

MITSUKOSHI MOTORS PHILIPPINES, INC.		
POLICY AND PROCEDURE		
POLICY TITLE :	CHECKING THE REGISTERED OWNER OF CLOSED ACCOUNT	Ref. No. CSD 16-027
DEPARTMENT :	CORPORATE SERVICES DEPARTMENT	
TO :	BRANCH MANAGER/CASHIER	

OBJECTIVE

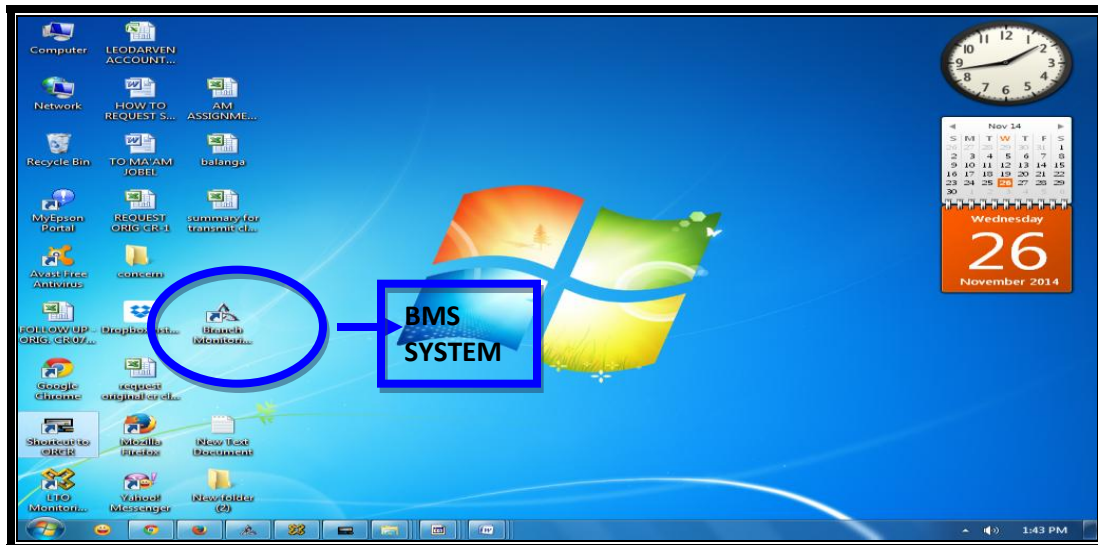
1. To guide the branch in checking the registered owner of repossessed unit.

POLICIES

1. Branch Manager /Cashier/MA must be able to identify the registered owner of the repossessed units.
2. All Official Receipt(OR)/Certificate of Registration (CR) received must able validated thru BMS to identify the registered owner.

