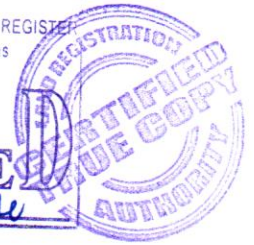


REPUBLIKA NG PILIPINAS
KAGAWARAN NG KATARUNGAN
PANGASIWAAN SA PATALAAN NG LUPAIN

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LRA CIRCULAR No. 08 - 2020

SUBJECT: Mandatory Requirement for All Clients to provide Contact Details

WHEREAS, the Land Registration Authority ("LRA"), through the Registries of Deeds ("RD") nationwide, receive and process transactions affecting titled properties, unregistered lands, chattel mortgages and personal properties, as well as requests for the issuance of certified true copies of titles and registered documents (the "LRA Services");

WHEREAS, in the processing of requests for LRA's Services there are situations where it is necessary that duly-designated LRA Personnel are able to get in touch with Clients availing of the LRA Services in connection with the proper and prompt processing of transactions;

WHEREAS, due to the COVID-19 Pandemic, and subsequent government issuances on quarantine controls, there is an urgent need to provide a mechanism by which LRA Personnel will be able to get in touch with Clients;

WHEREAS, Clients are currently given the option to provide their contact details when requesting for LRA Services;

WHEREFORE, in consideration of the foregoing premises, and in order to support the objective of correct and prompt processing of transactions, which may require direct communication with the Client in light of the limitations imposed by the COVID-19 pandemic and government issuances on quarantine rules, it is hereby informed that contact details (i.e., **mobile number and e-mail address**) shall be a **mandatory requirement** for the processing of requests for LRA Services. The contact details shall be provided by Clients through either the Registration Application Form and Information Request Form provided in the RDs, and these details shall be entered by the RD System Users into the LRA Computerized Systems, as part of the details required in the Electronic Primary Entry Book.

This Circular shall take effect immediately after publication in a newspaper of general circulation, and the filing of three (3) copies hereof with the University of the Philippines Law Center.

Issued **MAY 29 2020**, 2020, Quezon City, Philippines.

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Chief, Central Records Section

Renato D. Bermejo
RENATO D. BERMEJO
Administrator

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