



REPUBLIKA NG PILIPINAS  
KAGAWARAN NG KATARUNGAN  
PANGASIWAAN SA PATALAAN NG LUPAIN  
(LAND REGISTRATION AUTHORITY)  
East Avenue cor. NIA Road  
Quezon City



U.P. LAW CENTER 1903  
OFFICE of the NATIONAL ADMINISTRATIVE REGISTRAR  
Administrative Rules and Regulations

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**LRA CIRCULAR No. 16 - 2020**

LAND REGISTRATION SYSTEMS, INC.  
RECEIVED  
PROJECT MANAGEMENT OFFICE  
DATE: 09-30-2020 BY: J. Dolan

**SUBJECT: Policy on the Issuance of Certified True Copies of Supporting Documents of Denied Transactions**

**WHEREAS**, the Land Registration Authority ("LRA") is a government agency mandated by law to preserve the integrity of the land registration process, protect the sanctity of the Torrens System, and act as a central repository of records relative to original registration of land titled under the Torrens System, including subdivision and consolidation plans of titled lands and, through its Registry of Deeds ("RD") Offices nationwide, be the repository of records of instruments affecting registered and unregistered lands and chattel mortgages in the province and the city wherein such office is situated;

**WHEREAS**, one of the services that LRA Clients may avail in the RDs is the issuance of a Certified True Copy ("CTC") of a Supporting Document ("SD");

**WHEREAS**, currently, LRA allows the issuance of CTCs of SDs submitted in relation to a request for registration of a transaction, which was subsequently deemed non-registrable and denied by the Approving Officer of the RD;

**WHEREAS**, SDs of the denied transactions are also scanned by the RD and the electronic images are stored in the pertinent databases of the RD, while all the submitted paper documents are returned to the Client;

**WHEREAS**, currently, the CTC Output for CTC transactions covering SDs of a denied transaction does not indicate the status of the transaction for which the SDs were submitted;

**WHEREAS**, concerns were raised that issuing the CTCs of such SDs of denied transactions, where all the documents were returned to the Clients and are no longer in the custody of the Registry, and using only the scanned and uploaded images of these SDs, may cause confusion on the CTCs issued;

**WHEREFORE**, in consideration of the foregoing premises, the issuance of CTCs of SDs for Denied Transactions shall be allowed, as follows:

1. The CTC Output of such SDs of denied transactions due to non-registrability or non-payment of assessed fees, among others, shall have the following notations:
  - a. The SDs were not officially registered with the RD;
  - b. The RD is not in custody of the original hardcopy of the SDs; and,
  - c. The images appearing on the CTC are based on the scanned copy of the SDs which was uploaded in the LRA database and are for reference purposes only.
2. The notation shall be available in the preview of the CTC Output at the Printing Module, and shall be printed on all available pages of the requested CTC of SDs.

This Circular shall take effect after fifteen (15) days from its publication in a

PROJECT MANAGEMENT OFFICE LIBRARY

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Chief, Central Records Section

NORBERT T. TOMAS

9/19/2020

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newspaper of general circulation, and the filing of three (3) copies hereof with the University of the Philippines Law Center.

All orders, guidelines, circulars, rules and regulations inconsistent with this are hereby repealed or amended accordingly.

Issued SEP 03 2020, Quezon City, Philippines.

  
**RENATO D. BERMEJO**  
Administrator

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**NORILYN T. TOMAS**  
Chief, Central Records Section