

Dasmarinas Village Association Inc.

1417 Campanilla Street, Dasmarinas Village
Tel. No. 843-2262; Email: dasma.association@yahoo.com

D.V.A. CIRCULAR NO. 2019 - 12

June 24,2019

2019-2020 DVA CAR STICKERS

Dear Members:

- We are scheduling the release of 2019-2020 DVA vehicle stickers beginning July 01, 2019. The 2018-2019 stickers will be valid until July 31,2019.

For a more orderly procedure, we are assigning specific days for sticker issuance as shown in the table below. This schedule shall apply from July 01,2019 to July 31,2019.

Last Digit of Home Address	Days Assigned	Time
1 and 2	Every Monday	8 AM to 11:30 AM – 1 PM to 4:30 PM
3 and 4	Every Tuesday	8 AM to 11:30 AM – 1 PM to 4:30 PM
5 and 6	Every Wednesday	8 AM to 11:30 AM – 1 PM to 4:30 PM
7 and 8	Every Thursday	8 AM to 11:30 AM – 1 PM to 4:30 PM
9 and 0	Every Friday	8 AM to 11:30 AM – 1 PM to 4:30 PM

- In accordance with the decision of the four (4) Makati Inter-Village Agreement (MIVA) member Villages (Bel-Air, Dasmarinas, Forbes and Urdaneta), the allocation and rates of the 2019-2020 car stickers are as follows:

1 – 4 MIVA Stickers	P 1,000.00 each
5 – 8 " "	P 2,000.00 each
9 – 12 " "	P 4,000.00 each
Limited Stickers	P 6,000.00 each
Motorcycle	P 500.00 each

- Attached are:
 - DVA generated List of Vehicles registered to your address in 2018 under your name (for your reference.)
Please indicate whether you intend to renew by placing a check mark in the box before the plate number or remove from the list by crossing out the entire line item. If you find any error, please make the necessary correction in the 2019 Application Form.
 - 2019 DVA Vehicle Sticker Application Form with the Guidelines printed at the back portion. **Note: You still need to accomplish this application form as one of the requirements in getting a sticker. To simplify the process and save time, we encourage you to apply all vehicles under your name and pay as one instead of individual application and payment.**
 - For vehicles to be registered for the first time, you must submit copies of the most recent official receipt (OR) and certificate of registration (CR); for vehicles for renewal, you just need to present most recent OR.

IMPORTANT NOTICE: CAMPANILLA AND CALUMPANG STREETS WILL BE ONEWAY FROM 8:00AM – 5:00 PM EFFECTIVE JULY 01 – 31, 2019. PLEASE BE GUIDED ACCORDINGLY.

Thank you.

DVA MANAGEMENT

2019 VEHICLE STICKER APPLICATION FORM
FOR RESIDENT OWNER

Date: _____
TCT # _____

Owner's Name _____ Address in DV _____
Res. Tel. No. _____ Office Tel. No. _____ Cel. No. _____

First (12) inter village stickers allowed
First 4 stickers P 1,000.00 each
Second 4 stickers P 2,000.00 each
Third 4 stickers P 3,000.00 each
Limited Sticker Only
Succeeding stickers P 6,000.00 each

INTER-VILLAGE STICKER
FIRST 4 STICKERS - P 1,000.00 each

Sticker No		Plate Number	Vehicle Registered Owner	Relationship to Owner	Make	Series	Year	Color
	1)							
	2)							
	3)							
	4)							

INTER-VILLAGE STICKER
SECOND 4 STICKERS - P 2,000.00 each

Sticker No		Plate Number	Vehicle Registered Owner	Relationship to Owner	Make	Series	Year	Color
	1)							
	2)							
	3)							
	4)							

INTER-VILLAGE STICKER
THIRD 4 STICKERS - P 3,000.00 each

Sticker No		Plate Number	Vehicle Registered Owner	Relationship to Owner	Make	Series	Year	Color
	1)							
	2)							
	3)							
	4)							

