

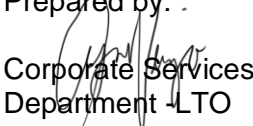
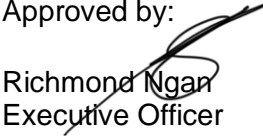
MITSUKOSHI MOTORS PHILIPPINES, INC.		
POLICY AND PROCEDURE		
POLICY TITLE :	CHECKING MONTHLY REGISTRATION STATUS THRU BMS	Ref. No CSD 16-011
DEPARTMENT :	CORPORATE SERVICE DEPARTMENT	
TO :	BRANCH MANAGER/MA/CASHIER	

OBJECTIVE:

1. To guide the branch in monitoring the status of the motorcycle registration of the customer.
2. To provide the branch procedures in checking the status of the motorcycle registration of the customer.

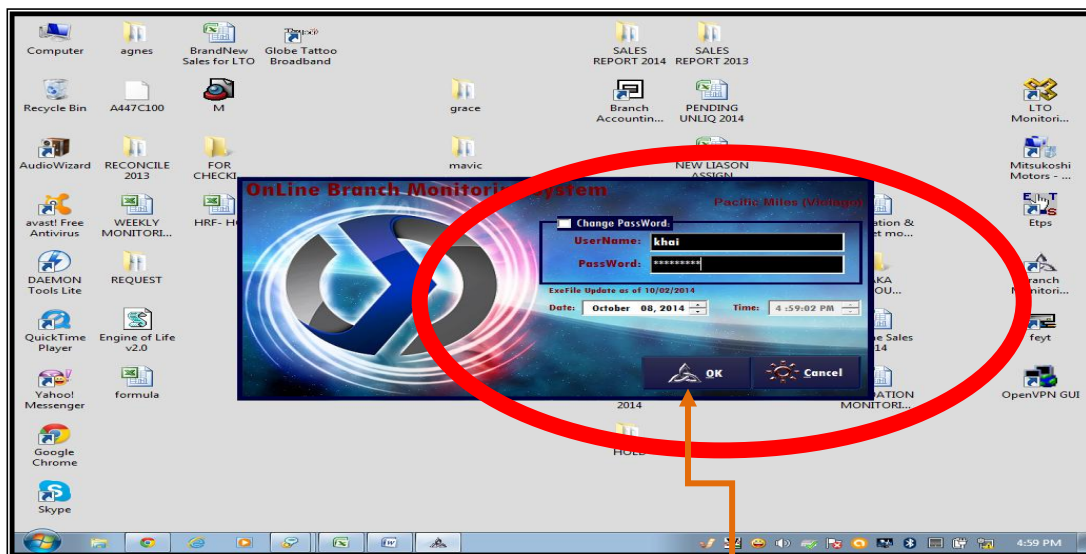
POLICIES

1. Registration status must be checked weekly to ensure that documentary requirement is processed by Corporate Service Department (CSD).
2. Any discrepancy from the Branch Monitoring System (BMS) and Actual data must be reported immediately to CSD-Documentation Supervisor.

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PROCEDURES

1. Type your user name and password.



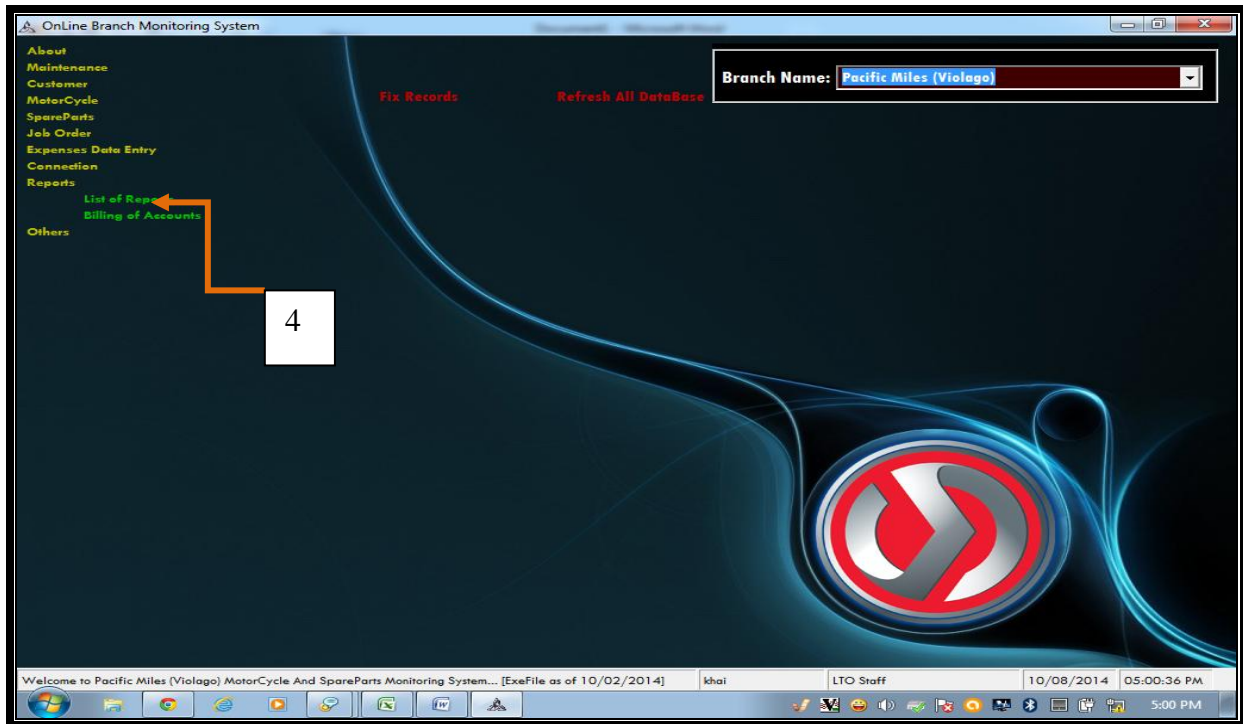
2. Click "OK"

