MEMORANDUM CIRCULAR NO. AVT-2015-1926

TO :
All Regional Directors, Assistant Regional Directors,
Heads of Operations Division, Regional Office
Heads of New Registration Unit, Regional Office
and other Employees Concerned

DATE :
03 March 2015

SUBJECT :
DOCUMENTARY REQUIREMENTS AND REVISED PROCESS FLOW FOR SALES REPORTING AND INITIAL REGISTRATION OF BRAND NEW AND OTHER MOTOR VEHICLES

Pursuant to the implementation of Administrative Order No. AVT-2014-024 dated 24 January 2014 re: Revised Rules and Regulations Governing the Sales Reporting and Initial Registration of Brand New and Other Motor Vehicles, the following documentary requirements and revised process flow for sales reporting and initial registration of brand new and other motor vehicles are hereby set forth for the compliance and guidance of all concerned, to wit:

1. **BRAND NEW LOCALLY ASSEMBLED/MANUFACTURED COMpletely BUILT UNITS (CBUs)**

   1. Original Sales Invoice
   2. Appropriate Insurance Certificate of Cover
   3. Original Certificate of Stock Reported (CSR)
   4. Original PNP-HPG MV Clearance Certificate

2. **BRAND NEW IMPORTED CBUs**

   1. Original Sales Invoice or Commercial Invoice issued by the Country of Origin
   2. Appropriate Insurance Certificate of Cover
   3. Original Certificate of Stock Reported (CSR)
   4. Original PNP-HPG MV Clearance Certificate

3. **BRAND NEW LOCAL/IMPORTED TRAILER**

   1. Original Sales Invoice or Commercial Invoice issued by the Country of Origin
   2. Appropriate Insurance Certificate of Cover
   3. Original Certificate of Stock Reported (CSR)
4. Original PNP-HPG MV Clearance Certificate

4. **TAX EXEMPT**

1. Commercial Invoice of Motor Vehicle or Certificate of Title issued by the Country of Origin
2. Appropriate Insurance Certificate of Cover
3. BOC Certificate of Payment
4. Certified True Copy of Tax Exemption Certificate
5. Original Certificate of Stock Reported (CSR)
6. Original PNP-HPG MV Clearance Certificate
7. Motor Vehicle Inspection Report (MVIR) if imported second hand
8. Certificate of Compliance to Emission Standards (CCES) if imported second hand

5. **IMPORTED SECOND HAND (USED) EXEMPTED FROM EO 156/877-A**

1. Original Sales Invoice and/or Commercial Invoice of Motor Vehicle/ Certificate of Title issued by the Country of Origin
2. Appropriate Insurance Certificate of Cover
3. Original Certificate of Stock Reported (CSR)
4. Original PNP-HPG MV Clearance Certificate
5. Motor Vehicle Inspection Report (MVIR)
6. Certificate of Compliance to Emission Standards (CCES)

6. **IMPORTED SECOND HAND THROUGH THE NO DOLLAR IMPORTATION**

1. Commercial Invoice of Motor Vehicle or Certificate of Title issued by the Country of Origin
2. Appropriate Insurance Certificate of Cover
3. Certified True Copy of the Authority under the No Dollar Importation issued by the DTI BIS
   If no authority from BIS, Seizure Proceedings and Notice of Award
4. Original Affidavit of first and last importation
5. Original Certificate of Stock Reported (CSR)
6. Original PNP-HPG MV Clearance Certificate
7. Motor Vehicle Inspection Report (MVIR)
8. Certificate of Compliance to Emission Standards (CCES)

7. **IMPORTED ACQUIRED THROUGH DONATION**

1. Commercial Invoice of Motor Vehicle or Certificate of Title issued by the Country of Origin
2. Appropriate Insurance Certificate of Cover
3. Original Deed of Donation duly signed by donor and the donee
4. Original Secretary’s Certificate/Board Resolution when donor is a corporation
5. Original Certificate of Stock Reported (CSR)
6. Original PNP-HPG MV Clearance Certificate
7. Motor Vehicle Inspection Report (MVIR)
8. Certificate of Compliance to Emission Standards (CCES)

8. **LOCALLY MANUFACTURED/ASSEMBLED ELECTRIC VEHICLES (NEW CHASSIS/BODY AND WITH NEW IMPORTED ELECTRIC MOTOR)**

1. Original Sales Invoice
2. Appropriate Insurance Certificate of Cover
3. Original Certificate of Stock Reported (CSR) for Electric Motor and Chassis
4. Original PNP-HPG MV Clearance Certificate

