

MITSUKOSHI MOTORS PHILIPPINES, INC.		
POLICY AND PROCEDURE		
POLICY TITLE :	REQUESTING PLATE UPLOAD	Ref No. CSD 16-018
DEPARTMENT :	CORPORATE SERVICES DEPARTMENT	
TO :	ALL BRANCH PERSONNEL	

OBJECTIVE


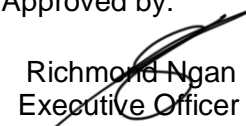
To guide the branch in requesting the insertion of assigned plate number in the LTO main database in order to make the motorcycle's plate number be visible nationwide and transaction may be valid anywhere after the initial registration completion in the Originating LTO Office.

POLICIES


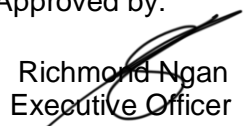
1. LTO Government to automatically encode the assigned plate number prior to release to Dealers.
2. LTO Government's data must be seen by all LTO Agency nationwide.

PROCEDURE

1. Submit the following requirements to respective liaison for uploading.
 - 1.1. **For those registered in Regions I , II, III, IV, V, VI, NCR and CAR**
 - 1.1.1. Photocopy of Certificate of Registration or scan copy of ORCR
 - 1.2. **For those registered in Regions VII, VIII, IX, X, XI, XII, CARAGA.**
 - 1.2.1. Photocopy of Certificate of Registration
 - 1.2.2. Stencil
 - 1.2.3. ID
2. Causes of plate number insertion/upload
 - 2.1. Non-availability of plate number during the initial registration.
 - 2.2. Registration is performed manually or done offline (year 2007 and below)
3. Liaison's webmail addresses:
 - 3.1. Region 1 and CAR- Grace Calaycay (grace.calaycay@mitsukoshimotors.com)
 - 3.2. Region 2- Nickanor Fuggan (nickanor.fuggan@mitsukoshimotors.com)
 - 3.3. Region 3 Carlota Carreon (carlota.carreon@mitsukoshimotors.com)
-Bataan and Zambales area
 - 3.4. Region 3 Charmain Mangune(charmaine.mangune@mitsukoshimotors.com)
- Tarlac, Aurora, and Nueva Ecija

Prepared by: Corporate Services Department 	Approved by:  Richmond Ngan Executive Officer	Effective January 1, 2016	Page 1 of 2
--	---	---------------------------------	-------------

- 3.5. Region 3 Janice Arandia(janice.arandia@mitsukoshimotors.com)-
Pampanga area
- 3.6. Region 3 -Laarni Estrella (laarni.estrella@mitsukoshimotors.com)-
Bulacan Area
- 3.7. Region 4- Aida Zamora (aida.zamora@mitsukoshimotors.com)-
Batangas, Laguna, Quezon area
- 3.8. Region 4 Meshel Ubalde (meshel.ubalde@mitsukoshimotors.com)-
Cavite, Rizal, MIMAROPA area
- 3.9. Region 5- Tessa Villaflor (tessajoan.villaflor@mitsukoshimotors.com)
- 3.10. Region 6- Cherrylou Villamor (cherrylou.villamor@mitsukoshimotors.com)
Iloilo Area, Antique, Capiz, Guimaras
- 3.11. Region 6 Isaiah Mark Dumol (isaiahmark.dumol@mitsukoshimotors.com)-
Iloilo, Negros Occidental, Capiz
- 3.12. Region 7/8 Nenet Olaguer (nenet.olaguer@mitsukoshimotors.com)
- 3.13. Mindanao Ronie Lopez (ronie.lopez@mitsukoshimotors.com)
- 3.14. NCR North Marivic Vitto (marivic.vitto@mitsukoshimotors.com)
- 3.15. NCR South Alvin Dela Peña(alvin.delapena@mitsukoshimotors.com)

Prepared by: Corporate Services Department 	Approved by:  Richmond Ngan Executive Officer	Effective January 1, 2016	Page 2 of 2
--	---	---------------------------------	-------------