3. Select REPORTS



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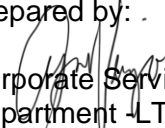
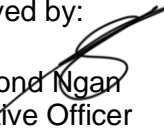
4 .Select 'LIST OF REPORT" to view all reports in system.

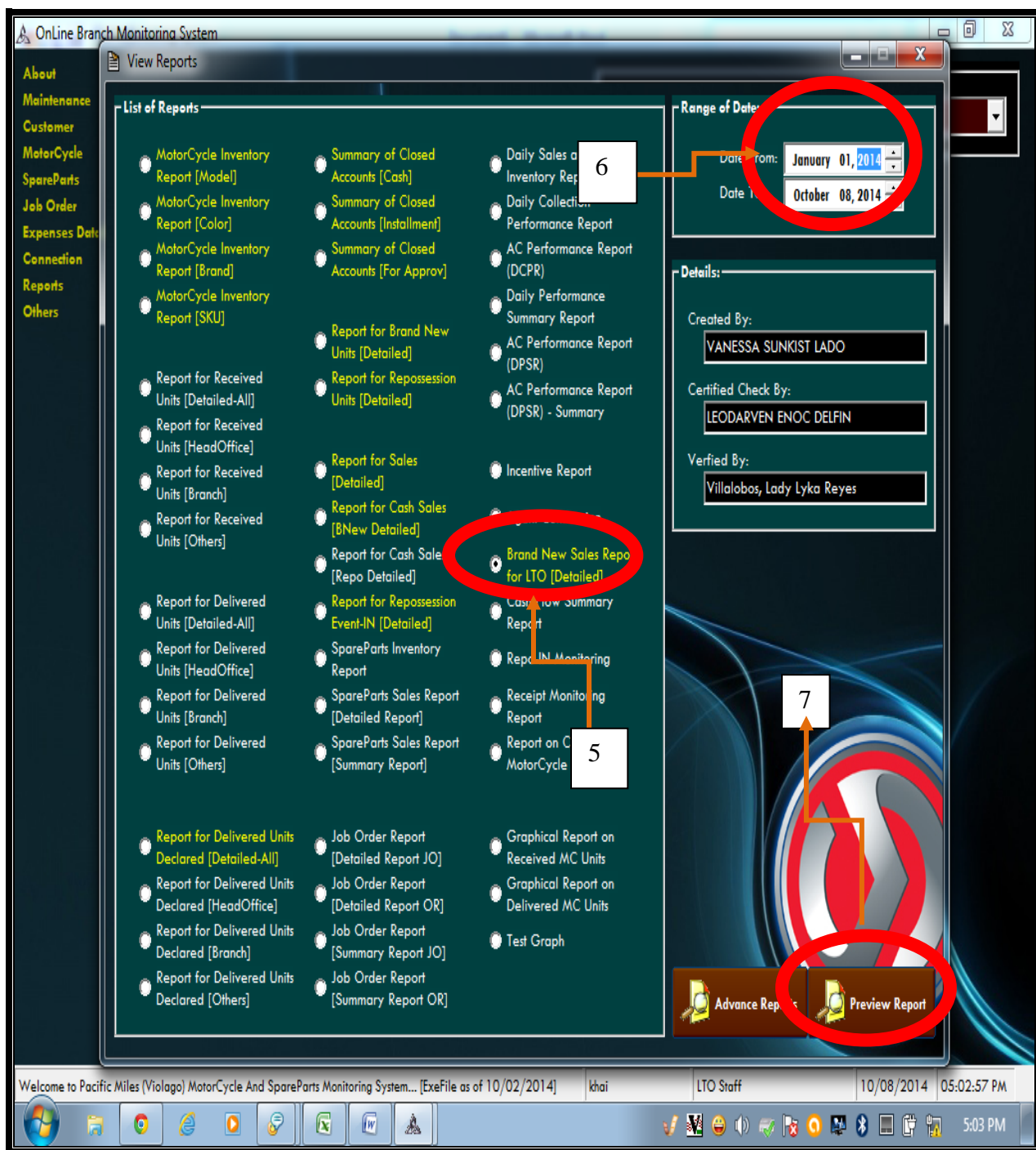


5. Select "**BRAND NEW SALES REPORT FOR LTO**"

6 Select desired range of date

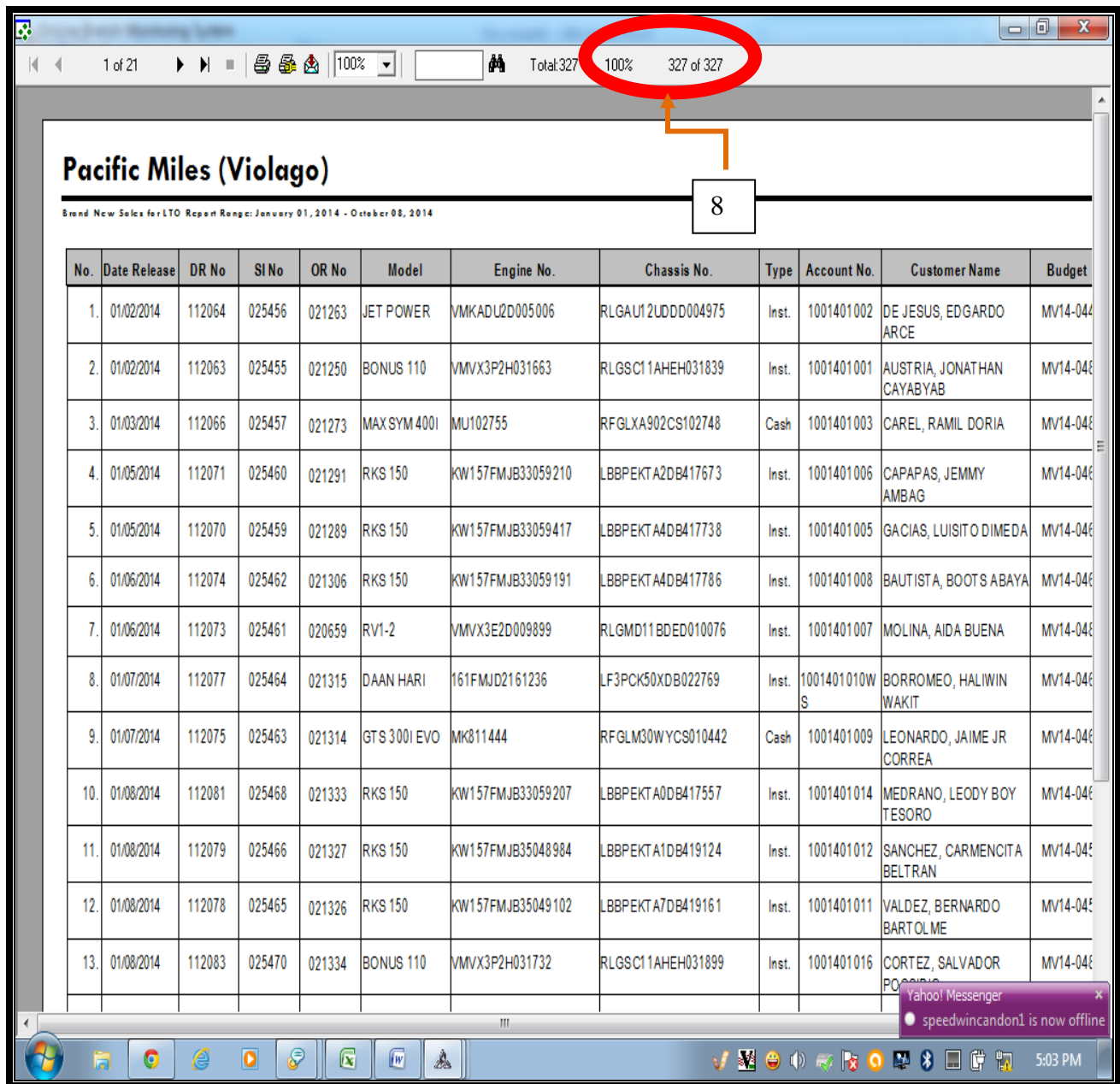
7. Preview report to generate registration status of the selected date of "BRAND NEW SALE"