9. **BRAND NEW MOTORCYCLE WITH SIDECAR (TC)**

1. Original Sales Invoice
2. Appropriate Insurance Certificate of Cover
3. Original Affidavit of Attachment for Sidecar executed by the Owner and Mechanic stating among others the date of completion
4. Original Certificate of Stock Reported (CSR)
5. Original PNP-HPG MV Clearance Certificate

10. **REBUILT WITH LOCAL CHASSIS/BODY AND WITH USED IMPORTED ENGINE**

1. Original Sales Invoice of Engine, Chassis & Body
2. Appropriate Insurance Certificate of Cover
3. Original Affidavit of Rebuilt executed by the Owner and/or Mechanic with TESDA NC II stating among others the date of completion
4. Original Certificate of Stock Reported (CSR) for Engine and Chassis
5. Original PNP-HPG MV Clearance Certificate
7. Certificate of Compliance to Emission Standards (CCES)

11. **REBUILT WITH ENGINE AND/OR CHASSIS THAT ARE PARTS OF PREVIOUSLY REGISTERED MOTOR VEHICLES**

1. Original Sales Invoice of Body
2. Appropriate Insurance Certificate of Cover
3. Original Certificate of Registration and Latest Official Receipt of payment of registration fees of the engine or chassis
4. Original Affidavit of Rebuilt executed by the Owner and Mechanic with TESDA NC II stating among others the date of completion
5. Original PNP-HPG MV Clearance Certificate
7. Certificate of Compliance to Emission Standards (CCES)

12. REBUILT TRUCK/BUS WITH NEW OR USED IMPORTED ENGINE AND/OR CHASSIS

1. Commercial Invoice or Original Sales Invoice from Country of Origin
2. Original Sales Invoice of Body
3. Appropriate Insurance Certificate of Cover
4. Certified True Copy of DTI-BIS Endorsement
5. Original Affidavit of Rebuilt executed by the Owner and/or Mechanic with TESDA NC II stating among others the date of completion
6. Original Certificate of Stock Reported (CSR) for Engine and Chassis
7. Original PNP-HPG MV Clearance Certificate
9. Certificate of Compliance to Emission Standards (CCES)

13. REBUILT TRUCK/BUS WITH NEW OR USED IMPORTED ENGINE AND/OR CHASSIS COMBINED WITH A PREVIOUSLY REGISTERED COMPONENT

1. Original Sales Invoice of Body
2. Appropriate Insurance Certificate of Cover
3. Certified True Copy of DTI-BIS Endorsement
4. Original Certificate of Registration and Latest Official Receipt of payment of registration fees (for previously registered engine and/or chassis)
5. Original Affidavit of Rebuilt executed by the Owner and Mechanic with TESDA NC II stating among others the date of completion
6. Original Certificate of Stock Reported (CSR) for Engine and Chassis
7. Original PNP-HPG MV Clearance Certificate
9. Certificate of Compliance to Emission Standards (CCES)

14. REBUILT TRUCK/BUS WITH ENGINE AND CHASSIS PURCHASED LOCALLY OR FROM PREVIOUSLY REGISTERED VEHICLES OR COMBINATION THEREOF

1. Original Sales Invoice of Engine and Chassis
2. Original Sales Invoice of Body
3. Appropriate Insurance Certificate of Cover
4. Original Certificate of Registration and Latest Official Receipt of payment of registration fees (for previously registered engine and/or chassis)
5. Certified True Copy of DTI-BIS Endorsement
6. Original Affidavit of Rebuilt executed by the Owner and/or Mechanic with TESDA NC II stating among others the date of completion
7. Original Certificate of Stock Reported (CSR) for Engine and Chassis
8. Original PNP-HPG MV Clearance Certificate
10. Certificate of Compliance to Emission Standards (CCES)

15. **IMPORTED MOTOR VEHICLES ACQUIRED THROUGH PUBLIC BIDDING**

1. Certified True Copy BOC official receipt evidencing payment of acquisition cost
2. Appropriate Insurance Certificate of Cover
3. Certified True Copy Decision on Seizure Proceedings
4. Certified True Copy Notice of Award
5. Original Certificate of Stock Reported (CSR)
6. Original PNP-HPG MV Clearance Certificate
7. Motor Vehicle Inspection Report (MVIR)
8. Certificate of Compliance to Emission Standards (CCES)

16. **UNDER BOND MOTOR VEHICLES**

1. Certificate of Title or Commercial Invoice issued by the country of origin
2. Appropriate Insurance Certificate of Cover
3. Duplicate Copy of the Certificate of Payment issued by the BOC
4. Certified True Copy Certificate of release of the motor vehicle by the authority of the Commissioner
5. Certified True Copy of the Re-export Bond duly approved by the Bureau of Customs to determine the effectivity date and duration of the motor vehicles temporary stay in the country
6. Bill of Lading
7. Original Certificate of Stock Reported (CSR)
8. Original PNP-HPG MV Clearance Certificate
10. Certificate of Compliance to Emission Standards (CCES)