MOTORCYCLES FOR RESIDENT
P 500.00 each

Sticker No		Plate Number	Vehicle Registered Owner	Relationship to Owner	Make	Series	Year	Color
	1)							
	2)							
	3)							

DASMARIÑAS VILLAGE STICKER ONLY (NO INTERVILLAGE ACCESS)
LIMITED STICKER P 6,000.00 each
Please check if vehicle is Resident-Owned (RO) or Sponsored (S)

Sticker No	RO	S	Plate Number	Vehicle Registered Owner	Relationship to Owner	Make	Series	Year	Color

I read and fully understand the 2019-2020 DVA Vehicle Stickers Issuance Guidelines printed at the back hereof. I understand and agree ownership of the car sticker remains with DVA and the use of the sticker is a mere privilege that can be revoked at any time subject to existing DVA policies, rules and regulations. The sticker is solely intended for the purpose of security identification and authorization to enter the gates of Dasmarinas Village and for the use of the Village roads.

I shall be responsible for the proper use of the vehicles listed above at all times that they are in the premises of Dasmarinas Village including but not limited to the integrity of persons aboard the vehicles and propriety of materials being transported which may be subjected to proper inspection by the authorized representatives of the Association at such instances the DVA security may deem necessary. I undertake that DVA Traffic Rules and Regulations will be followed, and to settle any fine and penalty that may be imposed by the Association on any traffic violation committed by the owner/driver of any of the above-listed vehicles. I further undertake that it is my responsibility to immediately surrender to DVA the DVA sticker upon sale or disposal of my vehicle.

In the event that any of the above listed vehicles is involved in an accident or incident that necessitates an investigation by law enforcement agencies, DVA shall have the right to provide all relevant information on the ownership and details of the vehicle involved to aid in the investigation and its speedy resolution.

I certify that all the statements and information given on this application form are true and correct. I understand that I shall be liable for any falsehood or misleading informations provided by me in this form and will result in a denial of issuance of a sticker.

Owner's Name _____

Signature _____

FOR DVA USE ONLY

Verified by / date	Processed by / date	Amount paid	Payment received by/date	Released by/date
		OR No.		

2019-2020 VA Vehicle Sticker Issuance Guidelines

I. MIVA SECNET POLICY (Jointly approved by BAVA, DVA, FPA and UVA)

- Strict maximum of twelve (12) Inter-Village Stickers per property. The 12 stickers privilege shall be strictly limited only to residents/property owners and their immediate family members. This means parents, children and siblings only.
- Residents must honestly declare in the vehicle sticker application form if the vehicle is resident-owned or owned by a third party (non-resident being sponsored for issuance of a sticker). Resident's declaration shall be considered true and factual. Any misrepresentations may be ground for the cancellation/revocation of the sticker issued.
- Beyond the allocated 12 Inter-Village Sticker entitlement, Village-specific stickers valid only for entry/exit at the issuing village (i.e., Dasmarinas Village only sticker; no inter-village access) shall be issued to the property owners/resident.
- Vehicles of third parties (non-residents/non-property owners sponsored by a resident/property owner/long-term lessee) shall be issued with a village-specific sticker (e.g., Dasmarinas Village sticker only, no inter-village access).
- A third party issued with a Dasmarinas Village only sticker can also apply separately for the stickers of the other 3 villages upon written endorsement from the sponsoring property owner/resident through the DVA Management. For example, if a third party endorsed by a DVA member is issued with a Dasmarinas Village only sticker, that third party can also apply for a FPA, UVA or BAVA sticker upon endorsement by DVA. Same process is followed by the other 3 Villages.
- The privilege of access to the other Villages using an Inter-Village Sticker is for passing through only and not for parking inside a Village unless visiting a particular resident thereat.
- Owners/Drivers of vehicles bearing an Inter-Village Sticker issued by any of the MIVA villages must follow all traffic rules and regulations of the issuing Village, as well as of the other Member Villages. Motorists must at all times show respect and courteous attitude to the security officers/traffic enforcers implementing the traffic rules and regulations.
- Fines imposed for any traffic violation must be settled promptly at the HOA Administration Office concerned. Serious traffic violations may result to the revocation of the Inter-Village Access or cancellation of the sticker issued to the vehicle subject of the violation.
- Removal of sticker and affixing it to another vehicle is strictly prohibited. Penalty for illegally transferring a sticker to another vehicle is P10,000.00.
- All vehicles issued with Inter-Village Sticker shall be strictly for private use of the owner. However, if such conveyances are used as public utility/for hire vehicles or for any other commercial purpose, the issued stickers shall be automatically invalidated and a fine of P10,000.00 shall be imposed.

