

**SBFZ PROCEDURES ON THE REGISTRATION OF
PRIVATELY OWNED VEHICLES (POVs)
and PUBLIC UTILITY VEHICLES (PUVs)
AND ON THE ISSUANCE OF VEHICLE DECALS**

Pursuant to Republic Act No. 7227 and its Implementing Rules and Regulations and for security and safety purposes, all motor vehicles covered with this procedure must first register with the Motor Vehicle Registration Office (MVRO).

For this purpose, the term “**motor vehicle**” means any vehicle propelled by any power other than muscular power using the public highways, but except road rollers, trolley cars, street sweepers, sprinkles, lawn mowers, bulldozer, graders, forklifts, amphibian trucks and cranes and other heavy equipment for construction, if not used on public highways, and motor vehicles run only on rails or tracks, and tractors, trailers and traction engines of all kinds used exclusively for agricultural purposes.

A. WHO ARE ELIGIBLE FOR THE REGISTRATION AND ISSUANCE OF VEHICLE DECALS

A-1. Privately-Owned Vehicles (POVs)

- a. **All –access (AA)** - issued to the SBMA Chairman and Administrator (CHAD), the SBMA Board of Directors (BOD), the Senior Deputy Administrators (SDA). Bearers shall have access to all areas of the SBFZ.
- b. **SBFZ Locators (L)** – issued to employers, owners, officers, staff and employees of SBF Locators/Enterprises. Also issued to SBF Locators who operate their own shuttle services used for their personnel and business operations.
- c. **SBFZ Residents (R)**- issued to persons residing and/or staying at Kalayaan, Binictican, Cubi housing areas and condominiums within SBFZ. Residents may be allowed to sponsor their gardeners, caretakers and housemaids.
- d. **School (S)** – - issued to the school principals, teachers, officers, staff and employees of the school, its students, the students’ parents and/or guardians, nannies, personal drivers and persons who are responsible for the care of the students.
- e. **Accredited Companies (A)** – issued to the vehicles of companies that are registered with SBMA Compliance Review and Accreditation Office and the Labor Department.
- f. **SBFZ Employees (E)** – SBMA Deputy Administrators (DA), Department Managers (DM) and employees.

A-2. Public Utility Vehicles (PUVs)

- a. **Shuttle Service Providers** - Operators who have exclusive contracts with SBF Locators to render transport services of their employees.
- b. **Taxis** - PUVs that operate on a point-to-point service with maximum of four (4) passengers.

- c. **Public Transport** – vehicles that are used as feeder services linking neighborhoods and communities to mass transit lines and traversing commercial, industrial, recreational or residential area.
- d. **School Service** – PUVs providing school services to students and school officials from school vicinities to residences and vice-versa.

B. PUBLIC HEALTH AND SAFETY PROTOCOLS

Prior to issuance of the decals, all operators, owners and drivers of POVs and PUVs must follow all the health and safety protocols promulgated by the IATF and SBMA to combat the spread of COVID-19 in the SBF.

C. STEPS ON REGISTRATION

C-1. Privately-Owned Vehicles (POVs):

Step 1. Secure Application Form for Vehicle Decal. There are two (2) options on securing the Application Form for Vehicle Decal:

Option 1. Download the Application Form for Vehicle Decal from <http://www.mysubicbay.com.ph> - About Us – Departments - Motor Vehicle Registration Office or;

Option 2. Get a copy of the Application Form at the MVRO Office.

Step 2. Email the filled out Application Form together with the following requirements at mvro@sbma.com or submit the complete package at MVRO:

- a. Photocopy of SBMA ID.
- b. Photocopy of OR/CR. Registration should be under the name of applicant or company. If the applicant is not the owner, an authorization from the owner should be presented.
 - i. Copy of Sales Invoice for newly acquired motor vehicle in lieu of the OR/CR
 - ii. Copy of Deed of Sale or Conditional Deed of Sale
- c. Photocopy of valid Driver's License

Step 3. Present vehicle for safety inspection on the date and time scheduled in your email. MVRO shall issue a billing assessment for the Registration Fee.

Step 4. Present the billing assessment and pay the corresponding registration fee according to classification set upon by MVRO at the SBMA Treasury Department assigned at the Ground Floor of the Regulatory Building.

Step 5. Present the Official Receipt of Payment of registration fee to the MVRO.

Step 6. Personnel of the MVRO shall personally stick the vehicle decals on the respective vehicles being applied for.

C-2. Public Utility Vehicles (PUVs)

Step 1. Secure Application Form for Vehicle Decal. There are two (2) options on securing the Application Form for Vehicle Decal:

Option 1. Download the Application Form for Vehicle Decal from <http://www.mysubicbay.com.ph> - About Us – Departments - Motor Vehicle Registration Office or;

Option 2. Get a copy of the Application Form at the MVRO Office.

