

MITSUKOSHI MOTORS PHILIPPINES, INC.		
POLICY AND PROCEDURE		
POLICY TITLE :	REQUESTING FOR CONFIRMATION	Ref No. CSD 16-019
DEPARTMENT :	CORPORATE SERVICES DEPARTMENT	
TO :	BRANCH MANAGER	

OBJECTIVE

1. To establish the process in changing denomination or changing classification of a motorcycle unit.
2. To be able to transfer the ownership of a motorcycle unit to the new owner.
3. To be establish the process the changing of body design of motorcycle unit.
4. To guide the branch in the cancellation of Chattel Mortgage.

POLICIES

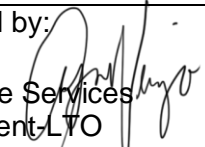
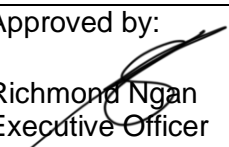
1. The payments for Request for LTO Data Confirmation must duly covered by branch Official Receipt.
2. Incomplete submission of requirements shall not be processed by the Corporate Service Department (CSD).

PROCEDURE

1. The following are the list of transactions that need the Confirmation Request by Transacting LTO Office from Originating LTO Office

1.1.For Change Denomination or Change Classification

- 1.1.1. Requirements
 - 1.1.1.1. Photocopy of ORCR
 - 1.1.1.2. Stencil
 - 1.1.1.3. Photocopy of Franchise (for Tricycle Purpose)
 - 1.1.1.4. Affidavit of Change body design or Affidavit of Purpose
 - 1.1.1.5. A copy of Branch OR for Confirmation Payment amounting to Php400
 - 1.1.1.6. Original Request for Confirmation from Transacting LTO
 - 1.1.1.7. Sidecar Sales Invoice or Sidecar Deed of Sale

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Request for Confirmation Form

REPUBLIC OF THE PHILIPPINES DEPARTMENT OF TRANSPORTATION & COMMUNICATIONS LAND TRANSPORTATION / EAST ASIAN DIVISION		LTO Form No. 25 REQUESTING AGENCY'S COPY TO CONTROL NO. 5938737-0	
DISTRICT OFFICE Salanga District Office		DATE 2-14-14	
REQUEST FOR CONFIRMATION THE SUPERVISING/SENIOR TRANSPORTATION REGULATION OFFICER/OIC		DISTRICT OFFICE Malabon Extension	
PURSUANT TO MEMO CIRCULAR NO. MC-51-137 DATED 21 JUNE 1991, AN APPLICATION FOR Change class from MTC to TC OF MOTOR VEHICLE DESCRIBED BELOW HAS BEEN FILED IN THIS OFFICE TO WIT:			
REGISTERED OWNER Arturo L. Matias		NEW OWNER	
COMPLETE ADDRESS Puting Buhangin, Orien, Bat.		COMPLETE ADDRESS	
MAKE AND TYPE Mitsubishi	VIN 1088469	ENGINE NO. 1230050	FILE NO. 1332-122908
REGISTRATION NO. 170941470	CHASSIS NO. 409011820	ADJUDICATED 834.06	DATE 9-11-13
PLATE NO.			
REMARKS			
Please confirm issuance of Registration Certificate no. 170941470 dated 9-13-13 and MVR No. _____ dated _____ issued by that District Office to subject motor vehicle. Please indicate if motor vehicle is encumbered.			
Enclosed herewith are MVIR No. _____, a copy of the deed of transfer, copy of the registration certificate and a copy of the latest/current payment. Please confirm / compare stencils of engine and chassis numbers and the signature of the transferor/owner on your record on file.			
IMPORTANT: AFFIX DRY SEAL OF REQUESTING AGENCY (NOT VALID WITHOUT DRY SEAL)		SIGNATURE OVER PRINTED NAME OF REQUESTING AGENCY OFFICIAL	
REPLY TO CONFIRMATION			
FILE NO. 1332-122908	PLATE NO.	REGISTRY RECEIPT NO. 01525-14	
Respectfully returned to the STRO/OIC LTO Salanga d.o. District Office, the herein request for confirmation of the Registration Certificate No. 170941470 and MVR No. _____			
with information that:			
ISSUANCE OF MVR CONFIRMED <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		SIGNATURE OF CR CONFIRMED <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
SIGNATURE OF VENDOR/TRANSFEROR <input type="checkbox"/> YES <input type="checkbox"/> NO		SIGNATURE OF TRANSFEROR/OWNER <input type="checkbox"/> YES <input type="checkbox"/> NO	
STENCILS OF MOTOR/CHASSIS NOS. <input type="checkbox"/> SIMILAR <input type="checkbox"/> DIFFERENT		STENCILS OF MOTOR/CHASSIS NOS. <input type="checkbox"/> THE SAME <input type="checkbox"/> NO	
MOTOR VEHICLE IS ENCUMBERED <input type="checkbox"/> YES <input type="checkbox"/> NO		WITH NOTICE OF LEVY <input type="checkbox"/> YES <input type="checkbox"/> NO	
REMARKS for change classification only			
IMPORTANT: AFFIX DRY SEAL OF REQUESTING AGENCY (NOT VALID WITHOUT DRY SEAL)		SIGNATURE OVER PRINTED NAME OF REQUESTING AGENCY OFFICIAL	