II. REQUIREMENTS and APPLICATION PROCEDURE

1. Fill up all the data required in Vehicle Sticker Request Form, signed by the property owner/resident/ authorized representative.
2. Attach copy of TCT (Transfer Certificate of Title) for Resident Owner / Lessor.
3. Attached either of the following required supporting documents:
 - a. Copy of most recent Official Receipt (OR) and Certificate Registration (CR) for vehicle to be newly registered with DVA.
 - b. For newly-acquired vehicles without OR & CR yet, any valid proof of ownership by the property owner/resident must be attached to the application form as supporting documents, e.g. Sales Invoice or Delivery Receipt from the dealer.
 - c. If the vehicle is registered under a company, corporation, organization or an embassy, a certification issued by company's Corporate Secretary or the authorized signatory of the Embassy, stating that the vehicle is assigned for use of the resident applicant.
4. Letter from Member / Resident authorizing his representative to process the sticker application.
5. Xerox copy of DVA I.D or any government issued ID of the authorized person.
6. Prior to payment, all sticker application must be screened and evaluated first by the DVA Security Officer for completeness of information and required supporting documents;
7. Upon clearance by the Security Officer, payment of corresponding fees shall be made at the Cashier.
8. The sticker shall be affixed on the vehicle's windshield only by DVA authorized personnel; while the matching RFID tag shall be placed on the vehicles front-right headlight.

III. OTHER IMPORTANT GUIDELINES

1. DVA stickers are owned by the Association's Office and anyone in possession thereof through illegal means shall be subject to legal prosecution.
2. Vehicle stickers will be issued only to members/residents who are updated in the payment of their membership dues and other assessments. Members on delinquent status are not entitled to issuance of vehicle stickers.
3. Members/Residents who were previously cited for traffic violations and who have not paid yet the fines/penalties must settle first the unpaid fines before issuance of a new sticker to the particular vehicle subject of traffic citation is processed.
4. The vehicle must be brought to the DVA Office and an DVA authorized personnel will affix the sticker onto the designated location on the vehicle's windshield.
5. In case of transfer or ownership to a non-resident member or non-resident, the DVA Office must be notified of the sale. The DVA sticker on the vehicle must be removed and surrendered for cancellation before the vehicle is turned over to the new owner. A replacement sticker can be availed at the minimum cost only upon surrender to the DVA Office of the car sticker removed from the replaced/disposed vehicle.
6. For sponsored limited sticker requests to frequent visitors of residents (relatives, friends, company executives and employees), an endorsement letter issued by the resident must be submitted together with duly filled up sticker request form signed by the resident and proof of car ownership (OR & CR).
7. The sponsoring resident must inform DVA if they want an endorsement be made to the other MIVA-Member Villages for issuance of their respective Village specific car stickers.
8. Members / Residents with pending case with DVA will only be issued limited sticker (no inter-village access)
9. No sticker will be issued to commercial vehicles and to those with business name, logo, product/services markings or with telephone numbers, email address.
10. Motorcycles owned by Dasmarinas Residents will be issued MIVA sticker at P 500.00 each and will not be deducted from the inter-village allocation.
11. Motorcycles of household staff (*must be endorsed by the employer*) will be issued limited sticker only (no inter-village access)- P 500.00 only

**2019 VEHICLE STICKER APPLICATION FORM
(TENANT/LESSEE)**

Date: _____

Tenant's Name: _____ Address in DV: _____
Res. Tel. No.: _____ Office Tel. No.: _____ Cel. No.: _____

Tenant / Lessee

Two (6) inter-village sticker allowed

First 2 stickers - P 1,000.00

Second 2 stickers - P 2,000.00

Third 2 stickers - P 4,000.00

Limited sticker only

Succeeding stickers - P 6,000.00

**INTER-VILLAGE STICKER
First 2 STICKERS - P 2,000.00 each**

Sticker No	Plate Number	Vehicle Registered Owner	Relationship to Owner	Make	Series	Year	Color
1.)							
2.)							

