

MITSUKOSHI MOTORS PHILIPPINES, INC.		
POLICY AND PROCEDURE		
POLICY TITLE :	REQUESTING BUDGET FOR APPREHENSION	Ref. No.CSD 16-017
DEPARTMENT :	CORPORATE SERVICE DEPARTMENT	
TO :	BRANCH MANAGER	

## OBJECTIVE

To guide the branch in obtaining budget for apprehension charges for registration related violation.

## POLICIES

1. It is the responsibility of the branch to ascertain that all policies and guidelines set by the Company have fully explained to the customer before releasing the financed unit.
2. As a general rule, every motorcycle user must possess a Driver's License code No. "1", authorizing them to drive motorcycle and tricycle.
  - 2.1. This will spare the sold motorcycle unit to be impounded by the apprehending officer because this is considered as driving without license.
3. It is the responsibility of the Marketing Assistant conducting the pre-delivery inspection to ensure the signature of the customer in the CLIENT OBLIGATION GUIDE, wherein a clear stipulation of the guidelines was expressed in Filipino under No. 12 which reads:

*3.1 " Pinapayuhan naming kayo na hanggat maari po ay huwag babiyahe sa mga pangunahing lansangan at hi-way hanggat walang kaululang rehistro. Ano mang pataw sa paglabag sa batas trapiko ay inyong sagutin".*

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4. We opt to settle the apprehended unit provided violation is non-registration exceeding 30 days. Customer shall be liable on the unregistered violation below 30 days as stated in the Client Obligation Guide.

## **PROCEDURES**

### **1. Branch Manager**

- 1.1. In the event, the sold motorcycle unit was apprehended prior to registration at the LTO for UNREGISTERED violation, the Branch Manager must,
  - 1.2. Make a written report addressed to Regional Manager/Area Manager for proper deliberation supported by the following;
    - 1.2.1. Temporary Operating Permit (TOP) Ticket
    - 1.2.2. Ledger
    - 1.2.3. Loan Folder- documentary requirements has to be completed
- 1.3. Forward report to Area Manager via web mail for review and recommendation.

### **2. Area Manager**

- 2.1. Receive written report from Branch Manager and evaluate report and if everything is in order, affix signature in the report.
- 2.2. Forward signed report to Regional Manager for review and submission to Operations Support Department via web mail.

### **3. Regional Manager**

- 3.1. Receive duly signed report from Area Manager and review reasonableness and validity of report.
- 3.2. If approvable, signed and recommend approval of the request.

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3.3. Forward to Operations Support Department for approval via web mail copy furnished Corporate Services Department-LTO (CSD).

#### 4. Corporate Service Department

4.1. Whether approved or disapproved, inform Regional Manager of the decision on the request.

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