

MITSUKOSHI MOTORS PHILIPPINES, INC.		
POLICY AND PROCEDURE		
POLICY TITLE :	REQUESTING ORIGINAL CR UNDER AGREEMENT OF KALIWAAN	Ref. No.CSD 16-024
DEPARTMENT :	CORPORATE SERVICES DEPARTMENT	
TO :	BRANCH MANAGER/CASHIER	

OBJECTIVE

To fully close the account and settle remaining balance as per request of the client to make the Original CR available on the agreed date of payment.

POLICIES

1. No Original CR must be released to customer without full payment of balance including the penalty.
2. Non-compliance shall be subject for disciplinary action in accordance with Company Code of Discipline. Outstanding balance including its penalty shall be charged to Branch Manager and Cashier

PROCEDURE

1. Submit the properly filled-up **CR Request for Account Closure Form** with signature of the Branch Head to Operation Department for Approval and with Authority Number..

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Date :	_____
To :	_____
From :	_____
Subject:	CR REQUEST FOR ACCOUNT CLOSURE AGREEMENT
Customer name :	_____
Engine no. :	_____
Chassis no. :	_____
Purpose / Reason :	_____

Promise to pay (PTP) :	_____

Requested by: (Cashier)	Checked by: (BM)
_____	_____
Noted by: (JAM/SBM/AM)	

Reminder: Branch Manager shall take full responsibility on the borrowed Certificate of Registration (CR). Thus, in the failure of the client to settle on the agreed PTP date, the former shall return the CR immediately.	
Authority no. :	_____
Approved by :	_____
*Forward the request to CNC Department for approval	

2. Request shall be granted after the approval of the Operation Department with authority number in not more than two (2) days from the date received from Operation.
3. Implement the agreement entered into with the Customer.
4. Upon full payment of the customer, Requesting Branch has to inform the ORCR in-charge thru roselle.liwanag@mitsukoshimotors.com for records update and validation to Accounting Department on the following day.
5. Require the customer to receive the ORIGINAL CR in the Receiving Log Book for reference.
6. In the event of failure to close the account, return within 24 hours the original CR to ORCR in-charge immediately after PTP date lapsed.
7. In case original CR is lost, amount Three Thousand Five Hundred (P 3,500.00) or the Outstanding Balance (OB) shall be charged whichever is higher and be processed by Branch Head.

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