**INTER-VILLAGE STICKER
SECOND 2 STICKERS - P 2,000.00 each**

Sticker No	Plate Number	Vehicle Registered Owner	Relationship to Owner	Make	Series	Year	Color
1.)							
2.)							

**INTER-VILLAGE STICKER
Third 2 STICKERS - P 4,000.00 each**

Sticker No	Plate Number	Vehicle Registered Owner	Relationship to Owner	Make	Series	Year	Color
1.)							
2.)							

**MOTORCYCLE
P 500.00 each**

Sticker No.	Plate Number	Registered Owner/Relationship	Make	Series	Year	Color
1.)						
2.)						

**DASMARINAS VILLAGE STICKER ONLY (NO INTERVILLAGE ACCESS)
LIMITED STICKER P 6,000.00 each**

Sticker No.	Plate Number	Registered Owner/Relationship	Make	Series	Year	Color
1.)						
2.)						

I read and fully understand the 2019-2020 DVA Vehicle Stickers Issuance Guidelines printed at the back hereof. I understand and agree ownership of the car sticker remains with DVA and the use of the sticker is a mere privilege that can be revoked at any time subject to existing DVA policies, rules and regulations. The sticker is solely intended for the purpose of security identification and authorization to enter the gates of Dasmarinas Village and for the use of the Village roads.

I shall be responsible for the proper use of the vehicles listed above at all times that they are in the premises of Dasmarinas Village including but not limited to the integrity of persons aboard the vehicles and propriety of materials being transported which may be subjected to proper inspection by the authorized representatives of the Association at such instances the DVA security may deem necessary. I undertake that DVA Traffic Rules and Regulations will be followed, and to settle any fine and penalty that may be imposed by the Association on any traffic violation committed by the owner/driver of any of the above-listed vehicles. I further undertake that it is my responsibility to immediately surrender to DVA the DVA sticker upon sale or disposal of my vehicle.

In the event that any of the above listed vehicles is involved in an accident or incident that necessitates an investigation by law enforcement agencies, DVA shall have the right to provide all relevant information on the ownership and details of the vehicle involved to aid in the investigation and its speedy resolution.

I certify that all the statements and information given on this application form are true and correct. I understand that I shall be liable for any falsehood or misleading informations provided by me in this form and will result in a denial of issuance of a sticker.

Tenant's Name : _____

Signature : _____

FOR DVA USE ONLY

Verified by / date	Processed by / date	Amount paid:	Payment received by/date	Released by/date
		OR No.		

