



MITSUKOSHI MOTORS PHILIPPINES, INC.		
POLICY AND PROCEDURE		
POLICY TITLE :	APPLYING TO BORROW ORIGINAL CERTIFICATE OF REGISTRATION (CR)	Ref. No.CSD-14-023
DEPARTMENT :	CORPORATE SERVICE DEPARTMENT	
TO :	BRANCH MANAGER /CASHIER	

OBJECTIVE

1. To guide the branch for change body type of the motorcycle or for the change classification of the unit.
2. To provide procedure for correction purposes in the event of erroneous entry in the name or address and others during the initial registration.
3. To guide the branch in claiming motorcycle plate in the LTO District Office/Regional Office as the case maybe.

POLICIES

1. All borrowed Original Certificate of Registration (CR) must be returned within thirty-(30) days.
2. The Branch Manager and Cashier are accountable to ensure the proper monitoring and safekeeping of Original LTO Official Receipt (OR)/CR. In the failure to return the said CR, NTE shall be issued and Outstanding Balance (OB) of the account shall be charged thru Salary Deduction.
3. No issuance of Original CR from incomplete requirements; complete requirements will be processed within two-(2) weeks.

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PROCEDURES

1. The Original Certificate of Registration (CR) can be borrowed for the following purpose:

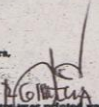
1.1. For change body type/change denomination;

1.1.1. Requirements

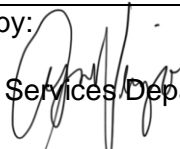

1.1.1.1. Duly accomplished request form signed by Branch Manager

1.1.1.2. Copy of Affidavit of Purpose (notarized)

Request Form (1.1.1.1.)

TO:	LTO DEPT- CR RELEASING
FROM:	GENIAN BRANCH
SUBJECT:	Request Original CR
PURPOSE:	FDK WITH SIDE CAR
DATE:	April 15, 2013
DETAILS	
1. CUSTOMER:	Pablito, Abellon T.
2. MODEL:	WOLF 125
3. ENGINE:	XS150 TMI 12010399
4. CHASSIS:	LXMP CUE 6006461
NOTE PURPOSE:	
TC-Franchise MTC-Affidavit of change body design Correction of Name	
Sincerely yours,  (MTC's signature or notated name) Branch Manager	

MTC PL 13-0

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Affidavit of Purpose (1.1.1.2.)

REPUBLIC OF THE PHILIPPINES)
PROVINCE OF SOUTH COTABATO) S.S.
MUNICIPALITY OF POLOMOLOK)
X ----- X


AFFIDAVIT OF PURPOSE

I, **PABLITO T. ABELLON**, Filipino, of legal age, married and a resident of Promise Land 2, Brgy. Mabuhay, General Santos City, after having been sworn to in accordance with law, depose and say:

1. That I am owner of a certain motorcycle particularly described as follows:

Make	: Mitsukoshi
Engine	: XS156FM112010397
Chassis	: LXMPCLJE6C0064616
Plate No.	: 113103
2. That I have attached a sidecar on the above-described motorcycle for family use;
3. That the same will be registered in the category "Private";
4. That the same will not be used to ferry passenger and cargoes for fee and will be used for private and personal use;
5. The affiant will be voluntarily complying with the limitation as to its use that is for private purpose and family use; and
6. That I execute this affidavit voluntarily to attest to the truth thereof.


IN WITNESS WHEREOF, I have hereunto set my hand this 15TH day of April 2013 in Polomolok, South Cotabato, Philippines.


PABLITO T. ABELLON
Affiant
CTC No. _____
Issued on _____
In General Santos City

SUBSCRIBED AND SWORN to before me this 15th day of April 2013 in Polomolok, South Cotabato, Philippines, affiant exhibiting her community tax certificate number as shown above written below her name.

WITNESS MY HAND AND SEAL.

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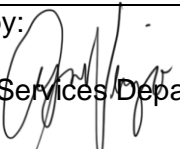
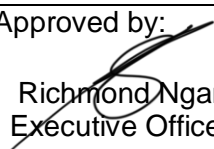

Notary Public

1.2. For change classification from private to public use (yellow plate-TC)

1.2.1. Requirements

1.2.1.1. Duly accomplished request form signed by Branch Manager

1.2.1.2. Copy of Franchise

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Request Form (1.2.1.1.)

