



MEMORANDUM

To: All Agents
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. **Commission cut-off** will be observed **at the end of every month**.
4. **Only payments with issued Official Receipts (O.R.)** will be **included in the commission computation**.
5. For **check payments**, please ensure that remarks include the following details for documentation and traceability:
 - Bank name
 - Check number
6. **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.

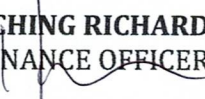
Effectivity:

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: _____