



TRANSPORTATION & COMMUNICATIONS DEPARTMENT

OFFICE OF THE DEPARTMENT HEAD

Bldg. 532, Waterfront Road, Subic Bay Freeport Zone, Philippines 2222
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3 January 2008

TO ALL SBF LOCATORS

Dear Sir/Madam:

We would like to inform you that the **SBMA Vehicle Stickers for the year 2008** is already available at the Motor Vehicle Registration Office (MVRO)), Bldg. 532, Waterfront Road, SBFZ. The issuance of vehicle pass will start on Monday, 7 January 2008.

Please be informed further that the MVRO under the Regulatory Group will strictly implement the following rules and regulations in the issuance of SBMA vehicle pass:

1. The registration fee remains to be PhP200.00
2. Please bring the original and photocopy of updated SBMA ID, driver's license, OR and CR of vehicle for proper validation.
3. **NO VEHICLE, NO STICKER.**
4. Only residents of the SBF housing units can avail of the stickers for Binictican and Kalayaan areas.

Please follow the instructions below for the issuance of the sticker:

Step 1 – Inspection of Vehicle

Secure an application form and look for Boyet, Ed and Andre

Step 2 - Evaluation/Screening

Submit the accomplished form together with the required documents;

- Photocopy of car registration
(Certificate of Ownership & Official Receipt)
- In the absence of the owner, please present the following:
 - 1) Authorization letter
 - 2) Deed of Sale
- Photocopy of SBMA ID and Driver's License

Step 3 – Assessment and Payment

Step 4 – Sticker release

Please be guided accordingly.

Very truly yours,


JOCELYN D. COLLINS
Department Manager





Transportation & Communications Department
TRANSPORT REGULATORY DIVISION



APPLICATION FOR VEHICLE DECAL

REQUIREMENTS:

- PERSONAL APPEARANCE OF VEHICLE / OWNER
- Photocopy of updated CAR REGISTRATION (Certificate of Owner & Official Receipt)
 - Authorization letter & ID must be presented in case APPLICANT is not the owner.
 - DEED of SALE must be presented in case applicant is not the Registered Owner
- Photocopy of updated SBMA ID & DRIVERS' LICENSE

SBMA ID No. _____

OWNERSHIP AND DOCUMENTATION:

- | | | |
|--|---|---|
| <input type="checkbox"/> SBMA/FSC Employee | <input type="checkbox"/> ACCREDITED COMPANY | <input type="checkbox"/> RAO / Regular Visitor / OTHERS |
| <input type="checkbox"/> INVESTOR/LOCATORS' Employee | <input type="checkbox"/> SBF RESIDENT | <input type="checkbox"/> SCHOOL |

Name of Owner	_____	Expiration Date	_____
Drivers' License No.	_____	Telephone/Celphone No.	_____
SBMA/Home Address	_____	Telephone No.	_____
Company/SBMA Dept.	_____		
Business Address	_____		

VEHICLE IDENTIFICATION:

Plate No.	_____	Year	_____
Make / Model	_____	Color	_____
Signature of Requestor:	_____	Date:	_____

ACTION TAKEN

APPROVED

Evaluated By: _____

Assessed By: _____

MARLENE L. ALCARAZ

Division Chief

This portion is for VEHICLE REGISTRATION DIVISION ("VRD") use.

SAFETY INSPECTION RESULT:

- | | | | |
|---|---------------------------------------|--|---|
| <input type="checkbox"/> HEADLIGHT | <input type="checkbox"/> SEAT BELT | <input type="checkbox"/> EMERGENCY BRAKE | <input type="checkbox"/> REAR/SIDEVIEW MIRROR |
| <input type="checkbox"/> HIGH BEAM | <input type="checkbox"/> TAIL LIGHT | <input type="checkbox"/> FOOT BRAKE | <input type="checkbox"/> SMOKE EMISSION LEVEL |
| <input type="checkbox"/> LOW BEAM | <input type="checkbox"/> BRAKE LIGHT | <input type="checkbox"/> HORN | <input type="checkbox"/> EWD |
| <input type="checkbox"/> WINDSHIELD WIPER | <input type="checkbox"/> SIGNAL LIGHT | <input type="checkbox"/> TIRE | <input type="checkbox"/> HELMET |

INSPECTOR'S SIGNATURE

DATE

VEHICLE PASS No. _____

AMOUNT _____

COLORBAND _____

OFFICIAL RECEIPT (OR) No. _____