Copy of Franchise (1.2.1.2.)

TO: LTO DEPT.-CR RELEASING

FROM: DA-KALIBO

SUBJECT: Request Original CR

PURPOSE: TC

DATE: 07-05-12

DETAILS:

1. CUSTOMER: RONNEL M. CAWALING

2. MODEL: DADN HARI 150

3. ENGINE: 161FMJC1466911

4. CHASSIS: 1F3PCK501C001463B

NOTE PURPOSE: TC-Franchise MTC-Affidavit of change body design Correction of Name-ID

Sincerely yours, JOEL M. TABUENA TC

(BM's signature over printed name)
Branch Manager RUP 1332

Republic of the Philippines
Province of Aklan
Municipality of Numancia

PROVISIONAL AUTHORITY FOR MOTORIZED TRICYCLE FOR HIRE -SERVICE

NAME OF OPERATOR Ronnel M. Cawaling CASE NO. 05-22-2013 (N)

ADDRESS Dongon West, Numancia, Aklan

ROUTE/AREA OF OPERATION: Within the territorial of Municipality of Numancia-Kalibo Boundary and Vice Versa. except on the National Highways.

Applicant/Operator is hereby authorized to operate Tricycle ONE (1) Unit(s) more, particularly described below:

MAKE	MOTOR	CHASSIS NO.	PLATE NO.
<u>Mitsubishi</u>	<u>161FMJC1466911</u>	<u>1F3PCK501C001463B</u>	

Subject to the following CONDITIONS:

- Applicant shall register the herein authorized unit(s) under MCH denominations with the Land Transportation Office, LTO Numancia, Aklan Agency within thirty (30) days from receipt hereof. The said agency shall cause the inspection of applicant's unit(s) and accept it/them for registration only if found roadworthy and fit for operation for public service.
- Applicant shall paint the corresponding LTRB Case Number on the front, right, back sides and insides of the unit which shall not be less than three (3) inches high. The route of operation shall also be painted on front side below the LTRB Case Number not less than one and one-half (1 1/2) inches in height.
- MCH Operation shall charge the following authorized route:
REGULAR P9.00 for the first 4 kilometers and P1.00 for every succeeding kilometer
STUDENT P7.25 for the first 4 kilometers and P1.00 for every succeeding kilometer but in no case shall be lower or higher than these authorized by the BOARD be charged without previous authority from the BOARD.
- Applicant shall pay to the BOARD on or before SEPTEMBER 30 of each year the Supervision and Regulation Fees computed at the rate by P40.00 per unit registered.
- The PROVISIONAL AUTHORITY herein granted shall be valid for Three (3) years from date hereof.
- Applicant in the operation of this service shall strictly observe and comply with the rules and regulations of the Board, City or Municipal Ordinance, Traffic Regulations and all laws of the Philippines applicable to the service.

SO ORDERED.

ENTERED, Numancia, Aklan, Philippines, May 10, 2013

JOEL M. TABUENA

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Corporate Services Department-LTO	Richmond Ngan Executive Officer	January 1, 2015	Page 4 of 9

1.3. For correction


1.3.1. Name of customer

1.3.1.1. Requirements

1.3.1.1.1. Duly accomplished request form signed by Branch Manager

1.3.1.1.2. Valid ID

Request Form (1.3.1.1.1.)

TO:	LTO DEPT- CR RELEASING
FROM:	DH- OLONGAPO
SUBJECT:	Request Original CR
PURPOSE:	Correction of Name
DATE:	Dec. 02, 2013
DETAILS:	
1. CUSTOMER:	Fernando Patitico
2. MODEL:	Emo Racing Black
3. ENGINE:	1PSE FMHC1772913
4. CHASSIS:	EMYXCG300BA030472
NOTE PURPOSE:	TC-Franchise MTC-Affidavit of change body design Correction of Name I.D
Sincerely yours	
(BM's signature over printed name)	Branch Manager

Valid ID (1.3.1.1.2.)



