



# ALABANG HILLS VILLAGE ASSOCIATION, Inc.

Clubhouse, Don Jesus Boulevard, Alabang Hills Village,

Cupang, Muntinlupa City, 1771

Tel No. 8850-8254 \* 8850-9631 \* Fax No. 8850-7685

Email: alabanghills@yahoo.com

## VEHICLE STICKER APPLICATION FORM

### I. Type of Application (please check)

*Revised copy - July 2020*

New

Renewal

AHVA member

Non-AHVA member

Family Name		First Name		M.I.
Address			Tel. No.	
Registered Owner of Vehicle				
Address			Tel. No.	
First Time Applicant? Please check:		Please indicate the number of years that you have been using the AHVA vehicle sticker: _____		
Yes _____ No _____				

### Endorsement - Either from an AHV resident, Village Association, School or Organization

(for non-AHVA member/s-no endorsement, no issuance of sticker)

Name	Signature
Address	
Tel. No.	
Relationship Details (please encircle- blood relative, in-laws, business associate, friend, others)	

### II. Description of Vehicle

Vehicle Details (to be filled-up by applicant)					Payment Details (For AHVA Use only)			
Make	Series	Color	Plate No.	Previous Sticker No. (For Renewal)	New Sticker No.	Official Receipt No.	Date	Amt. Paid

### III. Requirements

#### For New Application & Renewal

Attach to this Form the **latest** photocopies of the following:

- A. *If vehicle is under your name*
  1. Official Receipt (OR) of vehicle
  2. Certificate of Registration (CR) of vehicle
- B. *If vehicle is not under your name*
  1. Items 1 & 2 of A
  2. Notarized Deed of Sale
- C. *If vehicle is under the name of Company*
  1. Items 1 & 2 of A
  2. Company Certification signifying that the applicant is the authorized user
- D. *If vehicle has been recently acquired-no plate/s yet*
  1. Delivery Receipt
  2. Sales Invoice

**AHVA has the right to demand for other requirements as the need arises**

*(above documents are no longer required for AHV residents who are renewing their last year's vehicle stickers; just fill-up this form and indicate the previous sticker number)*

### IV. Application Procedure (during regular working days)

1. Fill-up this Form and affix your signature on the back page
2. Submit the filled-up Form, together with the required documents, thru email (alabanghills@yahoo.com)
3. Wait for the email reply from the Sticker Processor on payment arrangements & your appointment day
4. Authorized AHVA sticker crew will affix the sticker on the windshield (*driver's side*) of the vehicle during your appointment day

#### For AHVA Use only

Processed by	Remarks

\*Please read AHVA Applicable Rules & Regulations at the back, then sign to indicate conformity\*



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**General Rules & Regulations**

1. Misdeclaration of information or misapplication of sticker or violation of AHVA traffic rules and/or any provisions stated herein shall be grounds for confiscation of sticker without prejudice to whatever sanction allowed by law. All AHVA Traffic and Parking Rules and Regulations must be observed to avoid having your sticker confiscated or paying penalty. Stickers may be withdrawn, removed or confiscated from the vehicle involved in the violation/s of AHVA traffic rules without prejudice to whatever sanction allowed by law.
2. The AHVA Sticker should be removed and surrendered to AHVA if the vehicle is sold.
3. Vehicle/person caught with fake sticker will be banned from Alabang Hills Village for a period of two (2) years.
4. Alabang Hills Village is a residential zone. All traffic signs and speed limits must be obeyed; no unnecessary blowing of horn, no loud playing of boom boxes, stereo, etc.
5. FULL STOP and STOP signs at the entrance/exit must be obeyed. Headlights must be dimmed at the entrance /exit at night. No sticker will be issued to smoke-belching vehicles.
6. The following parking rules should be observed:
  - A. Homeowners should at all times park their vehicles in their carports inside their property.
  - B. Homeowners may use designated village streets for parking their excess light vehicles taking care not to inconvenience fellow residents. Please make sure that heavy wide vehicles should be parked inside your carports.
  - C. Homeowners may request for permission from lot owners to avail of vacant lots nearby to be used for extra parking. This however must be confirmed by the Village administration and subject to vacant lot use rules and regulations.
  - D. Heavy vehicles such as school buses, trucks and trailers or similar commercial vehicles are not allowed to park on our streets. They should park in the carports.
  - E. Parking along the center island is strictly prohibited at all times.
  - F. Visitors or vehicles without resident stickers are not allowed to park in our streets from 10 p.m. -6 a.m. except for events with the express notice given and confirmed by the Village administration.
7. Vehicles bearing non-resident stickers are allowed to pass thru AHV main roads (DJB and DMB) from 5:00 a.m. – 10:00 p.m. only. Overnight parking is prohibited.
8. Motorcycle Riders should wear helmets at all times. They may be requested by security to remove them for routine check and inspection within the Village premises.
9. Unclaimed Vehicle Stickers after ninety (90) days from payment will be considered void and shall be destroyed accordingly.
10. AHVA Traffic and Parking Rules and Regulations will be enforced strictly. Our Village security guards have been deputized by the Muntinlupa City Government and they will apprehend violators.