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8. Line of records generated by system according to the range of date



1 of 21 100% Total: 327 100% 327 of 327

Pacific Miles (Violago)

Brand New Sales for LTO Report Range: January 01, 2014 - October 08, 2014

8

No.	Date Release	DR No	SI No	OR No	Model	Engine No.	Chassis No.	Type	Account No.	Customer Name	Budget
1.	01/02/2014	112064	025456	021263	JET POWER	VMKADL2D005006	RLGAU12UDD004975	Inst.	1001401002	DE JESUS, EDGARDO ARCE	MV14-044
2.	01/02/2014	112063	025455	021250	BONUS 110	VMVX3P2H031663	RLGSC11AHEH031839	Inst.	1001401001	AUSTRIA, JONATHAN CAYABYAB	MV14-048
3.	01/03/2014	112066	025457	021273	MAXSYM 400i	MU102755	RFGLXA902CS102748	Cash	1001401003	CAREL, RAMIL DORIA	MV14-048
4.	01/05/2014	112071	025460	021291	RKS 150	KW157FMJB33059210	LBBPEKTA2DB417673	Inst.	1001401006	CAPAPAS, JEMMY AMBAG	MV14-048
5.	01/05/2014	112070	025459	021289	RKS 150	KW157FMJB33059417	LBBPEKTA4DB417738	Inst.	1001401005	GACIAS, LUISITO DIMEDA	MV14-048
6.	01/06/2014	112074	025462	021306	RKS 150	KW157FMJB33059191	LBBPEKTA4DB417786	Inst.	1001401008	BAUTISTA, BOOTS ABAYA	MV14-048
7.	01/06/2014	112073	025461	020659	RV1-2	VMVX3E2D009899	RLGMD11BDED010076	Inst.	1001401007	MOLINA, AIDA BUENA	MV14-048
8.	01/07/2014	112077	025464	021315	DAAN HARI	161FMJD2161236	LF3PCK50XDB022769	Inst.	1001401010W S	BORROMEO, HALIWIN WAKIT	MV14-048
9.	01/07/2014	112075	025463	021314	GTS 300i EVO	MK811444	RFGLM30WYCS010442	Cash	1001401009	LEONARDO, JAIME JR CORREA	MV14-048
10.	01/08/2014	112081	025468	021333	RKS 150	KW157FMJB33059207	LBBPEKTA0DB417557	Inst.	1001401014	MEDRANO, LEODY BOY TESORO	MV14-048
11.	01/08/2014	112079	025466	021327	RKS 150	KW157FMJB35048984	LBBPEKTA1DB419124	Inst.	1001401012	SANCHEZ, CARMENCITA BELTRAN	MV14-048
12.	01/08/2014	112078	025465	021326	RKS 150	KW157FMJB35049102	LBBPEKTA7DB419161	Inst.	1001401011	VALDEZ, BERNARDO BARTOLME	MV14-048
13.	01/08/2014	112083	025470	021334	BONUS 110	VMVX3P2H031732	RLGSC11AHEH031899	Inst.	1001401016	CORTEZ, SALVADOR POSSING	MV14-048

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9. Indicated here are the current budget code where the unit included for registration.

