

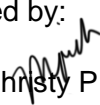
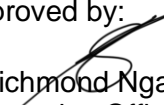
MITSUKOSHI MOTORS PHILIPPINES, INC.		
POLICY AND PROCEDURE		
POLICY TITLE :	ACKNOWLEDGEMENT RECEIPT OF CHEQUES (ARC)	Ref. No.
DEPARTMENT :	TREASURY RECEIVABLES DEPARTMENT	TRD-15-12-013
TO :	BRANCH MANAGER, CASHIER AND ASSISTANT CASHIER	

OBJECTIVE

1. To ensure that all checks received by the branch from the customers for payments have been duly acknowledged and accounted for.
2. To guide the branch in the issuance of Acknowledgement Receipt of Cheques to evidence receipt of check/s from the customer.

POLICIES

1. All check/s received from the customers whether current or post dated must be covered by Acknowledgement Receipt of Cheques (ARC). Only upon bank clearance of the check that corresponding Collection Receipt/Official Receipt will be issued.
2. No second endorsement check should be received by the branch based on the Bangko Sentral ng Pilipinas Circular dated February 20, 2004.
3. The branch should cease from accepting check payable in cash for security purposes. In an unavoidable circumstances where the branch had received check payable in cash, immediately stamp at the back of the check "For deposit on the account of _____, for Check Account No. _____.
Customer's Name _____ A/C No. _____" and fill up space for pertinent information.
4. Filling up Acknowledgement Receipt of Cheques
 - 4.1. Branch personnel must observe series continuity and only one (1) booklet at a time should be used.
 - 4.2. The ARC data must be filled completely and accurately to avoid any cloud of doubt to its reliability.
 - 4.3. Branch personnel must always use cardboard in between ARC series to avoid information written in the previous receipt traced on the next one. Information traces will affect the legibility of entries in the next ARC series.
 - 4.4. Cease from writing and drawing anything in the ARC that is not relevant or pertinent to the issuance of the receipt.
 - 4.5. Refrain from eating and drinking while issuing ARC so as not to damage the information written in the ARC due to spills from food or drinks. Furthermore, it is an act of discourtesy in the part of the branch personnel against the customer.

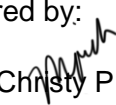
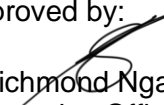
Prepared by:  Mae Christy Pido / Mary Ann Gabuat	Approved by:  Richmond Ngan Executive Officer	Effective December 2015	Page 1 of 5
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5. Alterations of Acknowledgement Receipt of Cheques
 - 5.1. In correcting information, two (2) lines across the information to be altered or changed.
 - 5.2. The customer must validate/countersign the corrections by signing beside the modified figure or data.
 - 5.3. If the alterations are material, such as error committed is the customer's name, the ARC should be cancelled and the branch personnel should issue a new ARC.
6. Cancellation of Acknowledgement Receipt of Cheques
 - 6.1. Write "CANCELLED" across the receipt and put line above and below the word.
 - 6.2. Indicate reason/s for cancellation of the ARC.
 - 6.2.1. For printing error of the receipt, cancel immediately such as but not limited to different receipt number, excess copy or misaligned information. Any printing error must be reported to Treasury Receivables Department.
 - 6.3. Acknowledgement of the cancelled ARC.
 - 6.3.1. ARC must be acknowledged by the customer, cashier/assistant cashier and branch manager.
 - 6.4. Original and Accounting copy must be returned to the Head Office-Treasury Receivables Department together with other DPR attachments; except for booklet copy which must be surrendered when fully used.
7. Authority to use skipped series
 - 7.1. Request letter should be prepared by the cashier and/or other personnel concerned and forward to Branch Manager for evaluation and signature in the noted by portion.
 - 7.2. Scan the request letter and send to Treasury Receivables Department for an authority number to use skipped series via web mail.
 - 7.3. Record approval and authority number received in the authority control logbook and ensure that the skipped series will be used in the next transaction.
8. Distribution of Acknowledgement Receipt of Cheques
 - 8.1. Original : Customer's Copy
 - 8.2. Pink : Accounting Copy
 - 8.3. Blue : Branch Copy
 - 8.4. Green : File which remains to the booklet

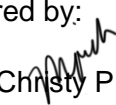
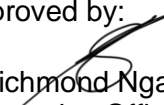
For those who have only three-(3) copies, make a tracer. It is an additional copy of ARC for branch file and done by superimposing the data in a bond paper.

PROCEDURES

1. Cashier/Assistant Cashier
 - 1.1. Receive check payment of the customer and verify the following;
 - 1.1.1. Check date;
 - 1.1.2. Payee's name;
 - 1.1.3. Amount in words and figures;
 - 1.1.4. Signature of the issuer.

