



TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY

ADMINISTRATIVE TITLING PROCEDURE

Effectivity Date

Revision Level

1

WORK INSTRUCTION

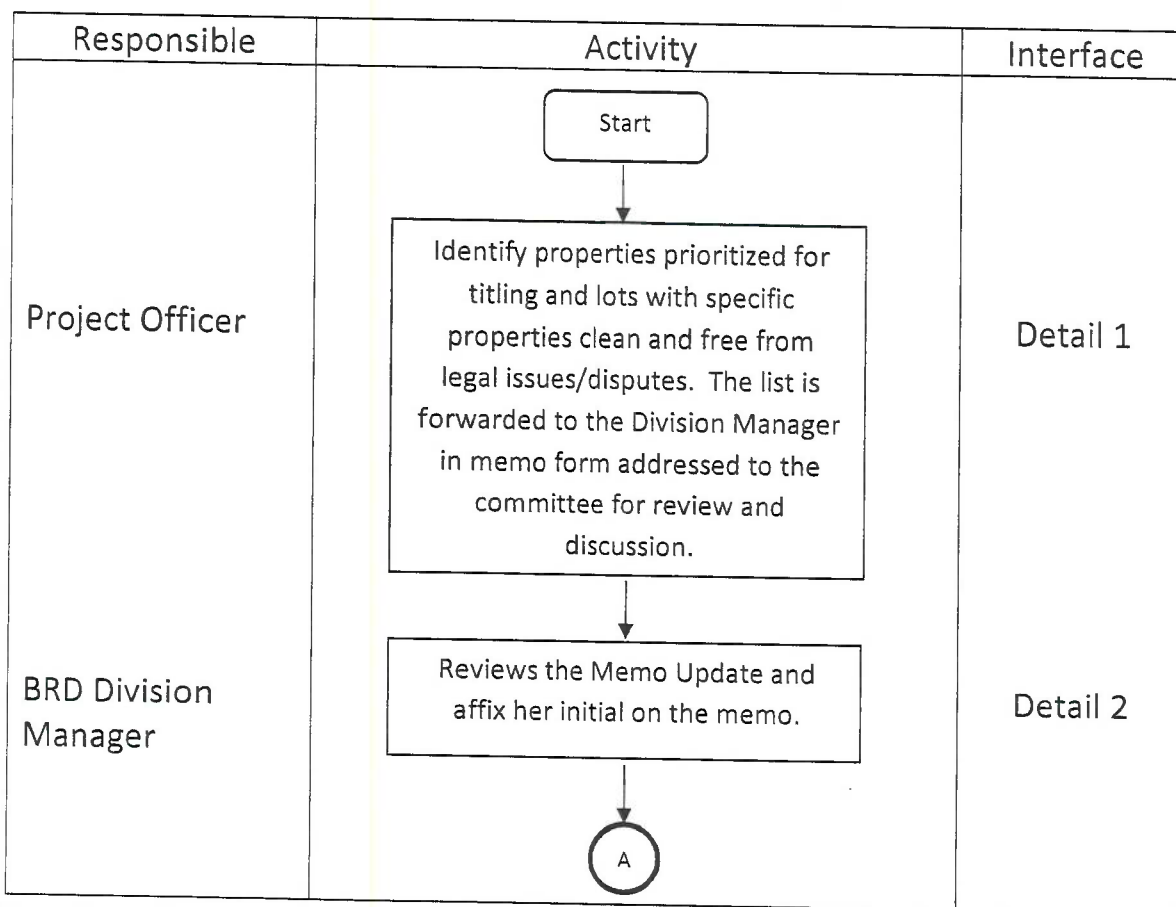
Document Code

A. Scope

The Business Research and Development Division is a partner in the Pre-Titling Working Committee spearheaded by the Legal Department. The Committee's tasks is to expedite the documentation and data gathering for the purpose of registration of real Assets in the name of TIEZA through transfer of titles.

The Division facilitates data gathering and collation of documents needed for administrative titling of TIEZA Operating and Non-Operating Properties by identifying assets for immediate transfer or original registration of title and those that have legal issues. The Division also provide the lists of TIEZA properties subject of administrative titling and its issues/profile.