1 of 21 100% Total: 327 327 of 327

October 08, 2014

o	Model	Engine No.	Chassis No.	Type	Account No.	Customer Name	Budget	PNP	Plate	OR/CR	Date Trans.
3	JET POWER	VMKADU2D005006	RLGAU12UDD004975	Inst.	100140100	S, EDGARDO	MV14-044	1690-011	---	568032431/ 195100401	04/22/2014
0	BONUS 110	VMVX3P2H031663	RLGSCI1AHEH031839	Inst.	1001401001	AUSTRIA, JONATHAN CAYABYAB	MV14-048	1848-011	---	567682443/ 200819282	07/15/2014
3	MAXSYM 400i	MU102755	RFGLXA902CS102748	Cash	1001401003	CAREL, RAMIL DORIA	MV14-048	1848-011	---	619370084/ 200821401	07/15/2014
1	RKS 150	KW157FMJB33059210	LBBPEKT A2DB417673	Inst.	1001401006	CAPAPAS, JEMMY AMBAG	MV14-046	1848-011	---	567824110/ 195100440	07/15/2014
9	RKS 150	KW157FMJB33059417	LBBPEKT A4DB417738	Inst.	1001401005	GACIAS, LUISITO DIMEDA	MV14-046	1848-011	---	567824105/ 195100451	07/15/2014
6	RKS 150	KW157FMJB33059191	LBBPEKT A4DB417786	Inst.	1001401008	BAUTISTA, BOOTS ABAYA	MV14-046	1848-011	---	567824002/ 195100430	07/15/2014
9	RV1-2	VMVX3E2D009899	RLGMD11BDED010076	Inst.	1001401007	MOLINA, AIDA BUENA	MV14-048	1848-011	---	567824082/ 200819300	07/15/2014
5	DAAN HARI	161FMJD2161236	LF3PCK50XDB022769	Inst.	1001401010W S	BORROMEO, HALIWIN WAKIT	MV14-046	1848-011	---	567823443/ 195100285	07/15/2014
4	GTS 300i EVO	MK811444	RFGLM30WYCS010442	Cash	1001401009	LEONARDO, JAIME JR CORREA	MV14-046	1865-011	---	---	07/14/2014
3	RKS 150	KW157FMJB33059207	LBBPEKT A0DB417557	Inst.	1001401014	MEDRANO, LEODY BOY TESORO	MV14-046	1848-011	---	567824014/ 195100425	07/15/2014
7	RKS 150	KW157FMJB35048984	LBBPEKT A1DB419124	Inst.	1001401012	SANCHEZ, CARMENCITA BELTRAN	MV14-045	1758-011	---	567771680/ 194034024	06/04/2014
6	RKS 150	KW157FMJB35049102	LBBPEKT A7DB419161	Inst.	1001401011	VALDEZ, BERNARDO BARTOLME	MV14-045	1758-011	---	567771673/ 194033910	06/04/2014
4	BONUS 110	VMVX3P2H031732	RLGSCI1AHEH031899	Inst.	1001401016	CORTEZ, SALVADOR POCSIDIO	MV14-048	1848-011	---	567682655/ 200819313	07/15/2014

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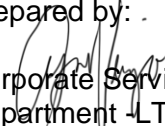
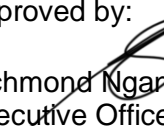
10. Status of PLATE

1 of 21 100% Total:327 100% 327 of 327

- October 08, 2014

o	Model	Engine No.	Chassis No.	Type	Account No.	Customer Name	10	get	PNF	Plate	OR/CR	Date Trans.
3	JET POWER	VMKADU2D005006	RLGAU12UDD004975	Inst.	1001401002	DE JESUS, EDGAR ARCE			1690-011	---	888030031/ 198430081	04/22/2014
30	BONUS 110	VMVX3P2H031663	RLGSC11AHEH031839	Inst.	1001401001	AUSTRIA, JONATHAN CAYABYAB			1848-011	---	807889463/ 200816282	07/15/2014
3	MAXSYM 400i	MU102755	RFGLXA902CS102748	Cash	1001401003	CAREL, RAMIL DORIA			1848-011	---	819370084/ 200821401	07/15/2014
1	RKS 150	KW157FMJB33059210	LBBPEKA2DB417673	Inst.	1001401006	CAPAPAS, JEMMY AMBAG			1848-011	---	807824110/ 198168440	07/15/2014
9	RKS 150	KW157FMJB33059417	LBBPEKA4DB417738	Inst.	1001401005	GACIAS, LUISITO DIMEDA			1848-011	---	807824108/ 198168451	07/15/2014
6	RKS 150	KW157FMJB33059191	LBBPEKA4DB417786	Inst.	1001401008	BAUTISTA, BOOTS ABAYA			1848-011	---	807824082/ 198168430	07/15/2014
9	RV1-2	VMVX3E2D009899	RLGMD11BDED010076	Inst.	1001401007	MOLINA, AIDA BUENA			1848-011	---	807888882/ 200816830	07/15/2014
5	DAAN HARI	161FMJD2161236	LF3PCK50XDB022769	Inst.	1001401010W S	BORROMEO, HALWIN WAKIT			1848-011	---	807823443/ 198168288	07/15/2014
4	GTS 300i EVO	MK811444	RFGLM30WYCS010442	Cash	1001401009	LEONARDO, JAIME JR CORREA			1865-011	---	---	07/14/2014
3	RKS 150	KW157FMJB33059207	LBBPEKA0DB417557	Inst.	1001401014	MEDRANO, LEODY BOY TESORO			1848-011	---	807824014/ 198168428	07/15/2014
7	RKS 150	KW157FMJB35048984	LBBPEKA1DB419124	Inst.	1001401012	SANCHEZ, CARMENCITA BELTRAN			1758-011	---	807771680/ 194034024	06/04/2014
6	RKS 150	KW157FMJB35049102	LBBPEKA7DB419161	Inst.	1001401011	VALDEZ, BERNARDO BARTOLME			1758-011	---	807771673/ 194033910	06/04/2014
4	BONUS 110	VMVX3P2H031732	RLGSC11AHEH031899	Inst.	1001401016	CORTEZ, SALVADOR POCSIDIO			1848-011	---	807889585/ 200816313	07/15/2014

