

*Fil-United Mfg. Corp.*

**Fumaco**

**Pacific Lighttech Corporation**

HRD Notice 2016-08

TO : ALL SALES AGENT  
FROM : MANAGEMENT  
RE : NSF CHECKS AND IMPROPER SALES TRANSACTIONS  
DATE : February 15, 2016

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Please be informed that effective immediately, All **Non Sufficient Fund** (NSF) checks received on account of your respective clients where the company's policy of a proper credit investigation is skipped, will be charged directly against the sales agent involved.

Further, the company has the right to withhold commissions for whole quarters wherein transactions are found to have been fraudulent, improper or unethical. Lastly, the company shall withhold commissions for whole periods involved where negligence in procedure has been established. These procedures include credit investigation procedures, accounting procedures and approval of samples, drawings and etc.

For your guidance and strictly compliance.

Noted by

**FREDERICK CHUA**  
Director for Operations

*Lani 2/16 8:30 AM*

*2/16/16*