B. Details



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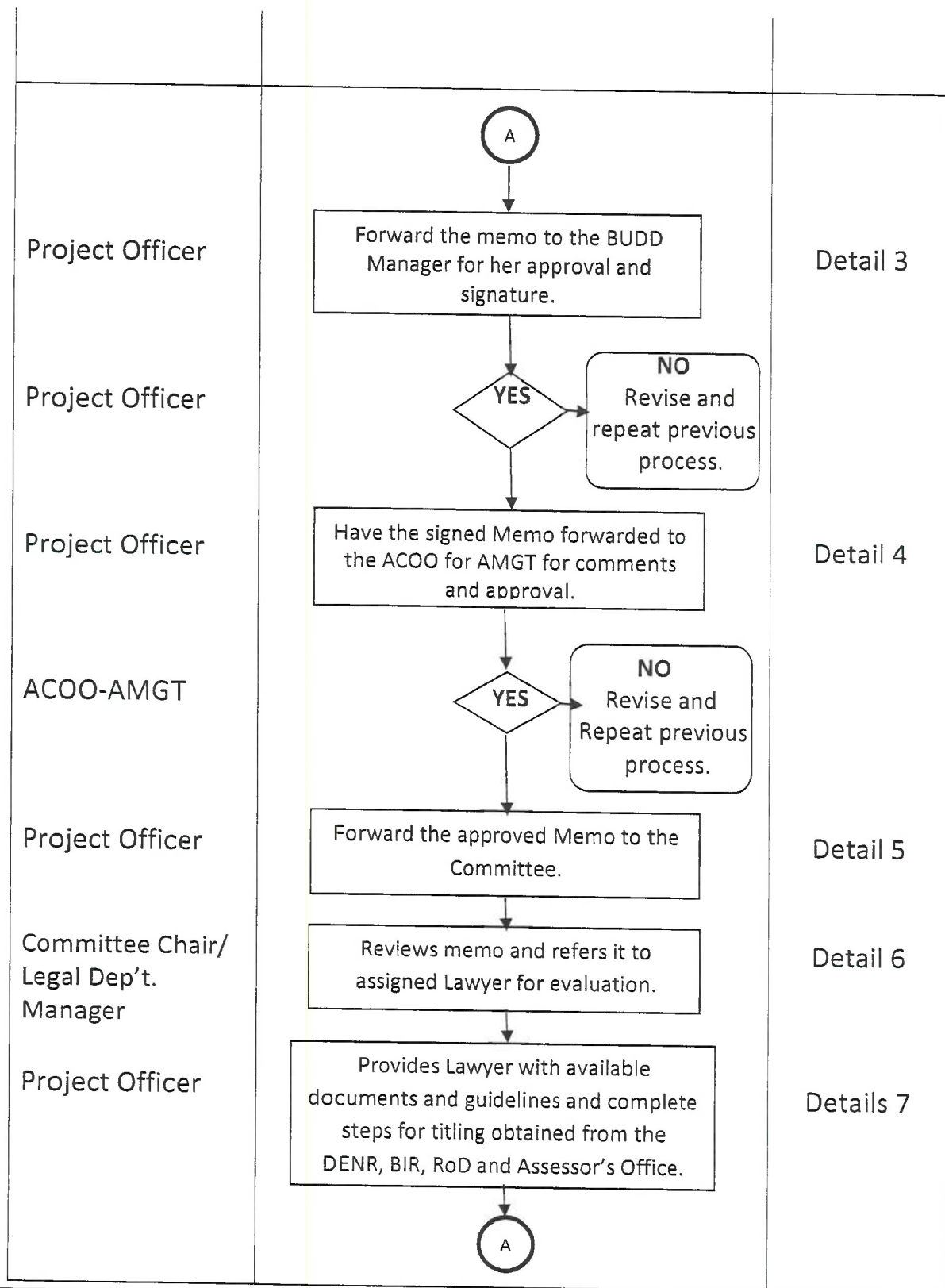
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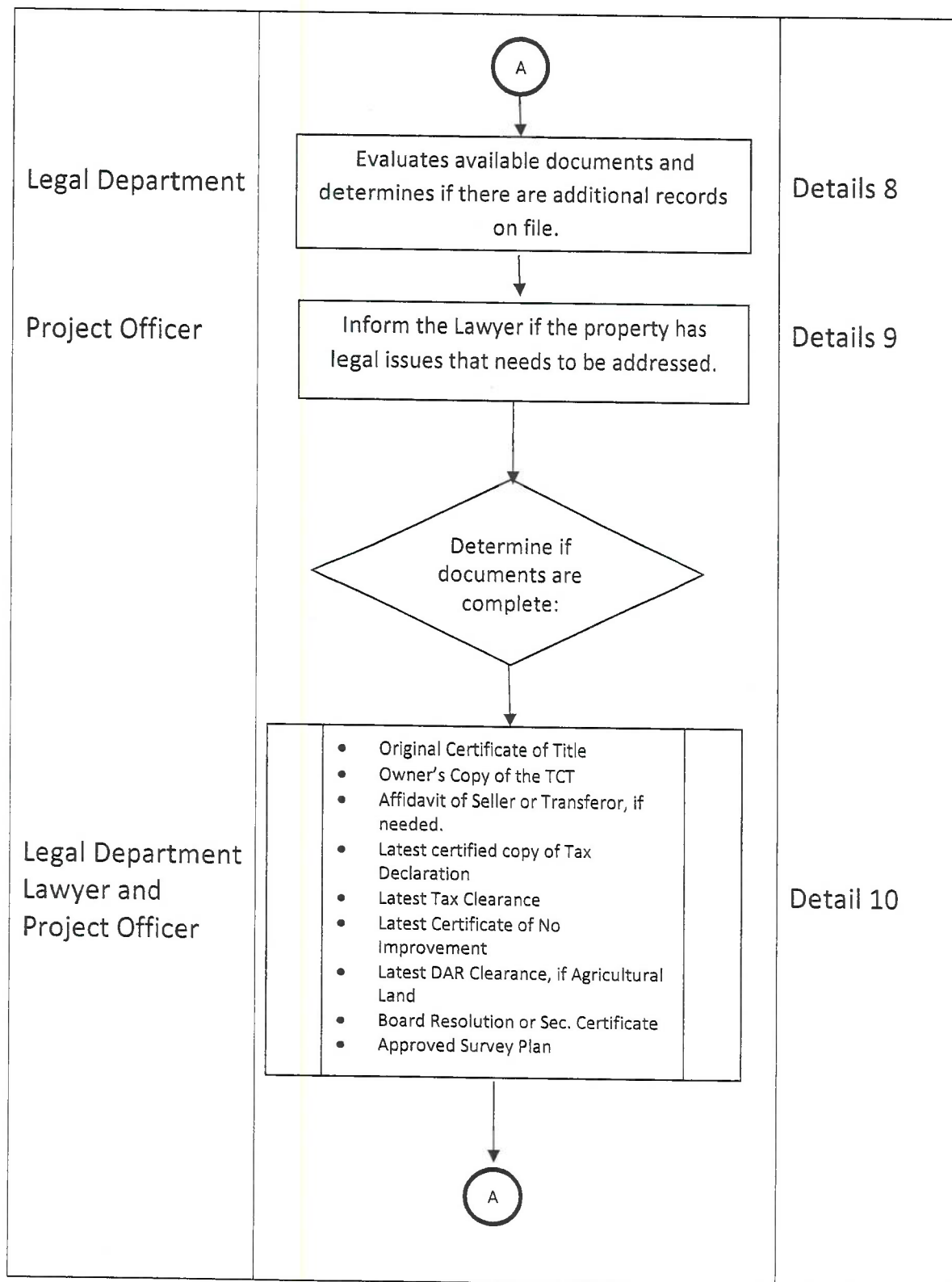
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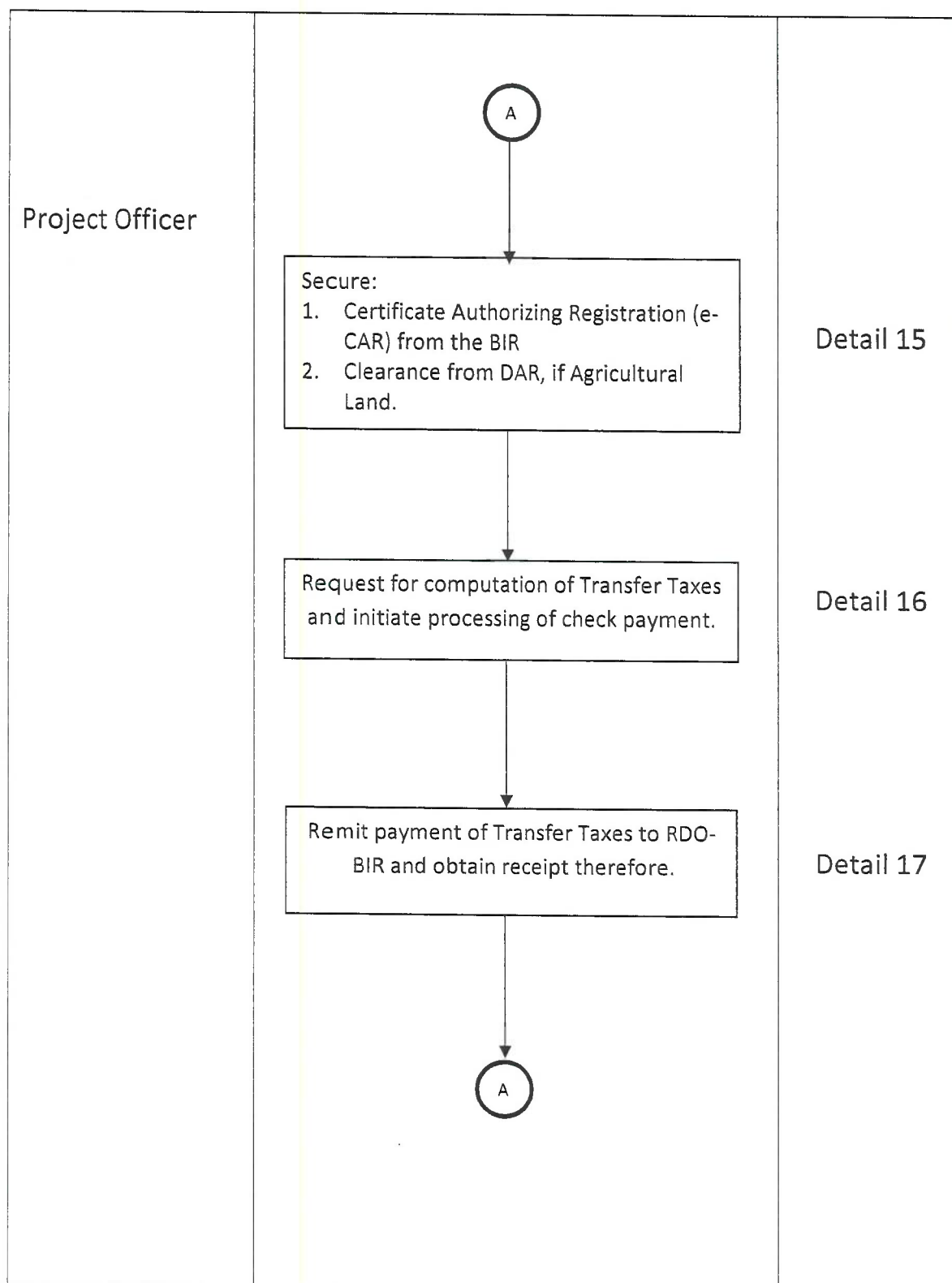