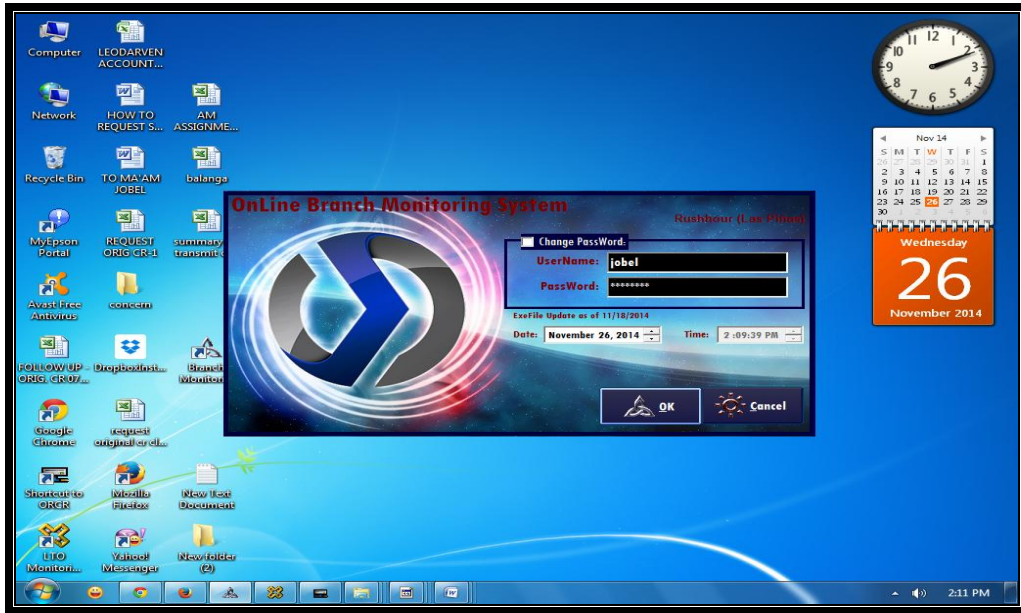
PROCEDURE

1. Click the Branch Monitoring System (BMS).

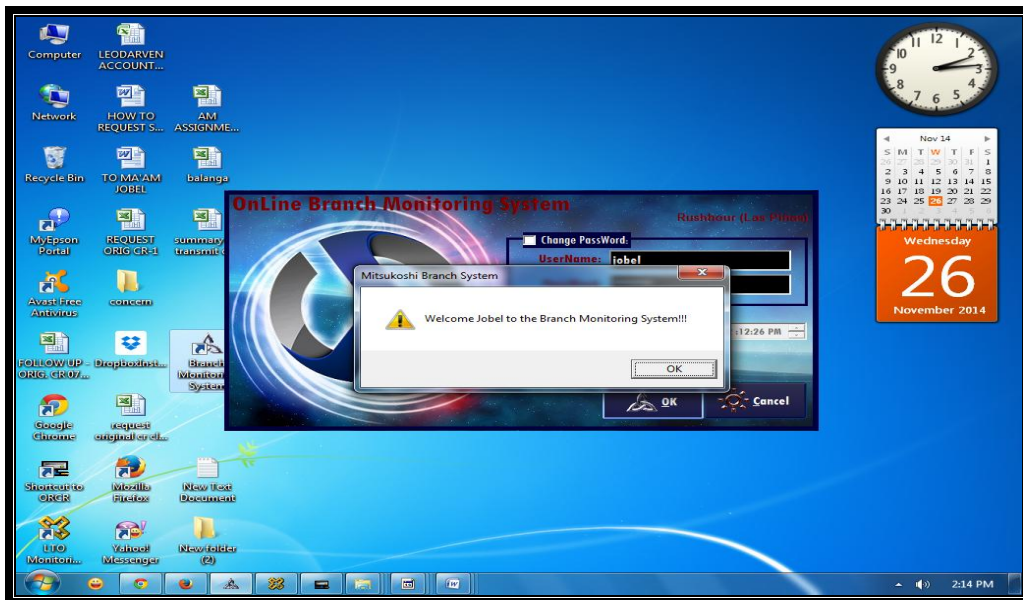


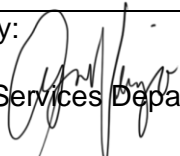
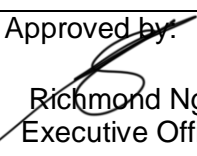
Prepared by: Corporate Services Department-LTO	Approved by: Richmond Ngan Executive Officer	Effective January 1, 2016	Page 1 of 5
---	--	------------------------------	-------------

