

MITSUKOSHI MOTORS PHILIPPINES, INC.		
POLICY AND PROCEDURE		
POLICY TITLE :	REQUESTING BUDGET FOR ADDITIONAL PLATE	Ref. No.CSD 16-015
DEPARTMENT :	CORPORATE SERVICE DEPARTMENT	
TO :	BRANCH MANAGER/MARKETING ASSISTANT	

OBJECTIVE


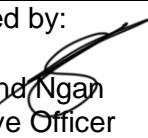
1. To guide the branch for payment of under collected MVUC by LTO Office base on the Plate Ending Schedule.
2. To establish procedures in requesting LTO budget for additional Motor Vehicle User's Charge (MVUC) for plate claim.

POLICIES

1. All LTO plate numbers must be analyzed by Marketing Assistant and be explained to the customer clearly.
2. The company covers the one year initial registration and in excess of it shall be borne by the customer.
3. Payment for additional MVUC has to be collected from the customer after upon issuance of plate number.
4. Any collection in relation to this must be issued with an OR by Branch

PROCEDURES

1. Normally, the registration cost on MVUC varies depending on available plate assigned to the motorcycle, thus the branch must check and assess if there is a need to request for under collection, as follows :


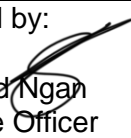
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FOR MOTORCYCLE WITHOUT SIDECAR

MONTH/DATE OF REGISTRATION	PLATE ENDING SCHEDULE			
	1 YEAR(240)	ADDITIONAL(MORE THAN ONE YEAR REG'N)		
		1 ¼(300)	1 ½(360)	1 ¾(420)
JANUARY	0 1	2 3	4 5 6	7 8 9
FEBRUARY	1 2	3 4	5 6 7	8 9 0
MARCH	1 2 3	4 5	6 7 8	9 0
APRIL	1 2 3 4	5 6	7 8 9	0
MAY	2 3 4 5	6 7	8 9 0	1
JUNE	3 4 5 6	7 8	9 0	1 2
JULY	4 5 6 7	8 9	0	1 2 3
AUGUST	5 6 7 8	9 0	1	2 3 4
SEPTEMBER	6 7 8 9	0	1 2	3 4 5
OCTOBER	7 8 9 0		1 2 3	4 5 6
NOVEMBER	8 9 0	1	2 3 4	5 6 7
DECEMBER	9 0	1 2	3 4 5	6 7 8

FOR MOTORCYCLE WITH SIDECAR

MONTH/DATE OF REGISTRATION	PLATE ENDING SCHEDULE			
	1 YEAR(300)	ADDITIONAL(MORE THAN ONE YEAR REG'N)		
		1 ¼(375)	1 ½(450)	1 ¾(525)
JANUARY	0 1	2 3	4 5 6	7 8 9
FEBRUARY	1 2	3 4	5 6 7	8 9 0
MARCH	1 2 3	4 5	6 7 8	9 0
APRIL	1 2 3 4	5 6	7 8 9	0
MAY	2 3 4 5	6 7	8 9 0	1
JUNE	3 4 5 6	7 8	9 0	1 2
JULY	4 5 6 7	8 9	0	1 2 3
AUGUST	5 6 7 8	9 0	1	2 3 4
SEPTEMBER	6 7 8 9	0	1 2	3 4 5
OCTOBER	7 8 9 0		1 2 3	4 5 6
NOVEMBER	8 9 0	1	2 3 4	5 6 7
DECEMBER	9 0	1 2	3 4 5	6 7 8

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ONE YEAR MVUC FOR MC=240; TC=300; MTC=300


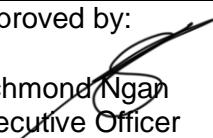
To illustrate :

Date of Registration	October 20, 2014
MVUC	240.00
Assigned plate	LA14344

This means that the plate ending is **4** which fall on April. Thus, from October 20, 2014 up to April 2015 there is an additional of 7 months representing under collection. Please take note of the following additional MVUC

$\frac{1}{4}$ year	60.00	} MC	$\frac{1}{4}$ year	75.00	} MTC/TC
$\frac{1}{2}$ year	120.0		$\frac{1}{2}$ year	150.00	
$\frac{3}{4}$ year	180.00		$\frac{3}{4}$ year	225.00	

In this illustration, the under collection would be 180.00 since it falls under $\frac{3}{4}$ year. But every **Manual receipt** issued has LRF (Legal Research Fund) of 10 pesos. Thus the total amount to be request is 190.00. An additional insurance shall also be provided by customer when applicable.. In the event that LTO issued **Computerized Receipt, computer fee and science tax is also collected by LTO.**

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Computerized Receipt

Republic of the Philippines
DEPARTMENT OF TRANSPORTATION & COMMUNICATIONS
LAND TRANSPORTATION OFFICE
East Avenue, Quezon City