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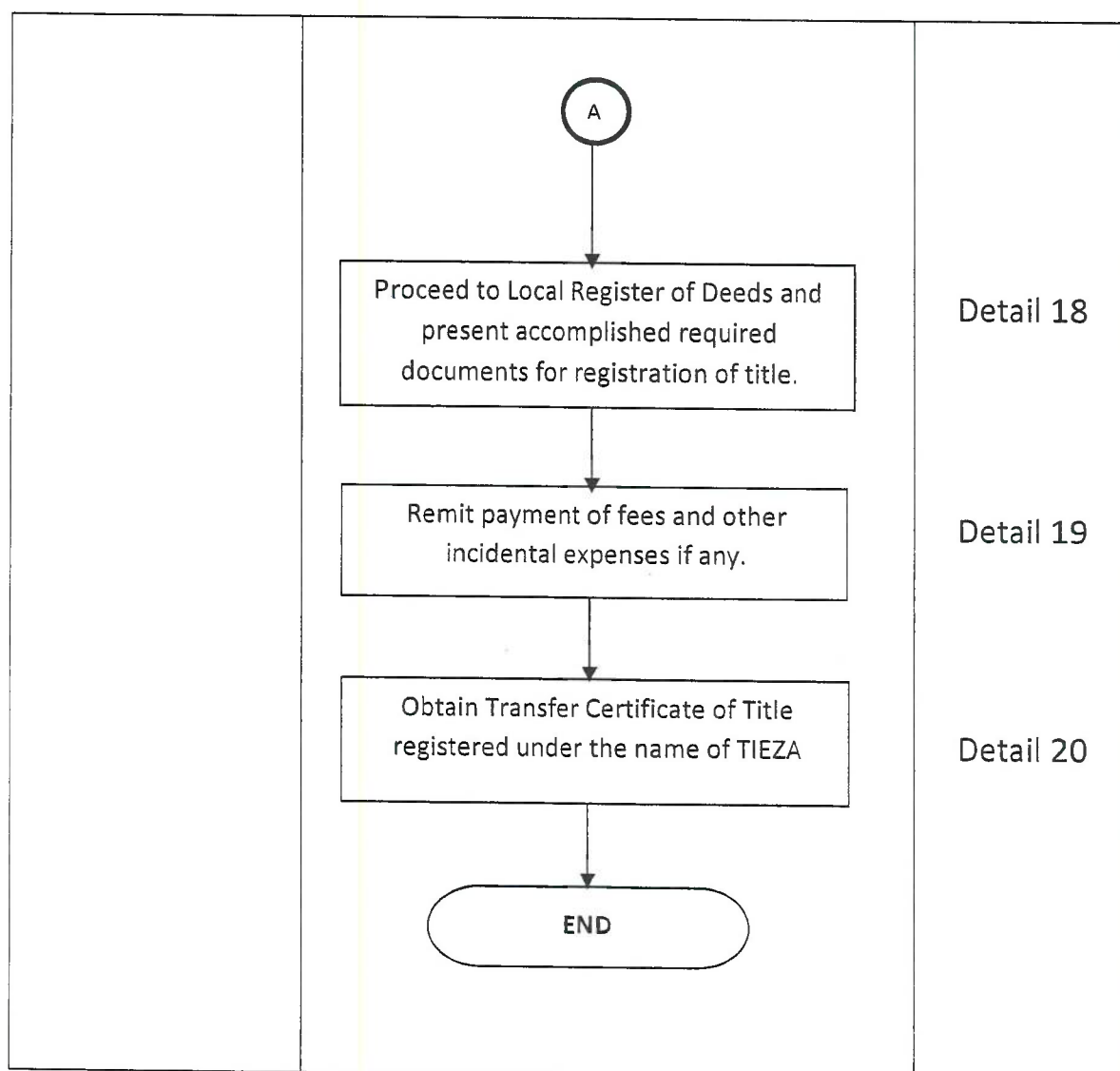
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1. The Business Research Division, through the recommendation of the Project Officer, identifies properties prioritized for titling and lots with specific properties clean and free from legal issues/disputes.
2. The list, embodied in a memorandum addressed to the Titling Committee Chair is forwarded to the BRD Division Manager for review and affixes his/her initial(s).

