti-Carnapping Act of 1972, the following rules and regulations on accreditation of rebuilders of trucks are hereby promulgated for the information, guidance and compliance of all concerned.

SECTION 1. Definition of Terms — The following terms, for purposes of these regulations are defined as follows:

- a. *Rebuilder* — shall mean any person, firm, partnership or corporation who is engaged in the reconditioning and reassembling of a whole unit of motor vehicle out of imported and/or local components.
- b. *Component* — shall mean any major part of a motor vehicle namely engine/motor, body or chassis.
- c. *Truck* — shall mean any motor vehicle whose body configuration is designed to carry heavy loads, general freight, or for special purpose, regardless of gross vehicle weight.
- d. *Accreditation Committee* — shall mean the group authorized by the Assistant Secretary of Land Transportation Office (LTO) to evaluate, analyze and recommend approval of application for accreditation.
- e. *Accreditation Permit* — shall mean the authority granted by the Land Transportation Office (LTO) to be able to transact business relative to the registration of the subject motor vehicle.
- f. *Application Fee* — shall mean the amount to be collected upon filing of an application for accreditation.
- g. *Accreditation Fee* — shall mean the amount to be collected upon approval of the application for accreditation.
- h. *Renewal Fee* shall mean the amount to be collected for the renewal of accreditation.

SECTION 2. Scope — Any person, firm, partnership or corporation engaged in rebuilding of trucks as defined in Section 1 hereof, who intends to transact business with LTO relative to the registration of the subject motor vehicle, shall file for accreditation with the LTO.

SECTION 3. Procedure — In applying for accreditation as rebuilder of truck, the following steps shall be followed:

3.1 Application for Initial Accreditation:

a. The applicant shall submit a duly accomplished application form, together with the documentary requirements hereinafter set forth, to the LTO through the Committee on Accreditation.

Upon filing of the application for accreditation, an application fee shall be collected hereinafter set forth.

In case of the National Capital Region (NCR), application shall be filed at LTO Central Office; East Avenue, Quezon City. While in case of other regions of the country, application shall be filed at the LTO Regional Office where the concerned establishment operates.

b. The Committee on Accreditation evaluates the application, conducts ocular inspection of the establishment, facilities and equipment and recommends approval or disapproval of application to the LTO Assistant Secretary depending upon the result of evaluation.

c. The Assistant Secretary, upon finding the application satisfactory, may approve the application and issue an Accreditation Permit.

Upon approval of the application, an accreditation fee shall be collected hereinafter set forth.

3.2 Application for Renewal of Accreditation:

The renewal of accreditation shall be filed, processed and approved at the LTO Regional Office where the concerned establishment operates. However in case of NCR, it shall be done at the LTO Central Office. In order to update the data base of all accredited truck rebuilders in the country, all LTO Regional Offices shall submit an updated record of all renewed accreditation to the Accreditation Committee at LTO Central Office.

a. The applicant shall present its latest Accreditation Permit and the corresponding official receipt of payment to the LTO Regional Office or LTO Central Office, as the case may be.

b. In securing the renewed Accreditation Permit, the person/ entity concerned must submit a valid and appropriate Mayor's Permit.

SECTION 4. Documentary Requirements — The following documents shall be submitted upon filing an application for accreditation/authorization:

a. Securities and Exchange Commission (SEC) Certificate of Registration and Articles of Incorporation and By-Laws, if corporation or partnership;

b. Certificate of Business Name Registration from the Department of Trade and