

MITSUKOSHI MOTORS PHILIPPINES, INC.		
POLICY AND PROCEDURE		
POLICY TITLE :	REQUESTING DEED OF SALE	Ref. No. CSD 16-028
DEPARTMENT :	CORPORATE SERVICES DEPARTMENT	
TO :	BRANCH MANAGER / CASHIER	

OBJECTIVE

1. To monitor all Deed of Sale issued to customers.
2. To prevent and avoid double request of Deed of Sale.

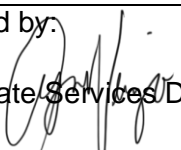
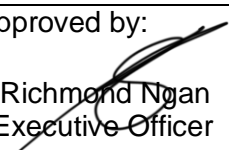
POLICIES

1. Only Closed/Cash Account for repossessed unit shall be allowed to request for Deed of Sale every 10th day of the Month.
2. Branch Manager and Cashier are accountable in the issuance Deed of Sale and its monitoring.

PROCEDURE

1. Cashier

- 1.1. Prepare the Deed of Sale of the Registered Owner.
- 1.2. Pull-out from the Loan folder of the original owner the following:
 - 1.2.1. Deed of Sale
 - 1.2.2. Two (2) Valid ID preferably Government issued
- 1.3. Fill up the following details in the Deed of Sale Form:
 - 1.3.1. Name of the New owner
 - 1.3.2. Address
 - 1.3.3. Details of the unit
 - 1.3.4. Promissory amount
 - 1.3.5. Vendor (Original Owner)
 - 1.3.6. Vendee (New Owner)
 - 1.3.7. Witnesses
 - 1.3.8. Residence Certificate of the Original Owner and new owner
 - 1.3.9. Any valid ID for reference of both.

Prepared by:  Corporate Services Department-LTO	Approved by:  Richmond Ngan Executive Officer	Effective January 1, 2016	Page 1 of 3
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DEED OF ABSOLUTE SALE

With address at _____
 represented herein by _____, hereinafter called the **VENDOR**;

- And -

Hereinafter called the **VENDEE**;

WITNESSETH:

VENDOR is the owner of a motorcycle unit more particularly described as follows:

Make	:	_____
Type	:	_____
Engine No.	:	_____
Chassis No.	:	_____
Color	:	_____
License Plate No.	:	_____

VENDOR has offered to sell the above described motorcycle unit to the **VENDEE** and the **VENDEE** has agreed to buy the same from the **VENDOR** for and in consideration of the sum of _____
 (P. _____) ~~Philippine Pesos~~, receipt of which is hereby acknowledge the **VENDOR** hereby **SELLS, TRANSFERS AND CONVEYS** unto the **VENDEE**, its heirs assigns and successors-in-interest, the above described motor vehicle free from all liens and encumbrances whatsoever.

IN WITNESS WHEREOF, the parties have hereunto set their hand this _____ day of _____, _____ at _____

By:

 (Vendor)

 (Vendee)

Signed in the Presence of:

ACKNOWLEDGEMENT

Republic of the Philippines)
 345
 No. _____ -C

BEFORE ME, a Notary Public for and in the above named locality this _____ day of _____, _____, personally appeared:

~~Name~~ _____ ~~Residence~~ _____ Date / Place Issued _____

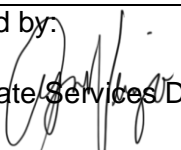
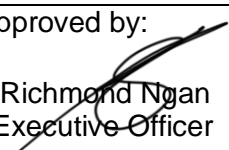
Known to me to be the same persons who executed the foregoing **DEED OF ABSOLUTE SALE** consisting of page (1) page including this page wherein this acknowledgement is written and they acknowledged to me that the same is their free and voluntary act and deed and that of the company herein represented.

NOTARY PUBLIC

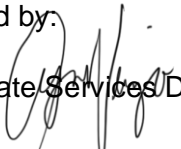

Doc. No. _____
 Page No. _____
 Series of _____

1.4. Record the Deed of Sale in the monitoring.

1.5. Customer to receive in the Deed of Sale Monitoring Form.

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DEED OF ABSOLUTE SALE MONITORING (ALAMINOS)								
MONTH CLOSED			JANUARY 1 TO 31, 2014					
	CUSTOMER NAME		DETAILS		REMARKS	CUSTOMER		
DATE	NEW OWNER	PREVIOUS OWNER	ENGINE	CHASSIS	(ATTACHMENT)	Printed Name	Signature	Date
1								
2								
3								
4								
5								
6								
7								
8								
9								

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