



MEMORANDUM

To: All Buyers
From: Accounting Department
Date: July 14, 2025

Subject: Official Receipt Release Notice and Commission Policy

To ensure proper documentation, transparency, and timely processing of official receipts and commissions, please be guided by the following policy:


1. A **minimum of three (3) working days' notice** is required for the release of Official Receipts (O.R.).
2. All O.R. requests—especially for **online payments**—must be made **in advance** to avoid delays.
3. For **check payments**, please ensure that remarks include the following details for documentation and traceability:
 - Bank name
 - Check number
4. **Official Receipts will not be released until the check has been successfully credited** to METALAND PROPERTIES INC.'s bank account.
 - However, an **Acknowledgment Receipt** will be issued upon submission of the check.

Effectivity:

This policy shall take effect **immediately upon issuance** and shall remain in force until further notice.

For strict compliance.

Approved by:


BADUEL, CHERIE
FINANCE OFFICER
Date: 7/14/25

CHING, HAN CHING RICHARD
CHIEF FINANCE OFFICER
Date: 7/14/25