



BANDAI WIREHARNES PHILIPPINES, INC.

Lot 2 First Industrial Township, Brgy. Pagaspas, Tanauan City, Batangas
(0917) 708-7572

MEMORANDUM

TO : ALL EMPLOYEES
FROM : HUMAN RESOURCES
SUBJECT : **VEHICLE REGISTRATION**
DATE : 2024-09-11
BWPI NO. : HR-M-1001

Dear Colleagues,

Please be informed that all employees vehicle that enter BWPI are required to register in HR.

Forms are available at HR Department. Submission is until Friday Only September 13, 2024.
Failure to register their vehicle will not be able to enter BWPI Premises.

For your Proper Guidance and Information.

Thank you.

Prepared by:



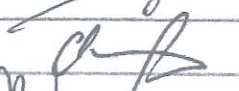
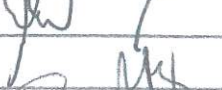





K. Moncayo
HR Sr. Staff

Noted by:


L. Sarmiento
Operations Manager

Approved by:


T. Miyamura
Vice President

Acknowledge By	Signature
ACCOUNTING	
ASSY	
ENGINEERING/FACILITY	
ESH	
IMPEX	
ISO/PURCHASING	
PPIC	
QC	



Bandai Wireharness Philippines Inc.

Lot 2 First Industrial Township Brgy. Pagaspas Tanauan City Batangas

VEHICLE REGISTRATION

Date of Application: _____

Control No. _____

Emp. No: _____

Employee Name: _____

Vehicle Type: _____

Brand: _____

Plate Number: _____

Color: _____

Requirements:

- Company ID
- Driver's License
- OR/CR
- Authorization Letter (if not owned)

RULES and REGULATIONS

GENERAL RULE

1. Must have Company Sticker before entering BWPI premises.
2. 10kph speed limit inside BWPI premises must follow.
3. Must Park on designated parking area only.
4. Must follow other BWPI rules and regulations.
5. Replacement of sticker is Php 50.00.

TWO WHEELS RULE

1. No passenger inside company premises.
2. Must undergo guard inspection before going out.
3. When incoming driver must stop the engine on designated line.
4. When outgoing driver should start the engine after inspection.
5. Must Park on designated parking area for motorcycle only.

FOUR WHEELS RULE

1. Parking slot should request and is subject for approval of the Vice President.
2. Must Park on assigned parking slot only.
3. Outgoing inspection must follow.

Parking Slot No. _____

Approved by: _____
Vice President

I hereby bind myself and agree to follow all Bandai Wireharness Philippines Inc. rules and regulations and that upon sale or disposal of my vehicle, the company sticker is considered void or revoked. I further certify that all information declared herein are true and correct to the best of my knowledge.

Applicants Signature over Printed Name

Acknowledge by:

HR Department