2019-2020 DVA Vehicle Sticker Issuance Guidelines

I. MIVA SECNET POLICY (Jointly approved by BAVA, DVA, FPA and UVA)

- Strict maximum of two (6) Inter-Village Stickers and two (2) Limited Stickers. The 6 stickers privilege shall be strictly limited only to residents/tenant's and their immediate family members. This means parents, children and siblings only.
- Residents must honestly declare in the vehicle sticker application form if the vehicle is resident-owned or owned by a third party (non-resident being sponsored for issuance of a sticker). Resident's declaration shall be considered true and factual. Any misrepresentations may be ground for the cancellation/revocation of the sticker issued.
- A third party issued with a Dasmarinas Village only sticker can also apply separately for the stickers of the other 3 Villages upon written endorsement from the sponsoring property owner/resident through the DVA Management. For example, if a third party endorsed by a DVA member is issued with a Dasmarinas Village only sticker, that third party can also apply for a FPA, UVA or BAVA sticker upon endorsement by DVA. Same process is followed by the other 3 Villages.
- The privilege of access to the other Villages using an Inter-Village Sticker is for passing through only and not for parking inside a Village unless visiting a particular resident thereat.
- Owners/Drivers of vehicles bearing an Inter Village Sticker issued by any of the MIVA villages must follow all traffic rules and regulations of the issuing Village, as well as of the other Member Villages. Motorists must at all times show respect and courteous attitude to the security officers/traffic enforcers implementing the traffic rules and regulations.
- Fines imposed for any traffic violation must be settled promptly at the HOA Administration Office concerned. Serious traffic violations may result to the revocation of the Inter-Village Access or cancellation of the sticker issued to the vehicle subject of the violation.
- Removal of sticker and affixing it to another vehicle is strictly prohibited. Penalty for illegally transferring a sticker to another vehicle is P10,000.00.
- All vehicles issued with Inter-Village Sticker shall be strictly for private use of the owner. However, if such conveyances are used as public utility/for hire vehicles or for any other commercial purpose, the issued stickers shall be automatically invalidated and a fine of P10,000.00 shall be imposed.

II. REQUIREMENTS and APPLICATION PROCEDURE

1. Fill up all the data required in Vehicle Sticker Request Form, signed by the property owner/resident/ authorized representative.
2. Attach copy of latest Lease Contract.
3. Attached either of the following required supporting documents.
 - a. Copy of most recent Official Receipt (OR) and Certificate Registration (CR) for vehicle to be newly registered with DVA.
 - b. For newly-acquired vehicles without OR & CR yet, any valid proof of ownership by the property owner/resident must be attached to the application form as supporting documents, e.g. Sales Invoice or Delivery Receipt from the dealer.
 - c. If the vehicle is registered under a company, corporation, organization or an embassy, a certification issued by company's Corporate Secretary or the authorized signatory of the Embassy, stating that the vehicle is assigned for use of the resident applicant.
4. Letter from Member / Resident authorizing his representative to process the sticker application
5. Xerox copy of DVA ID or any government issued ID of the authorized person.
6. Prior to payment, all sticker application must be screened and evaluated first by the DVA Security Officer for completeness of information and required supporting documents;
7. Upon clearance by the Security Officer, payment of corresponding fees shall be made at the Cashier.
8. The sticker shall be affixed on the vehicle's windshield only by DVA authorized personnel; while the matching RFID tag shall be placed on the vehicles front-right headlight.

III. OTHER IMPORTANT GUIDELINES

1. DVA stickers are owned by the Association's Office and anyone in possession thereof through illegal means shall be subject to legal prosecution.
2. Vehicle stickers will be issued only to members/residents who are updated in the payment of their membership dues and other assessments. Members on delinquent status are not entitled to issuance of vehicle stickers.
3. Members/Residents who were previously cited for traffic violations and who have not paid yet the fines/penalties must settle first the unpaid fines before issuance of a new sticker to the particular vehicle subject of traffic citation is processed.
4. The vehicle must be brought to the DVA Office and an DVA authorized personnel will affix the sticker onto the designated location on the vehicle's windshield.
5. In case of transfer or ownership to a non-resident member or non-resident, the DVA Office must be notified of the sale. The DVA sticker on the vehicle must be removed and surrendered for cancellation before the vehicle is turned over to the new owner. A replacement sticker can be availed at the minimum cost only upon surrender to the DVA Office of the car sticker removed from the replaced/disposed vehicle.
6. For sponsored limited sticker requests to frequent visitors of residents (relatives, friends, company executives and employees), an endorsement letter issued by the resident must be submitted together with duly filled up sticker request form signed by the resident and proof of car ownership (OR & CR).
7. The sponsoring resident must inform DVA if they want an endorsement be made to the other MIVA-Member Villages for issuance of their respective Village specific car stickers.
8. Members / Residents with pending case with DVA will only be issued limited sticker (no inter village access)
9. No sticker will be issued to commercial vehicles and to those with business name, logo, product/services markings or with telephone numbers, email address.
10. Motorcycles owned by Dasmarinas Residents will be issued MIVA sticker at P 500.00 each and will not be deducted from the inter-village allocation.
11. Motorcycles of household staff (*must be endorsed by the employer*) will be issued limited sticker only (no inter-village access) - P 500.00 only

DASMARINAS VILLAGE ASSOCIATION INC.