2. Enter username and password.

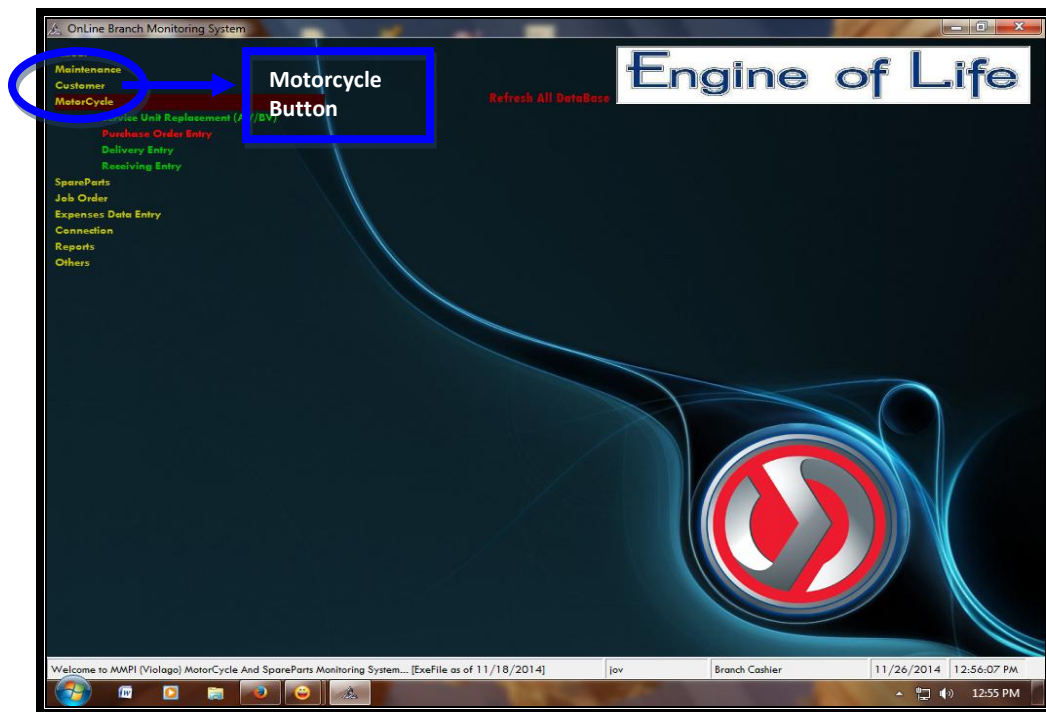


3. Click "Ok".



Prepared by:  Corporate Services Department-LTO	Approved by:  Richmond Ngan Executive Officer	Effective January 1, 2016	Page 2 of 5
--	---	------------------------------	-------------

4. Click the “Motorcycle Button”.



5. Then, click the “Delivery Entry Button”.



Prepared by:

Corporate Services Department-LTO

Approved by:

Richmond Ngan
Executive Officer

Effective

January 1, 2016

Page 3 of 5

6. In the Search Key Box, encode the engine number or chassis number and click enter.
7. Double click the appeared data to view the History of the Motorcycle

OnLine Branch Monitoring System

MotorCycle Inventory: Refresh All DataBase

Search Key:

Branch Name: MMPI (Viologo)

Model	Brand	Status	Engine	Chassis	Book Value	Appraised
BLAZE 150	---	SUntr	XS162FMD7302556	LXMPCKL8970055670	0.00	0.00
BLAZE 150	---	SUntr	XS162FMD8300841	LXMPCKL8980113407	0.00	0.00
BLAZE 150	---	SUntr	XS162FMD9300969	LXMPCKL8990140511	0.00	0.00
BONUS 110	---	SUntr	VMVX3P2H024816	RLGSC11AHDH025084	0.00	0.00
BONUS 110	---	SUntr	VMVX3P2H010997	RLGSC11AHCH010857	0.00	0.00
BONUS 110	---	SUntr	VMVX3P2H009182	RLGSC11AHCH009130	0.00	0.00
BONUS 110	---	SUntr	VMVX3P2H029914	RLGSC11AHEH029719	0.00	0.00
BONUS 110	---	SUntr	VMVX3P2H024737	RLGSC11AHDH024959	0.00	0.00
BONUS 110	---	SUntr	VMVX3P2H023881	RLGSC11AHDH023588	0.00	0.00
BONUS 110	---	SUntr	VMVX3P2H006266	RLGSC11AHBH006358	0.00	0.00
BONUS 110	---	SUntr	VMVX3P2H023186	RLGSC11AHDH022900	0.00	0.00
BONUS 110	---	SUntr	VMVX3P2H024773	RLGSC11AHDH024813	0.00	0.00
BONUS 110	---	SUntr	VMVX3P2H024452	RLGSC11AHDH024682	0.00	0.00
BONUS 110	---	SUntr	VMVX3P2H039086	RLGSC11AHEH038649	0.00	0.00
BONUS 110	---	BrandNew	VMVX3P2H052225	RLGSC11AHEH052391	0.00	0.00
BONUS 110	---	BrandNew	VMVX3P2H052186	RLGSC11AHEH052351	0.00	0.00
BONUS 110	---	SUntr	VMVX3P2H004449	RLGSC11AHBH004253	0.00	0.00

Branch Name: MMPI (Viologo)
Branch Code: 100
SKU: 2261
Brand: SYM
Model: BONUS 110
Color: BLACK WHITE

Transaction:
☒ Branch
☐ Head Office
☐ Others

Enter Delivery

Welcome to MMPI (Viologo) MotorCycle And SpareParts Monitoring System... [ExeFile as of 11/18/2014] | jay | Branch Cashier | 11/26/2014 | 12:57:36 PM

OnLine Branch Monitoring System

Motor Cycle History: Total Records: 10

Engine:

