

MITSUKOSHI MOTORS PHILIPPINES, INC.		
POLICY AND PROCEDURE		
POLICY TITLE :	TRANSMITTAL OF SUPPORTING DOCUMENTS TO HEAD OFFICE	Ref. No.
DEPARTMENT :	TREASURY RECEIVABLES DEPARTMENT	TRD-14-10-003
TO :	BRANCH MANAGER, CASHIER AND ASSISTANT CASHIER	

OBJECTIVE

1. To ensure accuracy, reliability and timeliness of branch reports and Branch Monitoring System (BMS).
2. To ensure that all branch transactions are properly substantiated by supporting documents.

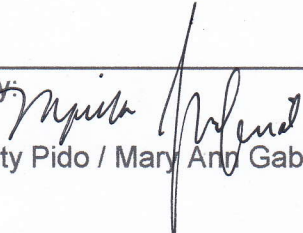
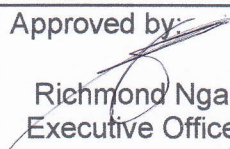
POLICIES

1. The scheduled transmittal of the branch supporting documents is three (3) times a week (Monday, Wednesday, and Friday) through authorized courier. For areas being covered by messenger, daily transmittal is required.
2. Delay in the transmittal of supporting documents in the Treasury Receivables Department shall be dealt with accordingly in accordance with the Company Code of Discipline.

PROCEDURE

1. Cashier/Assistant Cashier

- 1.1. Collate all DPR attachment on the scheduled transmittal to Treasury Receivables Department.
- 1.2. Arrange all the attachment needed to be forwarded at the Treasury Receivables Department in the following sequence:
 - 1.2.1. Cash Flow Form; original copy
 - 1.2.2. Deposit Slip/s; duplicate copy

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1.2.2.1. The Branch Manager must check the validated deposit slips/s before forwarding to the Treasury Receivables Department by affixing signature at the back of the deposit slip/s to evidence review and checking of the date, time and amount deposited.

1.2.3. Collection Receipt (CR) / Official Receipt (OR); pink copy

1.2.4. Delivery Receipt (DR); pink copy

1.2.5. Sales Invoice (SI); pink copy

1.2.6. Cash Invoice (CI) / Sales Invoice (SI) Spare Parts; pink copy

1.2.7. Job Order (JO); yellow copy

1.2.8. Credit Memo (CM); yellow copy

1.2.9. Disbursement Voucher; original copy

1.2.10. Acknowledgement Receipt of Cheques (ARC); pink copy

1.2.11. Pull-Out Order (POO); pink copy

1.2.12. Receiving Report (RR); pink copy

1.3. Place the attachments in a sealed envelope and prepare Transmittal Report (TR) in three-(3) copies address to Treasury Receivables Department; and distributed as follows:

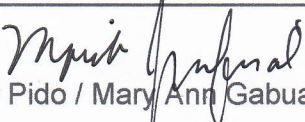
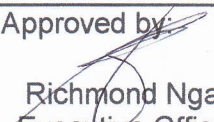
Original : Treasury Receivables Department
Green : Branch Copy
Pink : Booklet Copy

1.3.1. Attach the Original and Green copies in the sealed envelope to be forwarded to Treasury Receivables Department.

1.3.1.1. If through authorized courier, forward the sealed envelope with the Original and Green copies inside to the courier.

1.3.1.1.1. Ask any of the branch personnel to forward the transmittal to the authorized courier outlet.

1.3.1.1.2. Record transmittal in the Transmittal Logbook and obtain signature from the representative of the courier.

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1.3.1.1.3. If covered by Corporate Account, use national account name, e.g. TRANSCEND and Account Number: 10393601 in every branch transaction.

1.3.1.1.3.1 The branch has no need to pay the transmittal service of the authorized courier if under corporate account. The amount will be billed to the main office.

1.4. Retain booklet (Pink) copy for reference purposes.

2. Security Guard-Main Office

2.1. Receive transmittal from authorized courier or authorized personnel who delivered the documents to the main office.

2.2. Log all transmittal received in a control logbook and forward the latter to Receiving Clerk for distribution to concerned department.

2.3. Obtain signature from Receiving Clerk to evidence receipt of delivered documents.

3. Receiving Clerk

3.1. Receive delivered documents from security guard and sign in the latter's control logbook.

3.2. Records received transmittal in a control logbook before distribution to concerned department.

3.3. Forward pouch or envelope containing documents to concerned department and obtain signature in the control logbook.

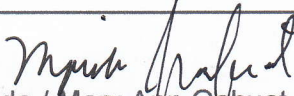

4. Treasury Receivables Staff

4.1. Receive pouch or envelope from Receiving Clerk and affix signature in the control logbook.

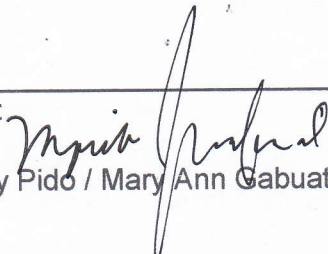
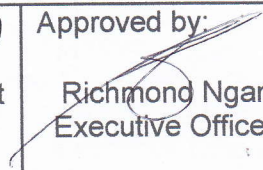
4.2. Check completeness of documents transmitted by the branch through attached Transmittal Report.

4.3. Sign in the branch (green) copy to evidence receipt of documents and return the copy to concerned branch.

5. Cashier/Assistant Cashier

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- 5.1. Receive branch (green) copy from the Treasury Receivables Department and attach to the pink copy in the Transmittal Receipt booklet.

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