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11. Status of REGISTRATION

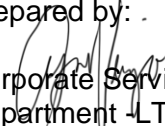
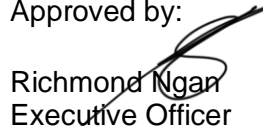
1 of 21 100% Total: 327 100% 327 of 327

October 08, 2014

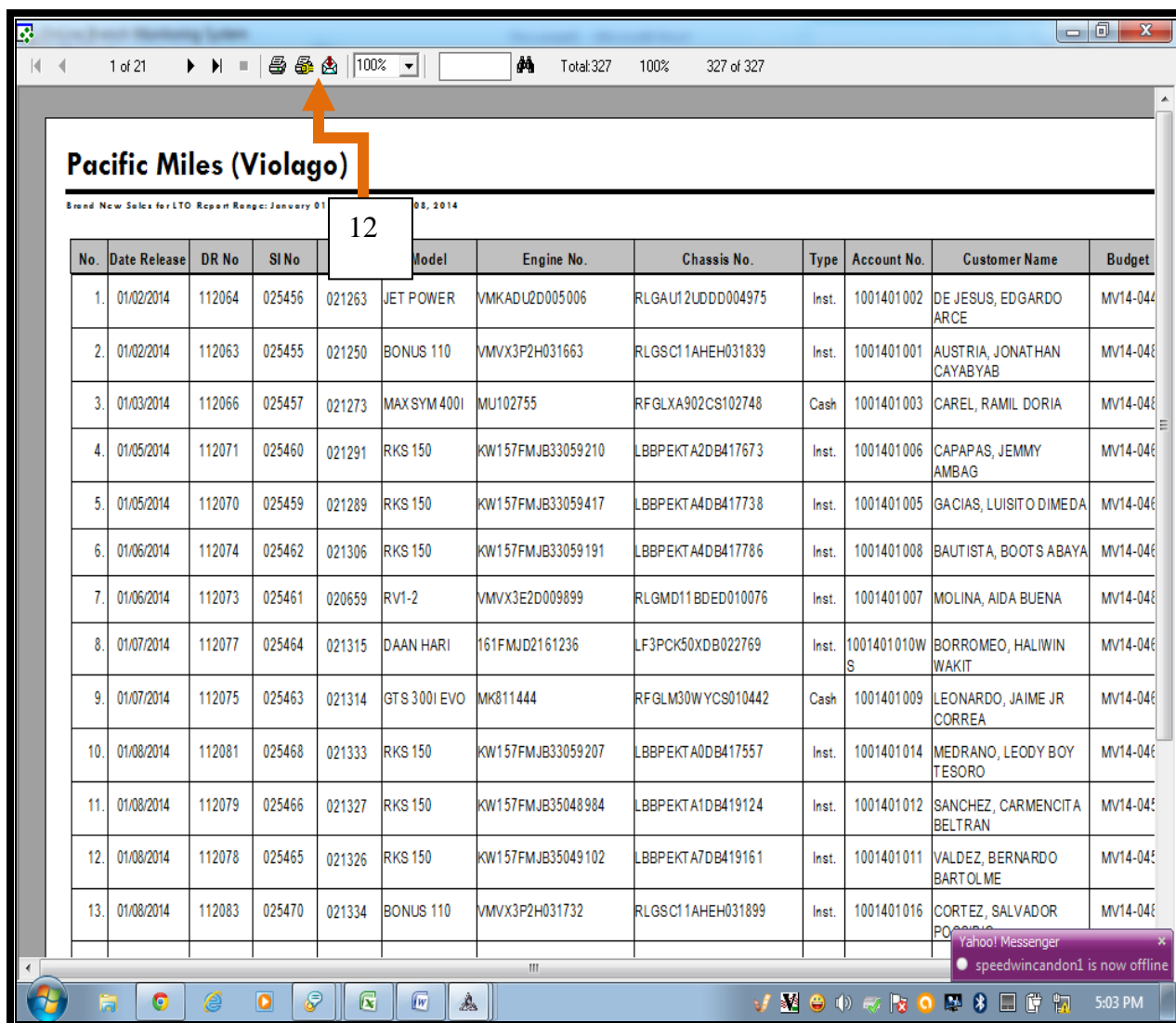
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o	Model	Engine No.	Chassis No.	Type	Account No.	Customer Name	PNP	Plate	OR/CR	Date Trans.
3	JET POWER	VMKADU2D005006	RLGAU12UDD004975	Inst.	1001401002	DE JESUS, EDGARDO ARCE	MV14-044	1690-011	888030031/100430031	04/22/2014
0	BONUS 110	VMVX3P2H031663	RLGSC11AHEH031839	Inst.	1001401001	AUSTRIA, JONATHAN CAYABYAB	MV14-048	1848-011	807085403/200816282	07/15/2014
3	MAXSYM 400i	MU102755	RFGLXA902CS102748	Cash	1001401003	CAREL, RAMIL DORIA	MV14-048	1848-011	819370084/200821401	07/15/2014
1	RKS 150	KW157FMJB33059210	LBBPEKA2DB417673	Inst.	1001401006	CAPAPAS, JEMMY AMBAG	MV14-046	1848-011	807024110/100100440	07/15/2014
9	RKS 150	KW157FMJB33059417	LBBPEKA4DB417738	Inst.	1001401005	GACIAS, LUISITO DIMEDA	MV14-046	1848-011	807024105/100100461	07/15/2014
6	RKS 150	KW157FMJB33059191	LBBPEKA4DB417786	Inst.	1001401008	BAUTISTA, BOOTS ABAYA	MV14-046	1848-011	807024002/100100436	07/15/2014
9	RV1-2	VMVX3E2D009899	RLGMD11BDED010076	Inst.	1001401007	MOLINA, AIDA BUENA	MV14-048	1848-011	807080802/200810030	07/15/2014
5	DAAN HARI	161FMJD2161236	LF3PCK50XDB022769	Inst.	1001401010W S	BORROMEO, HALIWIN WAKIT	MV14-046	1848-011	807023443/100100208	07/15/2014
4	GTS 300i EVO	MK811444	RFGLM30WYCS010442	Cash	1001401009	LEONARDO, JAIME JR CORREA	MV14-046	1865-011	---	07/14/2014
3	RKS 150	KW157FMJB33059207	LBBPEKA0DB417557	Inst.	1001401014	MEDRANO, LEODY BOY TESORO	MV14-046	1848-011	807024014/100100428	07/15/2014
7	RKS 150	KW157FMJB35048984	LBBPEKA1DB419124	Inst.	1001401012	SANCHEZ, CARMENCITA BELTRAN	MV14-045	1758-011	807771080/104034024	06/04/2014
6	RKS 150	KW157FMJB35049102	LBBPEKA7DB419161	Inst.	1001401011	VALDEZ, BERNARDO BARTOLME	MV14-045	1758-011	807771073/104033010	06/04/2014
4	BONUS 110	VMVX3P2H031732	RLGSC11AHEH031899	Inst.	1001401016	CORTEZ, SALVADOR POCSIDIO	MV14-048	1848-011	807080508/200810313	07/15/2014