**PENALTIES and Sanctions (1<sup>st</sup> Offense/ 2<sup>ND</sup> offense/ 3<sup>rd</sup> offense)\***

Table of Violations		PENALTIES / SANCTIONS		
		First Offense	Second Offense	Third Offense
1.	a) Intentional and unauthorized transfer of Sticker	P 1,000.00	P 2,000.00	5,000.00
	b) Fake Sticker	2-year ban from the Village (Vehicle/Applicant)		
2.	Driving under the influence of alcohol/illegal substance	P 1,000.00	P2,000.00	5, 000.00
3.	Necking / any indecent activity in the vehicle	P 1,000.00	P2,000.00	P 5, 000.00
4.	Traffic violations: disregarding traffic signs, speeding, illegal parking, reckless driving, driving without license, unregistered vehicle	P 500.00	P1,000.00	P 2,000.00
5.	Noisy mufflers, extra loud audio systems, broken headlamps/tail lights, no helmets for motorcycles, spitting, littering, smoke belching	P 200.00	P 500.00	P 1,000.00
6.	Illegal use of sirens, police blinkers, horns and similar accessories	P 1,000.00	P 2,000.00	P 3,000.00
7.	Damage to AHV facilities like security gates, outpost, boom bars, traffic signage, landscaping, lamp posts and similar structures	Minimum of P 5,000.00 up to actual replacement cost or whichever is higher.		

\* Refusal to pay penalties will result in a traffic citation and confiscation of license under national /local traffic rules

**UNDERTAKING of Sticker Applicant**

I hereby bind myself and agree to follow all the rules and regulations of Alabang Hills Village Association (AHVA) as stated herein. Should I be apprehended due to the violation of any rule/s or regulation/s of AHVA, I shall pay the corresponding penalty and/or accept whatever sanctions to be imposed by AHVA.

I also certify that a copy of the above rules & regulations has been given to me for reference, guidance & compliance.

I further undertake to remove and surrender the AHVA sticker in case of sale or damage of my vehicle. I further certify that I have read and understood the aforesaid AHVA rules & regulations with no reservation and do hereby commit my full cooperation and compliance.

\_\_\_\_\_  
(Applicant’s Signature over printed name)

\_\_\_\_\_  
Date



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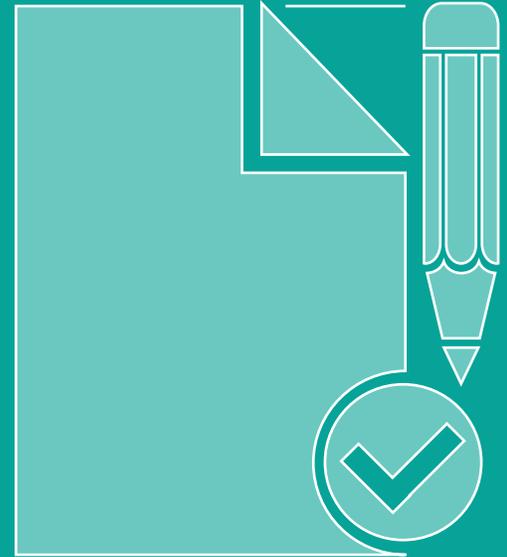
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**ALABANG HILLS VILLAGE ASSOCIATION, INC.  
ONLINE APPLICATION FOR  
VEHICLE 2020 STICKER**

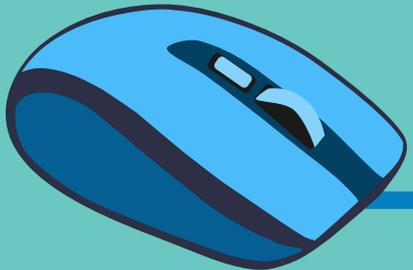
# STEP 1

Fill out completely the vehicle sticker application form (VSAF) read the general rules & regulation and sign on the back page



# STEP 2

Attach the required documents  
(requirements are indicated on the VSAF)



# STEP 3

Send VSAF together with the  
Required documents to  
[alabanghills@yahoo.com](mailto:alabanghills@yahoo.com)