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1.3.2. Address of the Customer

1.3.2.1. Requirements

1.3.2.1.1. Duly accomplished form signed by Branch Manager

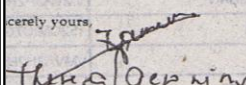
1.3.2.1.2. Barangay Clearance

1.4. Request System Update (RSU) on the description of the Motorcycle

1.5. For plate verification in LTO in case of car-napping

1.5.1. Requirement

1.5.1.1. Duly accomplished form request signed by Branch Manager

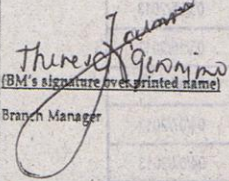
LTO DEPT.-CR RELEASING	
DM:	Dagn Han' Weng
SUBJECT:	Request Original CR
PURPOSE:	For plate verification in LTO
DATE:	December 9, 2013
TAILS:	
1. CUSTOMER:	Rynaldo Lao
2. MODEL:	Bonier 110
3. ENGINE:	VMUX3P2H019333
4. CHASSIS:	R16SC11AHDH 019025
NOTE PURPOSE: TC-Franchise MTC-Affidavit of change body design Correction of Name-I.D	
Sincerely yours,  Branch Manager	

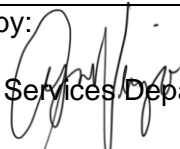

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1.6. For plate claim

1.6.1. Requirement

1.6.1.1. Duly accomplished request form signed by Branch Manager for single request.

TO:	LTO DEPT- CR RELEASING
FROM:	Daan Hari Wicana
SUBJECT:	Request Original CR
PURPOSE:	ROU (Rebuilt System Update)
DATE:	December 9, 2013
DETAILS:	
1. CUSTOMER:	Mark Anthony Ling
2. MODEL:	Daan Hari
3. ENGINE:	1G1FNUJ01088626
4. CHASSIS	UF3PCK5D613B003832
NOTE PURPOSE:	
TC-Franchise MTC-Affidavit of change body design Correction of Name-- I.D	
Sincerely yours,	
 Therese Quinino (BM's signature over printed name) Branch Manager	

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1.6.1.2. Request letter signed by Branch Manager if more than three (3); indicate the Budget Code.

REQUEST ORIGINAL C.R TO CLAIM PLATE	
CODE	NAME OF CUSTOMER
ANTQ12-04	DELGADO, JAY REY CATALONIA
ANTQ12-04	DELOS REYES, JEPREY GOZON
ANTQ12-04	DESTRIZA, BONIE FE CASANOVA
ANTQ12-04	LOAUGONG, JONATHAN MILITANTE
ANTQ12-04	LOZANO, VENJIE TABANERA
ANTQ12-04	MAGUIYAN, BENJIE LAGUAN
ANTQ12-04	DELA CRUZ, RICHARD GREGORIO
ANTQ12-04	DELA PERA, MARLYN ESPARTERO
ANTQ12-04	DELOS REYES, JIMMY PAMALIGAN
ANTQ12-04	ENDRICO, MA. CECILIA OTVILLADOR
ANTQ12-04	ESPAÑOLA, MICHELLE MAGRAMLA
ANTQ12-04	ESPARAR, JENNIFER MARQUEZ
ANTQ12-04	INFANTE, RAFAEL GEMERGA
ANTQ12-04	YBERA, MARITES HACU
ANTQ12-04	DISCO, PASTOR VARUA
ANTQ12-04	DUJALI, LIGAYA ALOPLIAN
ANTQ12-04	FRANCISCO, ROLLY TABORITE
ANTQ12-04	GUMBOC, FELIX SR. BERNARDINO
ANTQ12-04	HINJAP, EDWIN TONGUA
ANTQ12-04	JORDAN, ROLAND PARREÑO
ANTQ12-05	ANDRES, GLENN AMATORIO
ANTQ12-05	BAUTISTA, GARY TANON
ANTQ12-05	EFONDO, ZANDIEY GALEA
ANTQ12-05	ELENTORIO, JASON SARENO
ANTQ12-05	MARCELO, RAYAN JUNE MARIANO
ANTQ12-05	MORALES JR., PABLO VEHEGAS
ANTQ12-05	PAULINO, MARICEL LAVILA
ANTQ12-05	PETERO, ROSEMARIE PEDRO
ANTQ12-05	PROVIDO JR., RONIE GERARDO ANTHONY PAÑGAN
ANTQ12-05	OMAYANA, MARIA FRANCISCO
ANTQ12-05	SEGUERA, WILLY TEMPLORA
ANTQ12-05	SERMEÑO, CEZAR ESPIRITU
ANTQ12-05	SUMACULUB, ROBERTO GABIASON
ANTQ12-05	VALDEZ, PRINCESS ANNA MARIE JOY MILITANTE
ANTQ12-05	ARIAS, EL JEYH TOLEDO
ANTQ12-05	BAYOG, REYMOND SALVA
ANTQ12-05	DAYON, IRENE ASONG
ANTQ12-05	FLORES, REY ALINGON
ANTQ12-05	GABIANO, VICKY FLORES