Step 2. Email the filled out Application Form together with the following requirements at mvro@sbma.com or submit the complete package at MVRO:

For the Registration of Accreditation of the Entity:

- a. Mayor's Permit & Business Registration from place of Business – DTI or SEC Registration (Articles of Incorporation, By Laws & GIS) or Certificate of Compliance issued by the Cooperative Development Authority (CDA) for Cooperatives.
- b. Updated contract with SBFZ locators (For Shuttle Services only)
- c. Listing of Vehicles – Indicate (Make/Model/Plate No.) with corresponding Drivers
- d. SBMA Departments/Offices Clearance
 - Environmental Clearance / Emission Test Clearance (Ecology Center, Ground Floor, Regulatory Building)
 - Certificate of Traffic Safety Awareness Orientation (Law Enforcement Department, Bldg. 657)
 - Intelligence Office Clearance (Intelligence Office, Bldg. 657 2nd Floor)

For Registration of Shuttle, Taxi, PUV and School Service:

- a. Photocopy of valid SBMA ID, valid Driver's License, Result of Physical Examination.
- b. Endorsement from the owner/operator if the driver is not the owner.
- c. Latest 3 months' contribution - SSS, PAG-IBIG, PHILHEALTH,
- d. 2 Pcs. 2 ½ x 2 ½ colored picture
- e. Notarized Owner's & Driver's Deed of Undertaking to abide by the provisions set in the Service Level Agreement (SLA) and SBMA Guidelines, Policies, Rules and Laws as prescribed.
- f. Photocopy of updated Car Registration (CR & OR) (Original copy to be presented upon inspection of the motor vehicle)
- g. Vehicle and Passengers Insurance
- h. Stencil (Engine and chassis)
- i. For Yellow Plate: Photocopy of Updated Franchise Confirmation from LTFRB (Original copy to be presented)

Step 3. Present fleet of vehicles for safety inspection on the date and time scheduled provided. MVRO shall issue a billing assessment for the Registration Fee.

Step 4. Present the billing assessment and pay the corresponding accreditation/ registration fee according to classification set upon by MVRO at the SBMA Treasury Department assigned at the Ground Floor of the Regulatory Building.

Step 5. Present the Official Receipt of Payment of registration fee to the MVRO.

Step 6. Personnel of the MVRO shall personally stick the vehicle decals on the respective vehicles being applied for.

NOTE:

- Strictly NO transferring/sharing of vehicle decals with other vehicles not intended for the subject motor vehicle.
- Illegal printing of vehicle decal is strictly prohibited which constitutes Falsification of Public Document and shall be dealt with accordingly.

D. SCHEDULE OF REGISTRATION WITH MVRO

D-1. PRIVATELY OWNED VEHICLES (POVs):

Schedule of registration shall depend on your license plate number. The last digit of your plate number corresponds to the month you need to register your vehicle with the MVRO. Acceptance of applications shall be from Mondays thru Fridays, 8:00 am until 3:30 pm, except on holidays.

<i>Month</i>	<i>Last Digit of Plate Number</i>
January	1
February	2
March	3
April	4
May	5
June	6
July	7
August	8
September	9
October	0

D-2. PUBLIC UTILITY VEHICLES (PUVs):

Registration and renewal of registration shall depend on the expiration of the entity's Certificate of Accreditation (CA). Processing of the entity's renewal of registration of CA may commence three (3) months prior to the expiration date of CA.

E. REGISTRATION FEES**E-1. PRIVATELY-OWNED VEHICLES (POVs):**

Classification	Amount	Other Applicable Requirement(s)
AA – All access	₱100.00	CHAD, SBMA Board of Directors, SDAs
L – SBFZ Locator	₱200.00	➤ SBMA ID should reflect the Name of the Company
	Motorcycles ₱100.00	
R – SBFZ Resident	All types of vehicles including 3-wheeled vehicles ₱200.00	<ul style="list-style-type: none"> ➤ SBMA ID indicating the address of residency within SBFZ ➤ Endorsement from the owner of housing unit for Caretakers, Gardeners, Housemaids and the like.
	Motorcycles ₱100.00	
S – School	₱200.00	<ul style="list-style-type: none"> ➤ Endorsement from the School Principal certifying that the student is enrolled in their school and that the applicant is the guardian of the student. ➤ SBMA ID indicating the name of the school where the student is enrolled.
	Motorcycles ₱100.00	
A – Accredited Company	₱200.00	➤ Certificate of Accreditation issued by Compliance Review & Accreditation Office and Labor Department
	Motorcycles ₱100.00	
E – SBMA Employee	₱100.00 (for all types of vehicles)	

E-2. PUBLIC UTILITY VEHICLES (PUVs):

Classification	Amount
Certificate of Accreditation for Transport Services	₱ 8,000.00
AUVs (Taxis of up to 4 passengers)	₱ 8,000.00
Vans (Shuttle/Public Transport) up to 16 passengers	₱ 16,000.00
Coasters (Shuttle/Public Transport) up to 25 passengers	₱ 8,000.00
Buses (Shuttle/Public Transport)	₱ 12,000.00

F. TRANSITORY PROVISION – To effect a smooth and continuous process on the registration of vehicles, the following schedule for the issuance of decals for the year 2021 shall be as follows:

a.

Month	Last Digit of Plate Number
August	1, 2 and 8
September	3, 4 and 9
October	5 and 0
November	6 and 7

b. Those who were issued vehicle decals valid until Dec 2021 and the year 2022, do not need to register until the validity of their decals have expired.

G. EFFECTIVITY AND COVERAGE

This SBMA Procedure shall take effect on 16th August 2021 and shall continue to be in full force and effect over the entire Subic Bay Freeport Zone until lifted, revised or modified by the SBMA.

Issued this 28th day of July 2021 at Subic Bay Metropolitan Authority.