1.2. For Change Body Design

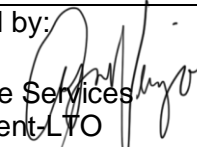
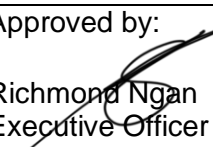
1.2.1. Requirements

- 1.2.1.1. Photocopy of ORCR
- 1.2.1.2. Stencil
- 1.2.1.3. Affidavit of Purpose from MC to MTC
- 1.2.1.4. Sales Invoice of Side Car or Deed of Sale of Sidecar
- 1.2.1.5. Original Copy of Request for Confirmation From Transacting LTO Office
- 1.2.1.6. Copy of Receipt Payment from Branch OR for Confirmation Payment of **Five Hundred (P 500.00) Pesos.**

1.3. For transfer of ownership of Motorcycle for Private Use

1.3.1. Requirements

- 1.3.1.1. Original copy of the Certificate of Registration (CR) or Certificate of Registration Encumbered (CRE)
- 1.3.1.2. Original copy of official receipt of payment of latest MVUC and other fees
- 1.3.1.3. Original copy of the Deed of Sale/ Transfer/ Conveyance
- 1.3.1.4. Confirmation of CR/OR in case the Transacting District Office is different from the Originating District office
- 1.3.1.5. PNP-TMG MV Clearance Certificate
- 1.3.1.6. Duly accomplished and approved Motor Vehicle Inspection Report (MVIR)
- 1.3.7. Appropriate Insurance Certificate of Cover
- 1.3.8. Taxpayer's Identification Number (TIN)

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1.4. For Transfer of Ownership of Motorcycle for Public Use or For Hire

1.4.1. Requirements

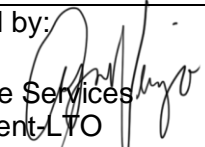
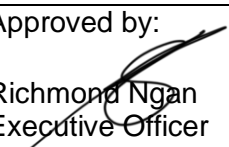
- 1.4.1.1. Original copy of the Certificate of Registration (CR) or Certificate of Registration Encumbered (CRE)
- 1.4.1.2. Original copy of Official Receipt (OR) of payment of latest MVUC and other fees
- 1.4.1.3. Original copy of the Deed of Sale/Transfer/Conveyance with Assumption of mortgage
- 1.4.1.4. Confirmation of CR and OR in case the transacting LTO office is different from the Originating LTO office
- 1.4.1.5. Original copy of the Municipality Temporary Operating Permit (MTOP) for TC/confirmation of franchise Issued by the LTFRB
- 1.4.1.6. PNP-TMG MV Clearance certificate
- 1.4.1.7. Duly accomplished and approved Motor Vehicle Inspection Report (MVIR)
- 1.4.1.8. Appropriate Insurance Certificate of Cover
- 1.4.1.9. Taxpayer's Identification Number (TIN)

1.5. Cancellation of Mortgage or other Liens and Encumbrances

1.5.1. Requirements

- 1.5.1.1. Original copy of the Certificate of Registration with Encumbrance
- 1.5.1.2. Latest Official Receipt of payment of MVUC and other fees
- 1.5.1.3. Confirmation of CR/OR when the registering district office is different from the district office that issued the CR/OR
- 1.5.1.4. Release of Chattel Mortgage duly annotated by the Register of Deeds that recorded the chattel mortgage Contract
- 1.5.1.5. Official Receipt of payment of recording fee with the Register of Deeds
- 1.5.1.6. Taxpayer's Identification Number (TIN)

- 2. Request the amount paid to CSD Department for Transfer of Fund.
- 3. Submit to Transacting LTO Office upon received the Confirmation Request duly signed by Originating LTO office.
- 4. Transact base on the purpose as stated above.
- 5. Payment to LTO Office
- 6. Original OR or CR shall be furnished by LTO depending on the transaction.
- 7. Liquidate the Transferred budget within two (2) weeks from the date of transfer.

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