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3. The BRD Manager reviews and evaluates the proposed list of properties for titling signs on the memo recommending approval to the ACOO of Assets Management Sector. If there are revisions/inputs given by the BRD Department Manager, the memo is returned to the Division for appropriate action.
4. If there is no revision, the memo is then forwarded to the ACOO of AMS for comments and approval. If there are revisions the memo is returned to the BUDD for appropriate action.
5. If there is no revision the duly signed memo is then forwarded to the Titling Committee chair/ Legal Department.
6. The Committee Chair/Legal Department Manager reviews the memo and assigns it to one of his lawyers for evaluation.
7. The Project Officer furnished the assigned lawyer a copy of the available documents from BRD and the guidelines and complete steps for titling obtained from the DENR, BIR, RoD and Assessor's Office.
8. The assigned lawyer evaluate the documents and verifies if their Department has additional documents on file related to the property.
9. The Project Officer informs the handling lawyer if the property concerned has legal issues that needs to be addressed.

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10. Based on the guidelines of concerned agencies, the assigned lawyer and the project officer determines if the required are at hand. The required documents to BIR's issuance of Certificate Authorizing Registration are as follows:

- a. Original Certificate of Title
- b. Owner's Copy of the TCT
- c. Affidavit of Seller or Transferor, if needed.
- d. Latest certified copy of Tax Declaration
- e. Latest Tax Clearance
- f. Latest Certificate of No Improvement
- g. Latest DAR Clearance, if Agricultural Land
- h. Board Resolution or Sec. Certificate
- i. Approved Survey Plan

11. If there are missing document, coordinate with concerned Gov't. Agencies, or proceed to Nat'l Archives, or seek other legal remedies and initiate required processes (i.e. Survey, etc) to fulfill documentary requirements.

12. Simultaneous to the preceding detail, proceed to the local Assessor's Office and request for computation of Real Property Tax and facilitate processing of check payment at the Head Office.

13. If required documents are complete, proceed to the RDO-BIR and request for computation of Capital Gains Tax.

14. Remit payment of RPT to Local Treasurer's Office and the CGT to RDO-BIR.

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15. Secure:

- a. Certificate Authorizing Registration (e-CAR) from the BIR
- b. Clearance from DAR, if Agricultural Land.

16. Request for computation of Transfer Taxes and initiate processing of check payment.

17. Remit payment of Transfer Taxes to RDO-BIR and obtain receipt therefore.

18. Proceed to Local Register of Deeds and present accomplished required documents for registration of title.

19. Remit payment of fees and other incidental expenses if any.

20. Obtain Transfer Certificate of Title registered under the name of TIEZA

B. Forms

BIR Forms

Reviewed by:


EVELYNE A. FRANCISCO

Department Manager
Business Development Department

Approved by:


JETRO NICOLAS F. LOZADA

Assistant Chief Operating Officer
Assets Management Sector

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