

MITSUKOSHI MOTORS PHILIPPINES, INC.		
POLICY AND PROCEDURE		
POLICY TITLE :	REQUESTING ADDITIONAL STICKER	Ref. No. CSD 16-014
DEPARTMENT :	CORPORATE SERVICES DEPARTMENT	
TO :	ALL BRANCH PERSONNEL	

OBJECTIVE

To pay the undercollected Motor Vehicle User's Charge (MVUC) base on the LTO plate number assigned.

POLICIES

1. Payment for Additional Sticker must be collected to the customer.
2. Issue Official Receipt to acknowledge payment from the customer
3. Request the paid amount to CSD and liquidate within one (1) week from date transfer
4. Incomplete attachments will not be processed.

PROCEDURE

1. Sticker Claim would depend on the Plate Ending Schedule set by LTO Government



Plate ending means the schedule month of renewal or additional sticker for more than a year initial registration


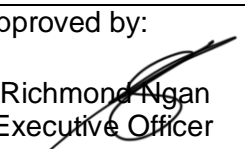
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Table 1. Plate Ending Schedule

MONTH	PLATE ENDING
JANUARY	1
FEBRUARY	2
MARCH	3
APRIL	4
MAY	5
JUNE	6
JULY	7
AUGUST	8
SEPTEMBER	9
OCTOBER	0
NOVEMBER	
DECEMBER	

2. Check date of registration (refer on Table 1 or 2 depending on body type)

2.1. How to analyze for additional sticker

2.1.1. Check Registration Date

2.1.2. Check MVUC of OR

2.1.3. Check body type

2.1.4. Refer to Table 2 or 3

Example for OLD Plate

Given

Registration OR Date is January 2013

MVUC is 300


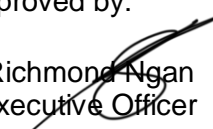
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Plate no is **NA1543** and was received **December 2013**

Body type is Motorcycle with Sidecar or MTC

Solution:

Refer to Table 3.

Check date of registration - January 2013

Plate ending is 3, falls on 1 year and $\frac{1}{4}$ registration, therefore additional sticker has to be performed immediately since plate was issued late.

Sticker to be claimed is 2013

MC is subject for renewal on March 2014 since plate ending is 3 (refer to Table 1)

Table 2 for MC or Motorcycle without sidecar computation:

CURRENT	1 YEAR(240)	ADDITIONAL(MORE THAN ONE YEAR REG'N)			
MONTH/DATE OF REGISTRATION		1 $\frac{1}{4}$ (300)	1 $\frac{1}{2}$ (360)	1 $\frac{3}{4}$ (420)	
JANUARY	0 1	2 3	4 5 6	7 8 9	ENDING OF PLATES
FEBRUARY	1 2	3 4	5 6 7	8 9 0	ENDING OF PLATES
MARCH	1 2 3	4 5	6 7 8	9 0	ENDING OF PLATES
APRIL	1 2 3 4	5 6	7 8 9	0	ENDING OF PLATES
MAY	2 3 4 5	6 7	8 9 0	1	ENDING OF PLATES
JUNE	3 4 5 6	7 8	9 0	1 2	ENDING OF PLATES
JULY	4 5 6 7	8 9	0	1 2 3	ENDING OF PLATES
AUGUST	5 6 7 8	9 0	1	2 3 4	ENDING OF PLATES
SEPTEMBER	6 7 8 9	0	1 2	3 4 5	ENDING OF PLATES
OCTOBER	7 8 9 0		1 2 3	4 5 6	ENDING OF PLATES
NOVEMBER	8 9 0	1	2 3 4	5 6 7	ENDING OF PLATES
DECEMBER	9 0	1 2	3 4 5	6 7 8	ENDING OF PLATES


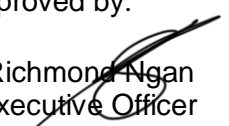
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Table 3 for MTC or Motorcycle with sidecar computation and TC or Tricycle

CURRENT	1 YEAR(300)	ADDITIONAL(MORE THAN ONE YEAR REG'N)			
MONTH/DATE OF REGISTRATION		1 ¼(375)	1 ½(450)	1 ¾(525)	
JANUARY	0 1	2 3	4 5 6	7 8 9	ENDING OF PLATES
FEBRUARY	1 2	3 4	5 6 7	8 9 0	ENDING OF PLATES
MARCH	1 2 3	4 5	6 7 8	9 0	ENDING OF PLATES
APRIL	1 2 3 4	5 6	7 8 9	0	ENDING OF PLATES
MAY	2 3 4 5	6 7	8 9 0	1	ENDING OF PLATES
JUNE	3 4 5 6	7 8	9 0	1 2	ENDING OF PLATES
JULY	4 5 6 7	8 9	0	1 2 3	ENDING OF PLATES
AUGUST	5 6 7 8	9 0	1	2 3 4	ENDING OF PLATES
SEPTEMBER	6 7 8 9	0	1 2	3 4 5	ENDING OF PLATES
OCTOBER	7 8 9 0		1 2 3	4 5 6	ENDING OF PLATES
NOVEMBER	8 9 0	1	2 3 4	5 6 7	ENDING OF PLATES
DECEMBER	9 0	1 2	3 4 5	6 7 8	ENDING OF PLATES


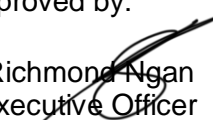
3. Requirements for additional sticker:

- 3.1. Photocopy of ORCR
- 3.2. New Insurance
- 3.3. Proof of Payment - Branch OR amounting to Php 500.00

4. Budget request to CSD at cherylyn.tandoy@mitsukoshimotors.com using the format below.

NO.	CUSTOMER DETAILS					REMARKS				COMPANY NAME & BRANCH
	DATE	NAME of CUSTOMER	DATE REGISTERED	MVUC	PLATE #	DISTRICT OFFICE/MVFILE	DATE PAID	OR #	AMOUNT	
1	1/10/2014	DE GRACIA, RANEL MOBERA	10/16/12	240	3195HY	LA LOMA	7/16/2013	3549	500	GEN T DE LEON

- 5. Fund shall be transferred to Branch Account.
- 6. Budget has to be liquidated within one (1) week from the date fund is transferred.

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