## Processing & Releasing days

Mondays to Fridays, 8am – 11 am &  
1pm – 4 pm  
Saturdays, 8am – 11 am



**Application received beyond cut-off time  
shall be processed the next working day**

# STEP 4



**Kindly wait for a reply via email from AHVA Sticker Processor within the day**

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**A. If application is not approved, the processor will specify the lacking requirements which need to be submitted.**

*\*VSAF of applicants with existing traffic violations shall not be processed until corresponding penalties are fully settled.*

**B. If application is approved, Processor will send a payment order form**

# STEP 5



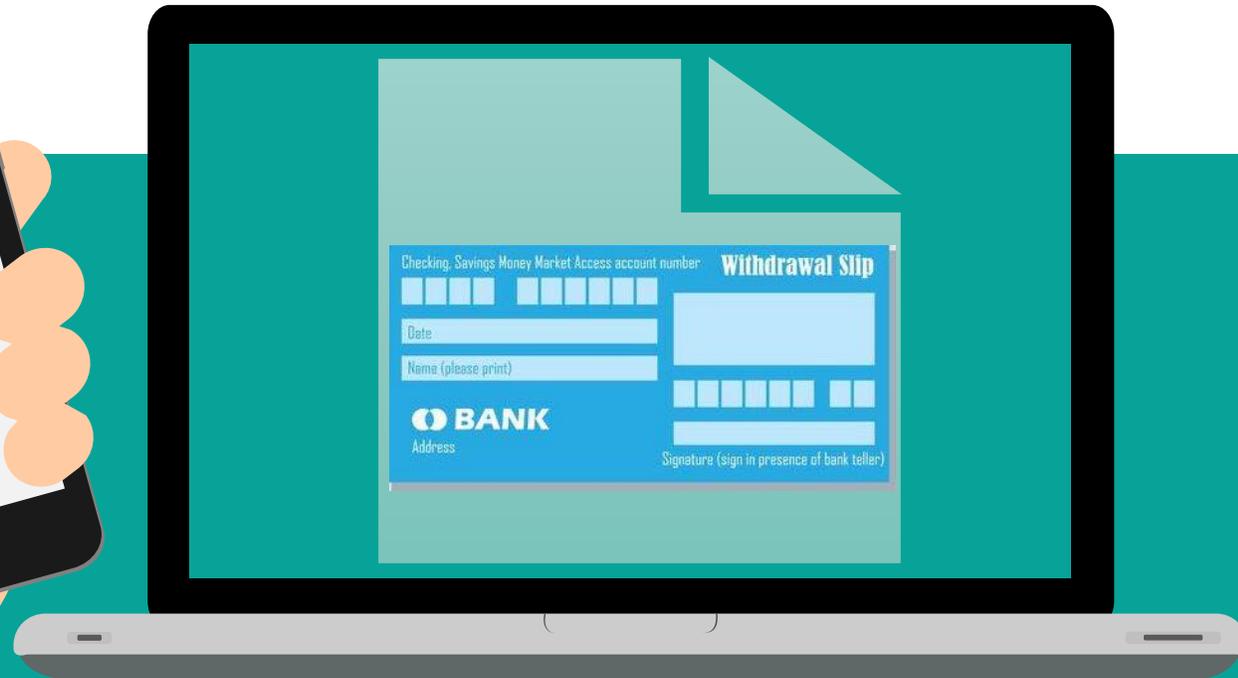
Payment for the sticker has to be made within 3 days from the receipt of the Payment Order form. Please make payment / deposit to this account :

**Alabang Hills Village Association, Inc.**  
**SECURITY BANK Business Plus Account**  
**No. 0000 - 004410 - 119**



# STEP 6

Please send a SCREENSHOT of the payment to [alabanghills@yahoo.com](mailto:alabanghills@yahoo.com)



# STEP 7



Kindly wait for AHVA's response.

A reply will be sent indicating the appointment date wherein the applicant has to bring the respective Vehicle that's registered for the sticker



# STEP 8

On appointment day, please bring the payment / deposit slip, wear face mask, face shield, observe social distancing & proceed to Sticker Releasing Window.

*Sticker crew will affix the sticker on the windshield (driver's side) of the vehicle.*



Official receipt will also be issued on the same day.



**For those without access to internet,  
applicants will have to do the following:**

***Step 1, step 2, proceed to the clubhouse  
to place VSAF in a drop box located in  
the lobby, wait for the call from the  
Sticker Processor regarding processing,  
payment arrangements & appointment  
day.***





***AHVA will NOT entertain  
sticker applicants without  
an appointment***