Field Office: Malabon Extension Office Field Office Code: 1352

OFFICIAL RECEIPT 604496594 DATE: 09/25/2014

RECEIVED FROM (Last name, First name, MI): DESEO, ARTHUR D.
ADDRESS (No., Street, City, Municipality, Province, Zip Code): BARAUBUTAO, ANGELER CITY, CAMPANIGUA

PAYMENT DETAILS	BREAKDOWN OF PAYMENT
Transaction: VRSF01	Legal Research Fund 10.00
011332052520140081 - 01	MV Clearance Fee 30.00
Posted: Sep 25 2014	Replacement Year Tag 100.00
PRIVATE - Motorcycle without Gas	Comp Fee 169.06
Car/MC/Gas/Black/V-Title	Nothing Follows
File No.: 133200000120526	
Plate No.: 8711UW	
Gross Weight: 205	

CASH 309.06

A.R.: N/A

Not valid if not accompanied by CR and CPGI if for hire.

TOTAL AMOUNT PAID 309.06

THE SUM OF (in pesos) Three Hundred Nine And 06/100 Pesos Only

MODE OF PAYMENT CASH

CHIEF OF OFFICE 09/25/2014
Signature: [Signature]

CASHIER 09/25/2014
Signature: [Signature]

Manual Receipt

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF TRANSPORTATION & COMMUNICATIONS
LAND TRANSPORTATION OFFICE
East Avenue, Quezon City

DISTRICT OFFICE: Baler

OFFICIAL RECEIPT MVMRR NO. 3014470-4 DATE: 03-06-2014

OWNERS COPY NO. 0312-12643

REGISTERED RACIAL OWNER'S (Surname, First Name, Middle Name): SONIA DELA CRUZ

COMPLETE ADDRESS (No., Street, City/Municipality, Province): Maria Aurora Aurora

PLATE NO.: 6166NY

THE SUM OF (in pesos) Seventy three pesos & 75/100

VEHICLE ACQUIRED FROM: PREVIOUS OR NO.

ORIGINAL BOT DECISION NO. Supplement to O.R.# 32327200 DATE 4-10-2013 CLASSIFICATION Supplement

TYPE OF BODY MC MAKE Mitsukoshi SERIES Euro Racing

CHASSIS NO. 8N4XC33008A02944 MOTOR NO. 1P52FMHC159422 TOTAL MOTOR DISPL. (cc) 149

GROSS WT. 143 NET CAPACITY 73 SPEED 70 FUEL gas COLOR Black


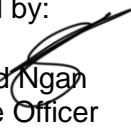
INSURER [Blank] CERT. OF COVER [Blank] EXPIRY DATE [Blank]

CHARGES	AMOUNT
<input type="checkbox"/> 1. MORTGAGE/ANNOTATION/RELEASE	<u>60.00</u>
<input type="checkbox"/> 2. TRANSFER	<u>5.75</u>
<input type="checkbox"/> 3. CHANGE CLASSIFICATION	<u>[Blank]</u>
<input type="checkbox"/> 4. ENGINE	<u>[Blank]</u>
<input type="checkbox"/> 5. TYPE	<u>[Blank]</u>
<input type="checkbox"/> 6. COLOR	<u>[Blank]</u>
<input type="checkbox"/> 7. LEGAL RESEARCH FUND	<u>10.00</u>
<input type="checkbox"/> 8. OTHERS (Specify)	<u>[Blank]</u>
TOTAL	<u>73.75</u>

COMPUTER [Signature] CASHIER [Signature] DISTRICT [Signature]

RMS. ADVINCULA E.D. ERNABE BRENATO S. MACALISAN

2. When requesting for additional MVUC, see to it that all data are supplied.

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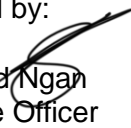
Microsoft Excel window: FORMAT ADDITIONAL PLATE - Microsoft Excel

Formulas: REQUEST BUDGET FOR CLAIMING OF PLATE IN LTO (ADDITIONAL MYUC)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	REQUEST BUDGET FOR CLAIMING OF PLATE IN LTO (ADDITIONAL MYUC)															
2																
5		NAME	SOLD DATE	ENGINE	CHASSIS	CR #	OR#	ASIGNED PLATE	MYRR NO.	ADDNL AMOUN	se tax	se tax pen.	legal research fund	total	BUDGET CODE	
6	1															
7	2															
8	3															
9	4															
10	5															
11	6															
12	7															
13	8															
14	9															
15	10															
16																
17																
18																
19																

Sheet1 | Sheet2 | Sheet3

- Budget shall be transferred within two-(2) days thru Branch Account Number or to Liaison's Account Number as the case maybe.
- Budget shall be liquidated within two (2) weeks using the #2 format.
- Print the #2 format and send the liquidation including the original receipts to CSD-Budget Section.

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