



Republic of the Philippines  
Department Of Transportation  
LAND TRANSPORTATION OFFICE

RECORDS & CORRESPONDENCE UNIT

TO RECEIVED *Kar*

DATE: 01/30/24 TIME: 3:15 PM

OFFICIAL BUSINESS

**ADMINISTRATIVE ORDER NO. AO-VDM-2024-046**

**SUBJECT :** GUIDELINES IN THE IMMEDIATE TRANSFER OF OWNERSHIP OF MOTOR VEHICLES WITH EXISTING REGISTRATION

**DATE :** AUGUST 30, 2024

**R** AUG 30 2024  
REGISTERED

ONLINE REGISTRATION  
TIME: 3:00 BY: *JK*

**WHEREAS**, Article III, Section (4) (d) (1), (2) of Republic Act No. 4136, as amended or the Land Transportation and Traffic Code states the mandate of Land Transportation Office (LTO) to prescribe procedure on the transfer of ownership of motor vehicles and to record such transfers thereon with the end view of preserving and making such documents easily available to public officers and private persons properly and legitimately interested therein.

**WHEREAS**, to prevent the rampant increase in unregistered, unrecorded, double or multiple sale of Motor Vehicles; sale by means of open deed of sale and unregistered Motor Vehicles, the LTO has taken measures to prevent these issues.

**WHEREAS**, pursuant to the authority of LTO to use all reasonable means within its powers to secure enforcement of the provisions of this act, all owners of motor vehicles and motorcycles bought, purchased, donated or acquired title or ownership over vehicles shall report/record such transfer of ownership before the LTO.

**WHEREAS**, Section 4, Republic Act No. 11235 or the Motorcycle Crime Prevention Act, the owner of a motorcycle shall register the motorcycle with the LTO within five (5) days from such acquisition of ownership. The owner of a motorcycle shall also immediately report any sale or disposition of his or her motorcycle.

**WHEREAS**, Section 8, Republic Act No. 10883 or An Act Providing for a New Anti-Carnapping Law of the Philippines, every sale, transfer, conveyance of a motor vehicle, substitution or replacement of a motor vehicle engine, engine block or chassis of a motor vehicle shall be registered with the LTO within twenty (20) working days upon purchase/acquisition of a motor vehicle and substitution or replacement of a motor vehicle engine, engine block or chassis. A motor vehicle, motor vehicle engine, engine block or chassis not registered with the LTO shall be presumed as a carnapped vehicle, an untaxed imported vehicle, or a vehicle proceeding from illegal sources unless proven otherwise and shall be confiscated in favor of the government.

**NOW THEREFORE**, premises considered, the following rules and regulation regarding the immediate transfer of ownership of Motor Vehicle with existing registration is hereby prescribed and promulgated for the compliance, information and guidance of all concerned.

**Section 1. COVERAGE**

- 1.1. All Motor Vehicles, including Electric and Hybrid Vehicles, with existing registration.

- 1.2. All Motorcycles, either two (2) or three (3) wheeled motor vehicle as defined in Section (3)(c) of Republic Act No. 11235 with existing registration.

## Section 2. REPORTORIAL REQUIREMENT

- 2.1. The Seller in a sale, donation or transfer of a Motor Vehicle or Motorcycle shall report to the LTO within five (5) days from the actual sale, donation or transfer reckoned from the notarial date of the Deed of Conveyance or the actual turnover of the unit to the buyer, donee, or transferee, whichever is earlier.
- 2.2. In case a transfer has been made as provided in Section 3.1 hereof and no report was made within the period provided in Section 2.1, the LTO shall cause the appropriate alarm tag on the said motor vehicle or motorcycle and the driver's license of the seller or his authorized representative, as indicated in the Deed of Conveyance, if available.
- 2.3. The reporting shall be undertaken through online submission of the following, to wit:
  - a. OR/CR of the Motor Vehicle;
  - b. Duly Notarized Deed of Sale or Donation or any Deed of Conveyance; and
  - c. Two (2) valid government issued IDs of both parties. Provided that, if either party is a holder of driver's license, one (1) of the valid IDs must be a driver's license, otherwise, any government issued ID may be accepted. Provided further, that the picture and signature are present in the ID presented.
    - i. In case no driver's license is provided, the LTO shall verify whether either party is a holder of a driver's license. If the LTO was able to verify that either party is a holder of a driver's license but failed to present the same, the penalty provided in Section 4.5 shall apply.
    - ii. In case of a sale, donation or transfer where either of the parties is a foreigner, the driver's license issued by their country.