Date Query: Date From: November 26, 2014 Date To: November 26, 2014

Model	Brand	Status	Engine	Chassis No.	Event	Status	Date	Code	Name
EM 100-4	BrandNew	1P50FMG81199180	LF3XC0A58A000641	OUT	Delivered	05/26/2010	1000804004	1000804004	ARNOLD A. PICA
BONUS X	BrandNew	VMVA2H2H006722	RLGSC10FAH006640	OUT	Delivered	05/26/2010	1001005036	1001005036	ARNOLD A. PICA
RV1-2	BrandNew	VMVX3E2D003697	RLGMD118DCD003290	OUT	Delivered	06/08/2012	1001206009	1001206009	JUVIC P. TONACAO
JET POWER	BrandNew	VMKADU2D004870	RLGAU12UD00004707	OUT	Delivered	04/05/2013	1001304007	1001304007	MENDOZA, ROLANDO BALICAO
DAAN HARI	BrandNew	161FMD1152534	LF3PCK5080B006893	OUT	Delivered	04/30/2013	10013040375CV	10013040375CV	BILOE, RONEL AGCAOLI
BONUS X	BrandNew	VMVA2H2H085000	RLGSC10FAH085207	OUT	Delivered	04/22/2014	1001404042	1001404042	CAOILE, JONION FABIA
BONUS X	Repossession	VMVA2H2H046022	RLGSC10FAH045811	OUT	Delivered	05/15/2011	1001105023	1001105023	LACSON, THOMAS JONATHAN BACAOCO
BONUS X	Repossession	VMVA2H2H051056	RLGSC10FAH050973	OUT	Delivered	02/23/2012	1001202013	1001202013	CAO, RICKY CEBRAS
RV1-2	Repossession	VMVX3E2D003697	RLGMD118DCD003290	IN	Received	11/20/2012	1001206009	1001206009	TONACAO, JUVIC PADILLA
RV1-2	Repossession	VMVX3E2D003697	RLGMD118DCD003290	OUT	Delivered	11/20/2012	1001211040	1001211040	SANTIAGO, PEDRO BUHALOG

SKU: 2261
Brand: SYM
Model: BONUS X
Color: Black
Engine: VMVA2H2H051056
Chassis: RLGSC10FAH050973
Model Class: Repossession

Sort Level 1:
☒ By Brand ☐ By Model ☐ By Color ☐ By Model Class

Sort Level 2:
☒ By Brand ☐ By Model ☐ By Color ☐ By Model Class

Refresh Data Preview Report Go To Discrepancy Module

Welcome to MMPI (Viologo) MotorCycle And SpareParts Monitoring System... [ExeFile as of 11/18/2014] | jay | Branch Cashier | 11/26/2014 | 01:01:15 PM

8. In the Date Column, the Oldest Date Sold is the Original Owner of the Unit which can be seen in the "Name" Column.

Prepared by:	Approved by:	Effective	
Corporate Services Department-LTO	Richmond Ngan Executive Officer	January 1, 2016	Page 4 of 5

OnLine Branch Monitoring System

About

MotorCycle History Monitoring

Motor Cycle History: Total Records: 6

Engine No: VMVA2H2H051056

Date Query: Date From: November 26, 2014 Date To: November 26, 2014

Model	Model Class	Engine No	Chassis No.	Event	Status	Date	Code	Name
BONUS X	BrandNew	VMVA2H2H051056	RLGSC10FHAH050973	IN	Received	10/30/2010	---	Data Conversion
BONUS X	BrandNew	VMVA2H2H051056	RLGSC10FHAH050973	OUT	Delivered	10/30/2010	1001010032	RANDELL P. REYES
BONUS X	Repossession	VMVA2H2H051056	RLGSC10FHAH050973	IN	Received	03/23/2011	1001010032	RANDELL P. REYES
BONUS X	Repossession	VMVA2H2H051056	RLGSC10FHAH050973	OUT	Delivered	03/24/2011	1001103029	CABALIDA, EDGARDO URSAIZ
BONUS X	Repossession	VMVA2H2H051056	RLGSC10FHAH050973	IN	Received	02/23/2012	1001103029	CABALIDA, EDGARDO URSAIZ
BONUS X	Repossession	VMVA2H2H051056	RLGSC10FHAH050973	OUT	Delivered	02/23/2012	1001202013	CAO, RICKY CEBRAS

SKU : 2251
Brand : SYM
Model : BONUS X
Color : Black
Engine : VMVA2H2H051056
Chassis : RLGSC10FHAH050973
Model Class : Repossession

Sort Level 1:
☒ By Brand
☐ By Model
☐ By Color
☐ By Model Class

Sort Level 2:
☒ By Brand
☐ By Model
☐ By Color
☐ By Model Class

	BNew	Repo	SUnit	Total
Inventory IN	3,920	702	135	4,757
Inventory OUT	3,898	675	59	4,632
Ending Inventory	22	27	76	125

Refresh Data Preview Report Go To Discrepancy Module

Welcome to MMPI (Viola) MotorCycle And SpareParts Monitoring System... [ExeFile as of 11/18/2014] | jay | Branch Cashier | 11/26/2014 | 01:02:02 PM | 1:01 PM

Prepared by:	Approved by:	Effective	
Corporate Services Department-LTO	Richmond Ngan Executive Officer	January 1, 2016	Page 5 of 5