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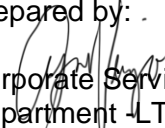
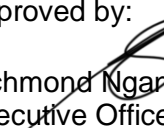
Pacific Miles (Violago)

Brand New Sales for LTO Report Range: January 01, 2014

No.	Date Release	DR No	SI No	Model	Engine No.	Chassis No.	Type	Account No.	Customer Name	Budget	
1.	01/02/2014	112064	025456	021263	JET POWER	VMKADU2D005006	RLGAU12UDD004975	Inst.	1001401002	DE JESUS, EDGARDO ARCE	MV14-044
2.	01/02/2014	112063	025455	021250	BONUS 110	VMVX3P2H031663	RLGSC11AHEH031839	Inst.	1001401001	AUSTRIA, JONATHAN CAYABYAB	MV14-048
3.	01/03/2014	112066	025457	021273	MAX SYM 400I	MU102755	RFGLXA902CS102748	Cash	1001401003	CAREL, RAMIL DORIA	MV14-048
4.	01/05/2014	112071	025460	021291	RKS 150	KW157FMJB33059210	LBBPEKT A2DB417673	Inst.	1001401006	CAPAPAS, JEMMY AMBAG	MV14-048
5.	01/05/2014	112070	025459	021289	RKS 150	KW157FMJB33059417	LBBPEKT A4DB417738	Inst.	1001401005	GACIAS, LUISITO DIMEDA	MV14-048
6.	01/05/2014	112074	025462	021306	RKS 150	KW157FMJB33059191	LBBPEKT A4DB417786	Inst.	1001401008	BAUTISTA, BOOTS ABAYA	MV14-048
7.	01/06/2014	112073	025461	020659	RV1-2	VMVX3E2D009899	RLGMD11BDED010076	Inst.	1001401007	MOLINA, AIDA BUENA	MV14-048
8.	01/07/2014	112077	025464	021315	DAAN HARI	161FMJD2161236	LF3PCK50XDB022769	Inst.	1001401010W S	BORROMEO, HALIWIN WAKIT	MV14-048
9.	01/07/2014	112075	025463	021314	GTS 300I EVO	MK811444	RFGLM30WYCS010442	Cash	1001401009	LEONARDO, JAIME JR CORREA	MV14-048
10.	01/08/2014	112081	025468	021333	RKS 150	KW157FMJB33059207	LBBPEKT A0DB417557	Inst.	1001401014	MEDRANO, LEODY BOY TESORO	MV14-048
11.	01/08/2014	112079	025466	021327	RKS 150	KW157FMJB35048984	LBBPEKT A1DB419124	Inst.	1001401012	SANCHEZ, CARMENCITA BELTRAN	MV14-048
12.	01/08/2014	112078	025465	021326	RKS 150	KW157FMJB35049102	LBBPEKT A7DB419161	Inst.	1001401011	VALDEZ, BERNARDO BARTOLME	MV14-048
13.	01/08/2014	112083	025470	021334	BONUS 110	VMVX3P2H031732	RLGSC11AHEH031899	Inst.	1001401016	CORTEZ, SALVADOR	MV14-048

