

MITSUKOSHI MOTORS PHILS., INC.		
POLICY		
POLICY TITLE :	MOTORCYCLE PLAN SPARE PARTS	Ref. No. 2015-12-035
DEPARTMENT :	OPERATIONS DEPARTMENT	
TO :	ALL BRANCHES/ AREA MANAGERS/ REGIONAL MANAGERS	December 1, 2015

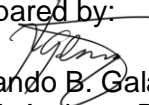
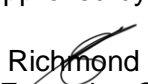
OBJECTIVE

1. To guide all field personnel with assigned Motorcycle Plan on motorcycle parts and other items that will be shouldered by the company in maintaining the MC Plan on good running condition and prolong its life so as not to affect the branch operations.
2. To guide the field personnel with Motorcycle Plan on the frequency of replacement of motorcycle parts that can be charged to the company.
3. To eliminate cannibalization of repossessed motorcycle units.

POLICY

1. Motorcycle Parts and Items to be Shouldered by the Company

Description	Remarks
All Bulb	Once a year, if needed
All Cables	Once every 18 months or above
All Switches	If needed, defend on lifespan
Battery	Once every 18 months or above
Bearing (for wheel)	Once a year
Brake Shoe	Twice a year or once every 6 months
Bushing, Swing Arm	Once every 2 years
CDI	If needed, defend on lifespan
Damper Rear Hub	Once a year
Disk Plate FR	If needed, defend on lifespan
Fuel Cock	If needed, defend on lifespan
Fuel Filter	Once every 2 years
Gear Box Assembly	If needed, defend on lifespan
Grip LH	Once every 18 months or above
Grip Throttle	Once every 18 months or above
Ignition Coil	If needed, defend on lifespan
Oil Seal front Fork	Once every 2 years
Pad Assembly, Brake	Twice a year or once every 6 months
Race Set Steering	Once every 18 months or above
Rectifier	If needed, defend on lifespan
Relay Flasher	If needed, defend on lifespan
Relay Starter	If needed, defend on lifespan
Rubber Footrest	Once every 2 years
Spark Plug	Once every 18 months or above
Spring Brake Return	Once every 2 years
Spring Center Stand	Once every 2 years

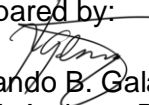
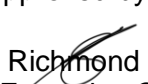
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Spring Side Stand	_____	Once every 2 years
Sprocket Set with Chain	_____	Once a year
Tensioner Drive Chain	_____	Once every 2 years
Tire Front and Rear	_____	Twice a year or once every 6 months
Tube Tire Front and Rear	_____	Once a year
Clutch Lining	_____	Once every 18 months or above
Timing Chain Kit	_____	Once every 2 years
Piston Kit	_____	If needed, defend on lifespan
Connecting Rod Kit	_____	If needed, defend on lifespan
All Bearing	_____	If needed, defend on lifespan
Gear Assembly, Primary	_____	If needed, defend on lifespan
Clutch Outer	_____	If needed, defend on lifespan
Clutch Weight Assembly	_____	If needed, defend on lifespan
Clutch Center	_____	If needed, defend on lifespan
Clutch Pressure Plate	_____	If needed, defend on lifespan
Chain Starter	_____	If needed, defend on lifespan
All Gasket, O-Ring & Oil Seals	_____	If needed, defend on lifespan

- 1.1. All engine parts that are not included in the abovementioned list shall be on 70/30 Percent sharing, that is 70% shall be charged to the field personnel and 30% shall be shouldered by the company.
- 1.2. The 70/30 sharing can only be enjoyed by the field personnel when the parts will be bought in the branch or spare Parts Department.
- 1.3. Temporary Receipt as supporting document for reimbursement for spare parts for motorcycle unit under MC Plan is not allowable.
 - 1.3.1. Disallowed reimbursement shall be chargeable to the assignee of the motorcycle unit under MC Plan to be deducted in the nearest payroll date.
 - 1.3.2. Patronizing or buying from fly-by-night or unreliable store or retailers which does not issue Official Receipt is not tolerated.

2. Motorcycle Frame Parts Subject to 70/30 Percent Sharing

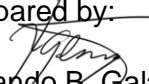
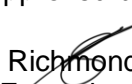
Description	Description
Absorber Rear	Hub Front
All Lens	Hub Rear
All Plastic Parts	Key Set
Axle Front	Lever Brake
Axle Rear	Lever Cam Brake
Axle Swing Arm	Lever Kick
Bar Footrest FR	Master Cylinder
Bar Handle	Muffler Assembly
Brake Rod	Panel Front
Caliper Assembly FR	Rim Wheel/Magwheel
Carrier Rear	Seat Assembly
Center Stand	Side Stand
Chain Adjuster	Signal Light Assembly FR
Change Pedal	Signal Light Assembly RR
Footrest Assembly Rear	Speedometer Assembly

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Front Fork Assembly FR
Fuel Tank
Harness Wire
Head Light Assembly
Head Stem Steering
Hose Brake Cable

Spokes and Nipples
Stem Steering
Swing Arm Assembly
Tail Light Assembly
Torque Link Rear

- 2.1. All damage parts cause by accident, whether human error or not should be covered by an accident report.
- 2.1.1. The field personnel shall submit an accident report to his/her immediate superior who will review and validate the incident.
- 2.1.2. The replacement of the parts covered by this program involved in an accident shall be approved by the Operations Support Department.
- 2.1.3. Procedure
- 2.1.3.1. Field Personnel
- 2.1.3.1.1. Prepare accident report with the following attachment;
- 2.1.3.1.1. Police Report, if any
- 2.1.3.1.2. At least two (2) pictures of the motorcycle unit showing the damage part (s)
- 2.1.3.1.3. Driver's License
- 2.1.3.1.2. Forward thru scanned copies accident report and supporting documents to immediate superior for review and recommendation.
- 2.1.3.2. Immediate Superior
- 2.1.3.2.1. Receive scanned copies of accident report and supporting documents from field personnel.
- 2.1.3.2.2. If everything is in order, affix signature to recommend the replacement of the parts thru the program.
- 2.1.3.2.3. Scanned signed accident report and forward to Operations Support Department for approval.
- 2.1.3.2.4. All accident report at branch level shall be duly noted by the Area Manager before forwarding to the Operations Support Department.
- 2.1.3.3. Executive Assistant to the Chairman-OPS Department
- 2.1.3.3.1. Receive the accident report from the Area Manager and evaluate data therein.
- 2.1.3.3.2. If everything is in order, approve the replacement thru the program and forward to Spare Parts Department.
- 2.1.3.3.3. Whether approved or disapproved, the decision must be communicated to the Area Manager.

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