17. **MOTOR VEHICLES UNDER WRITTEN COMMITMENT**

1. Certificate of Title or Commercial Invoice issued by the country of origin
2. Appropriate Insurance Certificate of Cover
3. Duplicate Copy of the Certificate of Payment issued by the BOC
4. Certified True Copy of the written commitment duly approved by the Bureau of Custom to determine the effectivity date and duration of the motor vehicles temporary stay in the country
5. Endorsement from Department of Foreign Affairs if the motor vehicle is embassy owned
6. Certified True Copy of the Bill of Lading
7. Original Certificate of Stock Reported (CSR)
8. Original PNP-HPG MV Clearance Certificate
10. Certificate of Compliance to Emission Standards (CCES)
PROCESS FLOW FROM SALES REPORTING TO INITIAL REGISTRATION

1. RECEIVING OFFICER
   Receives and evaluates all the required documents and stamps received the receiving copy of the Sales Invoice

2. EVALUATOR FOR SALES REPORTING
   Evaluates the documents for sales reporting then encodes and uploads the electronic data into the LTO system. Approves the transaction and forward the documents to the Evaluator for initial registration

5. SUPPLY OFFICER
   Prints the Certificate of Registration

4. CASHIER
   Accepts payment of fees and issues the OR

3. EVALUATOR FOR REGISTRATION
   Registers the vehicle in the LTO system and Approves the transactions

6. CHIEF OF OFFICE
   Approves the transaction and signs the Certificate of Registration

7. RELEASING OFFICER
   Issues the plates, stickers and OR/CR

PROCEDURES

1. RECEIVING OFFICER

   Receives and evaluates authenticity and completeness of all the required documents.

   The Sales Invoice shall contain the Taxpayer’s Identification Number (TIN) of the buyer, details of the motor vehicles and all the data required in the MVRS such as: Name of the Buyer, Address of the Buyer, Date of Invoice and the Amount of Sales.

   If the required documents are not complied, the same shall be returned to the dealer/client who will be required to sign the release portion of the routing slip.
If complied, stamps the receiving copy of the Sales Invoice on the date received, then attaches routing slip to be signed by the dealer. (Attached is the copy of the routing slip).

All submitted Insurance Certificate of Cover (COCs) must have its corresponding Authentication Code for initial registration.

2. EVALUATOR FOR SALES REPORTING  
(Evaluator/Approving Officer/Releasing Officer)

Evaluates the documents for sales reporting then encodes and uploads the electronic data into the LTO system. The same person shall also approve the transaction in the system and forward the documents to the Registration Evaluator.

3. EVALUATOR FOR INITIAL REGISTRATION  
(Evaluator/Input Clerk/ Approving Officer)

Evaluates the documents for initial registration and registers the vehicle. The same person shall also approve the transaction in the system.

4. CASHIER

Accepts payment of fees and issues the corresponding Official Receipt (OR) with the yellow copy to be attached to the file copy.

All transactions not paid in one (1) day shall be purged from the system.

5. SUPPLY OFFICER

Prints the Certificate of Registration (CR) and assigns a permanent plate number.

6. CHIEF OF OFFICE/DESIGNATED SIGNATORY

Approves the transaction by signing the CR. Apart from the designated signatory, no other person shall be allowed to initial the CR/OR.

7. RELEASING OFFICER

Releases plates, sticker, OR and signed CR
PROCEDURES FOR APPLICATION OF SPECIAL PLATE

1. The **Receiving Officer** receives the application for special plates.

2. The **Supply Officer** accepts the plate request form for verification and sends the said form via electronic mail to the Central Office. If the requested series of plate is available, the applicant shall fill up the application for optional motor vehicle special plates.

   The same Supply Officer shall fill up the Plate Request Form and send it via electronic mail to Management Information Division-Computer Section for assignment of plates.

3. The **Chief of Office/Designated Signatory** approves the transaction by signing the said form.

4. The **Cashier** accepts payment of fees and issues the corresponding Official Receipt (OR). The OR for OMVSP and the duly approved application together with the certified photocopy of the CR and OR shall be the basis of the production of special plate.

All orders/circulars/memoranda inconsistent herewith are hereby superseded.

Strict compliance is hereby enjoined.

[Signature]
ATTY. ALFONSO V. TAN, JR.
Assistant Secretary
SALES REPORTING AND INITIAL REGISTRATION OF MOTOR VEHICLE

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