1417 Campanulla Street Dasmariñas Village, Makati City
Tel. No. 843-2262 loc 112

**2019 VEHICLE STICKER APPLICATION FORM
FOR NON-RESIDENT / NON RESIDENT/ LESSOR**

Date: _____
TCT # _____

Owner's Name _____ Address in DV _____
Res. Tel. No. _____ Office Tel. No. _____ Cel. No. _____

☐ **NON - RESIDENT**
(Owner NOT residing in Dasmariñas)

☐ **NON-RESIDENT / LESSOR**
(Owner NOT residing in in Dasmariñas
Whose property is under lease)

First (12) inter-village stickers allowed
-First 4 stickers - P 1,000.00 each
-Second 4 stickers - P 2,000.00 each
-Third 4 stickers - P 4,000.00 each
Limited Sticker Only
-Succeeding stickers - P 6,000.00 each

First (6) inter-village stickers
First 2 stickers - P 1,000.00 each
Second 2 stickers - P 2,000.00 each
Third 2 stickers - P 4,000.00 each
Limited Sticker Only
Succeeding stickers - P 6,000.00 each

**INTER-VILLAGE STICKER
FIRST 4 STICKERS - P 1,000.00 each**

Sticker No		Plate Number	Vehicle Registered Owner	Relationship to Owner	Make	Series	Year	Color
	NR 1)							
	NR 2)							
	L 3)							
	L 4)							

**INTER-VILLAGE STICKER
SECOND 4 STICKERS - P 2,000.00 each**

Sticker No		Plate Number	Vehicle Registered Owner	Relationship to Owner	Make	Series	Year	Color
	NR 1)							
	NR 2)							
	L 3)							
	L 4)							

**INTER-VILLAGE STICKER
THIRD 4 STICKERS - P 4,000.00 each**

Sticker No		Plate Number	Vehicle Registered Owner	Relationship to Owner	Make	Series	Year	Color
	NR 1)							
	NR 2)							
	L 3)							
	L 4)							

**MOTORCYCLES FOR RESIDENT
P 500.00 each**

Sticker No		Plate Number	Vehicle Registered Owner	Relationship to Owner	Make	Series	Year	Color
	1)							
	2)							
	3)							

**IN EXCESS - DASMARINAS VILLAGE STICKER ONLY (NO INTERVILLAGE ACCESS)
LIMITED STICKER P 6,000.00 each**

Sticker No		Plate Number	Vehicle Registered Owner	Relationship to Owner	Make	Series	Year	Color
	1.)							
	2.)							
	3.)							

I read and fully understand the 2019-2020 DVA Vehicle Stickers Issuance Guidelines printed at the back hereof. I understand and agree ownership of the car sticker remains with DVA and the use of the sticker is a mere privilege that can be revoked at any time subject to existing DVA policies, rules and regulations. The sticker is solely intended for the purpose of security identification and authorization to enter the gates of Dasmariñas Village and for the use of the Village roads.

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Owner's Name : _____

Signature : _____

FOR DVA USE ONLY

Verified by / date	Processed by / date	Amount paid	Payment received	Released by/date
		OR No	by/date	

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5. In case of transfer or ownership to a non-resident member or non-resident, the DVA Office must be notified of the sale. The DVA sticker on the vehicle must be removed and surrendered for cancellation before the vehicle is turned over to the new owner. A replacement sticker can be availed at the minimum cost only upon surrender to the DVA Office of the car sticker removed from the replaced/disposed vehicle.
6. Members / Residents with pending case with DVA will only be issued limited sticker (no inter-village access)
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