Prepared by:  Mae Christy Pido / Mary Ann Gabuat	Approved by:  Richmond Ngan Executive Officer	Effective December 2015	Page 2 of 5
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- 1.2. Issue and fill-up pertinent information in the ARC that must be written in all printed form to be clear and readable.
- 1.3. If check payable in cash was received from the customer, endorse the check in favor of the company.
 - 1.3.1. Stamps at the back of the check "For deposit on the account of _____, for Check Account No. _____.
Customer's Name _____ A/C No. _____" and fill up space on pertinent information.
- 1.4. Acknowledge receipt of the check/s by affixing signature in the "Received by" portion of the ARC.
- 1.5. Obtain signature of the customer in the "Conformity" portion of the ARC and give the Original copy to the customer.
 - 1.5.1. Post ARC in the Branch Monitoring System (BMS). It must be posted as the transaction occurs.
 - 1.5.2. Place the posted pink copy of ARC in a Temporary file till transmittal schedule to the main office.
 - 1.5.3. Forward ARC pink copy to Treasury Receivables Department as supporting documents in the Daily Performance Report (DPR) based on the required schedule days.
 - 1.5.4. File the Branch (blue) Copy of the ARC in a permanent file arrange progressively or in series, that is from lower to higher one.
 - 1.5.5. Retain the green copy in the booklet and when all the series have been used up, return the booklet to Treasury Receivables Department.
- 1.6. Record check receipt from the customer in the Check Control Logbook to monitor due date of the check.
 - 1.6.1. On a regular basis, review Check Control Logbook to identify check due currently and for deposit.
 - 1.6.2. Prepare deposit slip a day before the due date for each check.
 - 1.6.3. Deposit the check on the next banking day.
- 1.7. Issue Collection Receipt/Official Receipt upon clearing of the check by the bank.
- 1.8. In case the check bounced communicate with the customer thru given contact number/s in the branch records.
- 1.9. Ask for cash replacement of bounced check.
 - 1.9.1. If the replacement was made after the due date the customer is no longer entitled from Prompt Payment Discount.
 - 1.9.2. If the replacement was made after grace period of five days the customer is no longer entitled from Prompt Payment Discount and as to pay the penalty charges.

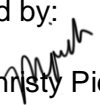
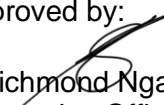
Prepared by:  Mae Christy Pido / Mary Ann Gabuat	Approved by:  Richmond Ngan Executive Officer	Effective December 2015	Page 3 of 5
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1.9.3. If the customer refused to replace the bounced check in cash send demand letter in preparation of filing legal case under B.P 22 (Anti-Bouncing Check Law).

1.9.4. The bounce check must not be returned to the customer unless the amount due is paid.

2. FORM EXPLANATION:

Particular	Description
1. Branch	: Name of the branch receiving the check.
2. Client Name	: Complete name of the customer.
3. Address	: Complete address of the customer.
4. Account No.	: Assigned account number of the customer.
5. Date	: The date the check payment was received by the branch.
6. Cheque Date	: Due date as shown in the check issued by the customer. It is recommended that the due date of the check must be five-(5) days ahead of the customer's monthly installment due date to avail of the Prompt Payment Discount (PPD) as allowance for clearing of the check of the Bangko Sentral ng Pilipinas which is more or less three-(3) banking days.
7. Bank/Check	: Name of the drawee bank issuing the check and bank branch location. The drawee bank is the name of the bank being utilized by the customer.
8. Cheque Number	: The check number normally shown in the right hand portion of the check.
9. Amount	: Represent the monetary amount of the check issued by the customer in favor of the company.
10. Number of Cheques	: Total number of checks issued by the customer to the branch.
11. Total Number of Cheques	: Summation of the total amount of checks issued by the customer to the branch.
12. Conforme	: Customer's signature overprinted name and date the checks are given to the branch.
13. Received by	: Signature over printed name of authorized branch personnel who received the checks indicating actual date of receipt of the checks.

Prepared by:  Mae Christy Pido / Mary Ann Gabuat	Approved by:  Richmond Ngan Executive Officer	Effective December 2015	Page 4 of 5
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ACKNOWLEDGEMENT RECEIPT OF CHEQUES

Branch _____

№ 15351

Client Name: _____ Account No.: _____

Address : _____ Date _____

[illegible]

Total Number of Cheques: _____ Total Amount of Cheques P _____

Conforme: _____ Received by: _____

Signature / Printed Name / Date

Signature / Printed Name / Date

Note: Official Receipt to be issued upon clearing of cheque.

Any incidence of bouncing cheques shall be subject to legal action in accordance with BP 22

Prepared by:

Mae Christy Pido / Mary Ann Gabuat

Approved by:

Richmond Ngan
Executive Officer

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Page 5 of 5