

MITSUKOSHI MOTORS PHILIPPINES, INC.		
POLICY AND PROCEDURE		
POLICY TITLE :	RELEASING ORCR CLOSED/CASH SALE	Ref No. CSD 16-025
DEPARTMENT :	CORPORATE SERVICES DEPARTMENT	
TO :	BRANCH MANAGER/CASHIER	

OBJECTIVE

To easily release the Original CR to Customer when CR is available to Branch


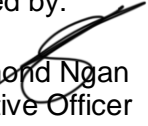
POLICIES

1. Original CR should only be given to Cash account or Cleared/verified closed account customers.
2. Issuance of Original CR to customers with Outstanding Collectibles will be charged to Branch Manager and Cashier.

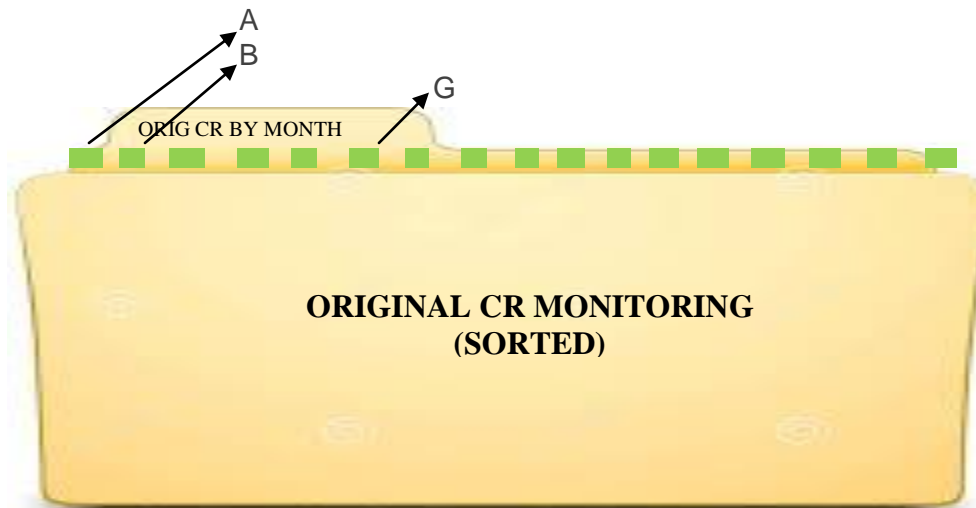
PROCEDURE

1. Get the last date of payment of the customer from BMS
2. Check the CR availability in the Folder A (refer to CSD 14-025)
3. If CR is Available, get Folder B (refer to CSD 14-025) as receiving monitoring.
4. Get the CR in Envelope A b(refer to CSD 14-025).
5. Look for the registered owner of the account by Surname
6. Customer has to receive the CR in Folder B by surname (as indicated below).

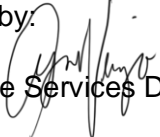
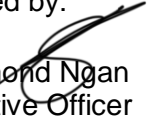
DATE CLOSED	CUSTOMER NAME	ACCOUNT NO.	Engine No.	Signature over printed name of the customer	Date
1/20/2014	Geronimo, Theresa	190010063	161FMJD2126629		
1/29/2014	Gonzales, Charlene	190010069	VMKADU2D005343		

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Label with LETTERS (basis is the surname)



7. In the absence of the account named owner, the bearer/receiver must have the following requirements:
- Authorization letter from the account owner
 - Valid id of the account owner
 - Valid id of the receiver

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