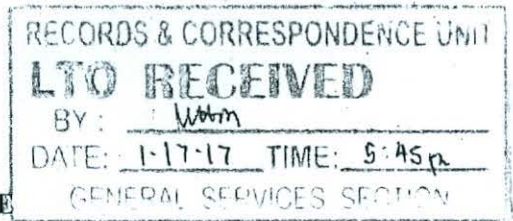




REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF TRANSPORTATION
LAND TRANSPORTATION OFFICE

East Avenue, Quezon City
E-mail Address: ltombox@lto.gov.ph • Website: www.lto.gov.ph



10 November 2016

ADMINISTRATIVE ORDER NO. 2017-035

SUBJECT: SALES REPORTING OF MOTOR VEHICLE UNDER THE "DO-IT-YOURSELF" SYSTEM

In accordance with Republic Act No. 4136, otherwise known as "The Land Transportation and Traffic Code," as amended, and Republic Act No. 10883, otherwise known as the "Anti-Carnapping Act of 2016," the rules and regulations on sales reporting of motor vehicle under the "Do-it-Yourself" System are hereby promulgated for the compliance, information and guidance of all concerned.

1. SCOPE

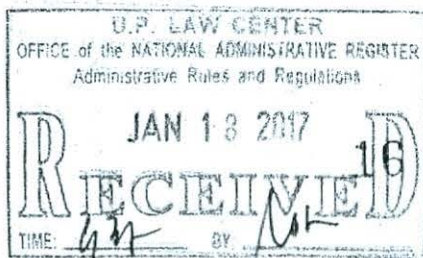
This Order covers the sales reporting of all types of motor vehicles and/or its components by the accredited dealers under the Do-it-Yourself (DIY) System.

2. OBJECTIVES

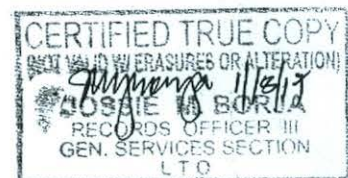
These regulations are issued in order to streamline the process of sales reporting and eliminate Request for System Updates (RSU) of buyer's information or motor vehicle details.

3. DEFINITION OF TERMS

- 3.1 Authorized Representative** – the person/s duly authorized by the applicant/grantee to represent the Dealer in sales reporting transaction with the Land Transportation Office.
- 3.2 Component** – refers to the engine/motor, chassis and/or body of a motor vehicle.



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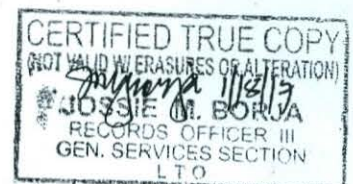
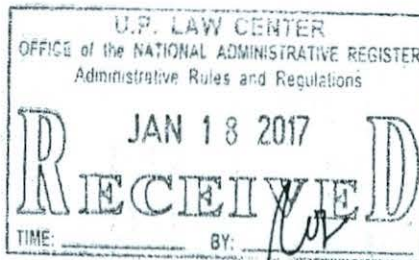
- 3.3 **Dealer** – refers to a natural or juridical person engaged in selling of motor vehicles and/or its components, duly accredited as such by the LTO.
- 3.4 **Do-it-Yourself** – refers to the system of sales reporting by the authorized representative of the dealer without the direct participation of any LTO personnel.
- 3.5 **Motor Vehicle** – as defined under RA4136, shall mean any vehicle propelled by any power other than muscular power using the public highways, but excepting road rollers, trolley cars, street-sweepers, sprinklers, lawn mowers, bulldozers, graders, forklifts, amphibian trucks, and cranes if not used on public highways, vehicles which run only on rails and tracks, and tractors, trailers and traction engines of all kinds used exclusively for agricultural purposes.
Trailer having any number of wheels when propelled or intended to be propelled by attachment to a motor vehicle, shall be classified as separate motor vehicle with no power rating.
- 3.6 **Sales Reporting** – refers to the requirement of reporting all motor vehicle Sales to the LTO prior to its registration.
- 3.7 **LTO** – refers to the Land Transportation Office.

4. **VENUE**

The sales reporting of all types of motor vehicles and/or its components shall be done only at the Regional Office through the DIY Sales Reporting Unit.

5. **PROCEDURE**

- 5.1 A User ID shall be issued to the Authorized Representative of the Dealer and can be used solely on behalf of the Dealer he/she represents.
- 5.2 The Authorized Representative shall proceed to the Regional Office (DIY Sales Reporting Unit) to directly report the Dealer's motor vehicle sales to the LTO using the facility for sales reporting. No sales shall be uploaded in the LTO system unless the same has been validated in the system.
- 5.2 If the sales validation is correct, the Authorized Representative shall personally encode the buyer information such as buyer's name, address, invoice number, date of sale and amount of the unit. Thereafter, the Authorized Representative shall upload the said information in the LTO system and approve the transaction.



5.3 If the validation of data is incorrect or has a discrepancy, the transaction is terminated and will be voided. The Authorized Representative will be advised to conduct further validation with their sales to rectify the discrepancy.

5.4 The Dealer shall be solely responsible/liable for any errors, intentional or not, in the sales reports processed through the DIY facility.

6. REQUIREMENT

Sales Invoice

7. REPEALING CLAUSE

All prior orders, circulars and memoranda as well as any related issuances or part thereof inconsistent with these provisions are hereby repealed or amended accordingly.

8. EFFECTIVITY

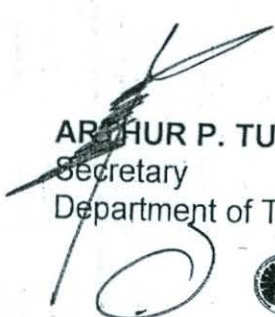
This Order shall take effect fifteen (15) days after publication in the Official Gazette or in a newspaper of general circulation.

Recommending Approval:


EDGAR C. GALVANTE
Assistant Secretary

CO 30203

Approved:


ARTHUR P. TUGADE
Secretary
Department of Transportation




DOT-OSEC OUTGOING 17-00016