ANTQ12-06	CADIZ, ARNEL BACTONG
ANTQ12-06	AKHABERIN, ADRIE VILLANUEVA
ANTQ12-06	AMERELA, NEDIEK SERDENA
ANTQ12-06	ANTARAN, ROGELIO SURAGA
ANTQ12-06	APOLINARIO, ROGEE SUALOG
ANTQ12-06	BALAUNO, SEVERO SALVADOR
ANTQ12-06	CONSTANTINO, LORETO JR. DE JOSE
ANTQ12-06	DAYMART, KENNEDY SANCHEZ
ANTQ12-06	DEL CARMEN, WILLIAM NILES
ANTQ12-06	DEL ROSARIO, IRENEO JR. PENTUJO
ANTQ12-06	JUAN, ALDORE PILOSOPHO
ANTQ12-06	JUAN, JIMMAR FLORESO
ANTQ12-06	LAGAHO, SHERLA SOBRANO
ANTQ12-06	LOPEZ, FRANCIS IVAN TORONCH
ANTQ12-06	LUMOGONG, REBE BOY MALONES
ANTQ12-06	MATANGAS, CRISTITO JR. METCHONG
ANTQ12-06	OGANLYON, HENRY SIBUAN
ANTQ12-06	RUBIO, JACKSON AL COSAYA
ANTQ12-06	SACOTE, FELIPE SANDA
ANTQ12-06	SARDINAS, ANGEL CATAGUE
ANTQ12-06	SARDINA, JOSEL ATENZA
ANTQ12-06	SUMGAT, ERWIN DAGONCY
ANTQ12-06	VICENTE, JUANITO MARIANO
ANTQ12-06	WATANG, FREINE PAYO

PREPARED BY: MARY GRACE NAMOL
M.A./LIAISON

NOTED BY: ERNESTO CUPAN JR.
SBM-ANTIQUA AREA

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1.7. Renewal of the motorcycle for Tricycle

1.7.1. Requirement

1.7.1.1. Duly accomplished request form signed by Branch Manager

1.7.1.2. Copy of Franchise

1.8. For encumbrance

1.8.1. Requirement

1.8.1.1. Duly accomplished request form signed by Branch Manager

1.9. For transfer of ownership

1.9.1. Requirements

1.9.1.1. Duly accomplished form signed by Branch Manager

1.9.1.2. Incident Report

1.10. For renewal of Franchise

1.10.1. Requirement

1.10.1.1. Duly accomplished request form signed by Branch Manager

1.10.1.2. Copy of old Franchise

2. Requests may be submitted to ORCR in-charge thru:



2.1. Webmail – rosellann.liwanag@mitsukoshimotors.com

2.2. Courier

3. Incomplete requirements will not be processed and be returned back to the sender.

4. Complete requirements will be processed within two-(2) weeks.

5. All borrowed CR has to be returned in not more than a month. Thus, the branch has to monitor the return of the borrowed registration from the customer. Branch Manager has the full responsibility in the borrowed CR.

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