## Section 3. TRANSFER OF OWNERSHIP

- 3.1. Within twenty (20) working days from the sale, donation or transfer of the Motor Vehicle or Motorcycle reckoned from the notarial date of the Deed of Conveyance or the actual turnover of the unit to the buyer, donee, or transferee, whichever is earlier, the new owner shall process the registration and transfer of ownership before the Land Transportation Office.
- 3.2. In case report has been made as provided in Section 2 hereof and no transfer was made within the period provided in Section 3.1, the LTO shall cause the appropriate alarm tag on the said motor vehicle or motorcycle and the driver's license of the transferee, if available.
- 3.3. The general requirements of transfer of ownership are the following:
  - a. Notarized Deed of Conveyance;
  - b. Original Official Receipt and Certificate of Registration (ORCR) issued by the LTO;
  - i. Confirmation of Certificate of registration. If the Certificate of Registration is issued by another LTO Office outside the region where the transfer is being transacted.

- c. Valid Original Philippine National Police – Highway Patrol Group (PNP-HPG) Motor Vehicle Clearance Certificate, which shall expressly state transfer of ownership as its purpose;
- d. Duly accomplished Motor Vehicle Inspection Report (MVIR) or Private Motor Vehicle Center (PMVIC) Inspection Report;
- e. Proof of electronically transmitted appropriate insurance Certificate of Cover (COC), if MV is due for renewal;
- f. Two (2) valid IDs (as identified in Section 2.2.c.); and
- g. Secretary Certificate, if Motor Vehicle or Motorcycle is owned by a corporation.

3.4. The transferee shall be subject to the existing fees of the LTO.

3.5. All other requirements are subject to the 2023 Citizen's Charter depending on the mode of acquisition.

#### Section 4. PENALTY

- 4.1. Failure to report as required under Section 2 hereof, a fine amounting to Twenty Thousand Pesos (Php20,000.00) shall be imposed on the seller.
- 4.2. Failure to transfer ownership as required in Section 3 hereof, a fine amounting to Twenty Thousand Pesos (Php20,000.00) shall be imposed.
- 4.3. Failure to report and transfer of ownership as required under Sections 2 & 3 hereof, a fine amounting to Forty Thousand Pesos (Php40,000.00) shall be imposed.
- 4.4. The penalty abovementioned shall be without prejudice to other penalties which may be imposed under existing laws, rules and regulations.

#### Section 5. TRANSITORY PERIOD

- 5.1. For motor vehicles or motorcycles purchased prior to the effectivity of this AO, the five (5) day period for reporting and twenty (20) working day period for registration and transfer of ownership as provided in Sections 2 and 3, respectively, shall commence from the effectivity of this AO.
- 5.2. All orders inconsistent herewith are deemed superseded, revoked and/or amended accordingly.

#### Section 6. LIABILITY CLAUSE

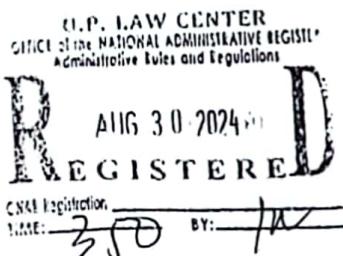
- 6.1. The reporting of such sale/donation/transfer as required under Section 2 of this AO shall not extinguish the registered owner from liability in case of accidents/damages to other person or property and/or violations/infractions involving the motor vehicle. The registered owner rules shall still prevail.

#### Section 7. EFFECTIVITY

- 7.1. This Administrative Order shall take effect fifteen (15) days following publication in the Official Gazette or two (2) newspapers of general circulation in the Philippines and a copy hereof furnished the University of the Philippines Law Center.

For strict compliance.

ATTY. VIGOR D. MENDOZA II  
Assistant Secretary



CERTIFIED TRUE COPY  
(NOT VALID IN CASE OF ALTERATION)  
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