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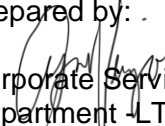
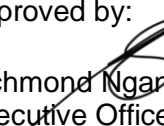
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Pacific Miles (Violago)
Grand New Sales for LTO Report Range: January 01, 2014 - October 08, 2014

No.	Date Release	DR No	SI No	OR No	Model	Engine No.	Chassis No.	Type	Account No.	Customer Name	Budget
1.	01/02/2014	112064	025456	021263	JET POWER	VMKADU2D005006	RLGAU12UDD004975	Inst.	1001401002	DE JESUS, EDGARDO ARCE	MV14-046
2.	01/02/2014	112063	025455	021250	BONUS 110	VMVX3P2H031663	RLGSC11AHEH031839	Inst.	1001401001	AUSTRIA, JONATHAN CAYABYAB	MV14-046
3.	01/03/2014	112066	025457	021273	MA			Cash	1001401003	CAREL, RAMIL DORIA	MV14-046
4.	01/05/2014	112071	025460	021291	RK			Inst.	1001401006	CAPAPAS, JEMMY AMBAG	MV14-046
5.	01/05/2014	112070	025459	021289	RK			Inst.	1001401005	GACIAS, LUISITO DIMEDA	MV14-046
6.	01/06/2014	112072	025462	021306	RK			Inst.	1001401008	BAUTISTA, BOOTS ABAYA	MV14-046
7.	01/06/2014	112073	025461	020659	RV			Inst.	1001401007	MOLINA, AIDA BUENA	MV14-046
8.	01/07/2014	112077	025464	021315	DAAN HARI	161FMJD2161236	LF3PCK50XDB022769	Inst.	1001401010W S	BORROMEO, HALIWIN WAKIT	MV14-046
9.	01/07/2014	112075	025463	021314	GTS 300I EVO	MK811444	RFGLM30WYCS010442	Cash	1001401009	LEONARDO, JAIME JR CORREA	MV14-046
10.	01/08/2014	112081	025468	021333	RKS 150	KW157FMJB33059207	LBPEKTA0DB417557	Inst.	1001401014	MEDRANO, LEODY BOY TESORO	MV14-046
11.	01/08/2014	112079	025466	021327	RKS 150	KW157FMJB35048984	LBPEKTA1DB419124	Inst.	1001401012	SANCHEZ, CARMENCITA BELTRAN	MV14-046
12.	01/08/2014	112078	025465	021326	RKS 150	KW157FMJB35049102	LBPEKTA7DB419161	Inst.	1001401011	VALDEZ, BERNARDO BARTOLME	MV14-046
13.	01/08/2014	112083	025470	021334	BONUS 110	VMVX3P2H031732	RLGSC11AHEH031899	Inst.	1001401016	CORTEZ, SALVADOR POCSIDIO	MV14-046

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 Acrobat Format (PDF)
 Excel 5.0 (XLS)
 Excel 5.0 (XLS) (Extended)
Excel 7.0 (XLS)
 Excel 7.0 (XLS) (Extended)
 Excel 8.0 (XLS)

14. For those customers who don't have **Budget code** and **OR CR details** in the summary , follow it up to the LIAISON OFFICER in-charge for the status.

Prepared by:  Corporate Services Department -LTO	Approved by:  Richmond Ngan Executive Officer	Effective January 1, 2016	Page 10 of 10
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