

MITSUKOSHI MOTORS PHILIPPINES, INC.		
POLICY AND PROCEDURE		
POLICY TITLE :	RELEASING REGISTRATION COPY AND PLATE	Ref. No. 16-012
DEPARTMENT :	CORPORATE SERVICES DEPARTMENT	
TO :	BRANCH MANAGER/CASHIER/MA	

OBJECTIVE

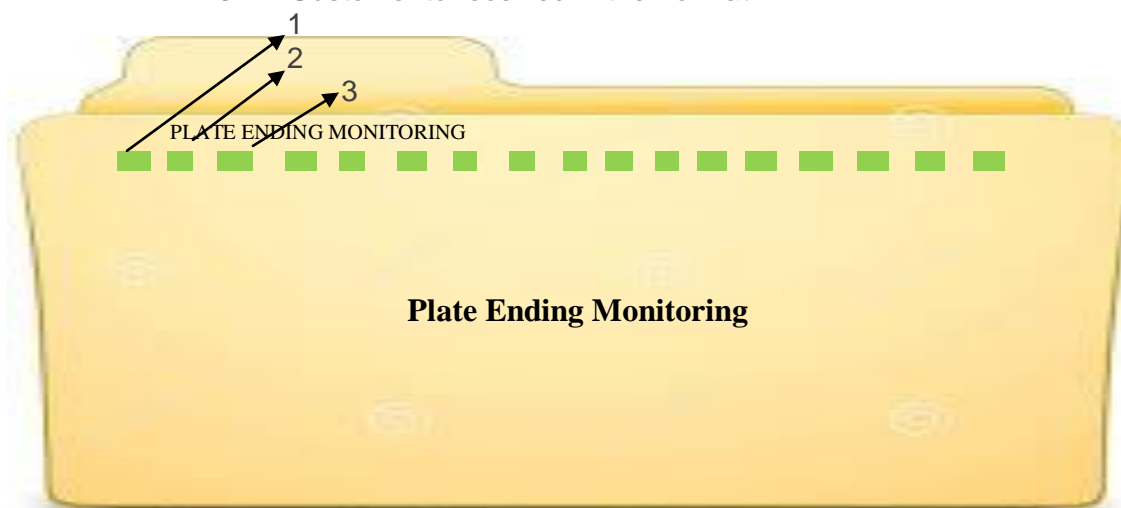
1. To systematically release the ORCR and/or Plate Number of the customer.
2. To be able to file and secure the plate number for ready reference.
3. To be able to inform the customer on the availability of plate number in the Branch.

POLICIES

1. All registration copy (ORCR) should be duly filed and monitored by the branch.
2. Photocopy of ORCR, Original OR and Plate is accountable to Marketing Assistant and Branch Manager.

PROCEDURE

1. Prepare folder A (PLATE ENDING MONITORING) and folder B (PLATEMONITORING BY MONTH)
 - 1.1. Label the folder A (Plate Ending Monitoring) according to Plate Ending
 - 1.2. File format A
 - 1.3. Customer to received in the Format A



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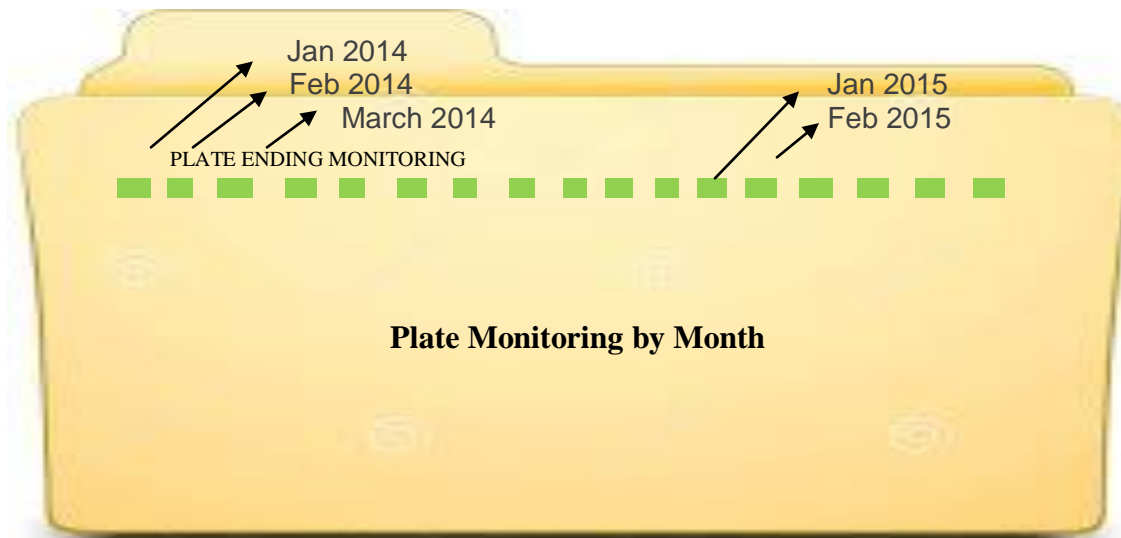
Format A (Brand New and Repossessed Unit)

DATE SOLD	CUSTOMER NAME	Plate Number	RECEIVED BY:		
			Printed Name	Signature	Date
1/20/2014	Geronimo, Theresa	1511PL			
3/29/2014	Oclares, Annabelle	1571PL			

1.4. Folder B for Plate Monitoring by Month

1.5. File format B

1.6. Customer to received in the Format B




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Format B (Brand New Release)

DATE SOLD	CUSTOMER NAME	Plate Number	RECEIVED BY:		
			Printed Name	Signature	Date
1/10/2014	Geronimo, Theresa	1511PL			
1/19/2014	Oclares, Annabelle	1523PL			
1/30/2014	Flores, Agnes	3625KM			

Jan 2014

2. Maintain soft copy and hard copy.
3. Updated every time new set PLATE numbers is received from the head office/liaison officer.
4. File the Plate number and its Photocopy of ORCR according to **Surname of the customer**
5. Place the Plate number and ORCR ing #5 to the Filing Cabinet for safekeeping.
6. When customer receives the Plate,
 - 6.1. Get the Folder A and Folder B
 - 6.2. Check the account name
 - 6.3. Get the plate number and ORCR in the filing cabinet
 - 6.4. Customer shall receive the Plate number and ORCR by affixing their signature in Folder A and B.
 - 6.5. In the absence of the account-named customer, the representative has to present the following requirements:
 - 6.5.1. Authorization from the Account Name Customer
 - 6.5.2. Valid ID of the Owner
 - 6.5.3. Valid ID of representative
7. Branch Manager and Marketing Assistant are accountable in the safekeeping and monitoring of plate numbers.
8. In case of separation from the company, Branch Manager and Marketing Assistant shall turn over to the incoming in-charge.

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