

MITSUKOSHI MOTORS PHILIPPINES, INC.		
POLICY AND PROCEDURE		
POLICY TITLE :	SENDING BRANCH REGISTRATION DOCUMENTS TO LIAISON OFFICERS	Ref. No. CSD 16-009
DEPARTMENT :	CORPORATE SERVICE DEPARTMENT	
TO :	BRANCH MANAGER/MARKETING ASSISTANT	

OBJECTIVE:

To establish general procedure on LTO processing of registration/ monitoring sold motorcycle units.

POLICIES

1. All Branch Registration Documents must be submitted to Liaison Officers within two-(2) days from the date of release.
2. The branch must exercise prudence as to the completeness of registration requirements upon delivery of the purchased motorcycle unit.
3. All late submission of registration of documents is subject for disciplinary action in accordance with Company Code of Discipline.

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PROCEDURE:

1. Marketing Assistant

1.1. Check the valid I.D of the customer including the veracity of its signature, photo and date of birth.

1.1.1. Valid IDs, Government issued ID with Picture, SSS and GSIS ID, Driver's License, Voter's ID, NBI Clearance, Passport, etc.

1.2. Fills up the Sales Invoice accurately and legibly and in BOLD letters. Avoid abbreviation of the entries. It should be Surname, First name and Middle name.

Example : UY, BENJAMIN ENDRIGA

In case where names have suffixes, the suffix must be written after the first name

Example: UY, BENJAMIN JR. ENDRIGA

1.3. Date must be supplied by the liaison.

1.4. Write address completely.

Example: 1345 INT.14 A. LINA O STREET PACO, MANILA

1.5 In the Sales Invoice entries of MC details, please follow this in order:

Make : Mitsukoshi

Series : RV1

Color : Black / Red

Engine : VMVX3E2D002105

Chassis : RLGMD118D8D002051

1.5.1. Original Sales Invoice, which must contain the **TIN No.** of the buyer.

1.5.2 Indicate the selling price of the unit in the amount of column.

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1.6. Ensure customer's signature over printed name and BM's signature for all Regions in the Sales Invoice.

1.6.1. For NCR – Customer's Signature over printed name and Liaison's Signature

1.7. Attach readable stencil (will depend on the LTO region's standard requirements. If the Liaison in charge is requiring the branch to submit direct stencil so strictly as required.

2. Branch Cashier

2.1. Accept down payment from customer and check the authenticity of the requirements.

2.2. Encode the sales data to Branch Monitoring System (BMS) on a daily basis. Entries shall be deemed final. **Any errors found is chargeable to the Branch Manager and Cashier or to the personnel concerned and be issued with an NTE.**

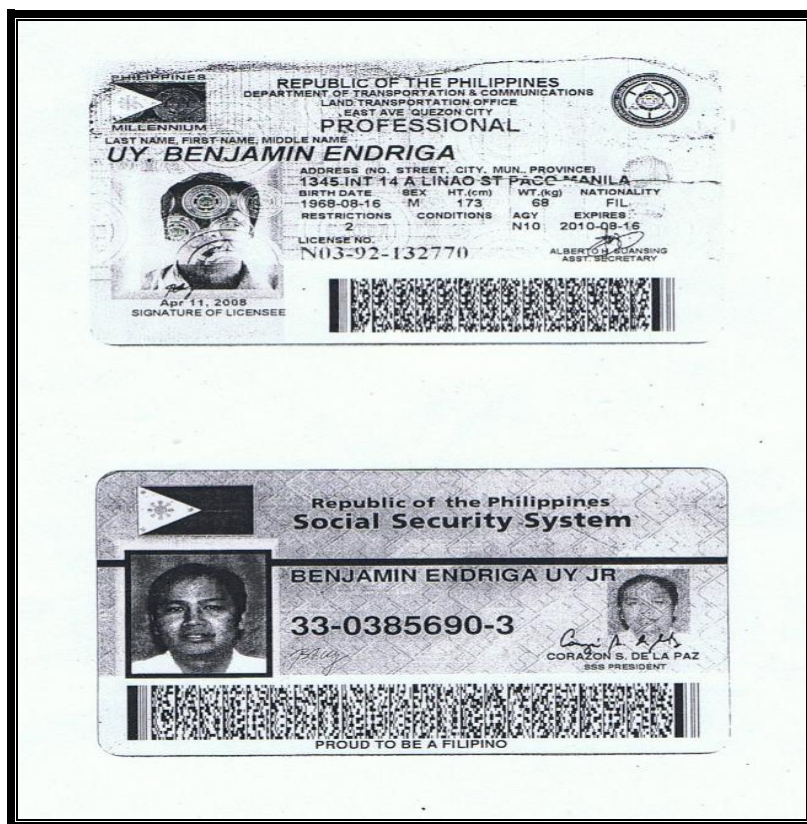
3. Branch Manager

3.1. She/he is tasked to do final checking of all branch' documents before sending them to the liaison in charge and in the BMS as well.

4. WHAT ARE THE DOCUMENTS TO BE SUBMITTED TO L.O (Liaison officer) FOR REGISTRATION?

4.1. Blank Original Sales Invoice (Name written in pencil and with signatures)

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5. HOW TO SEND THE REGISTRATION DOCUMENTS TO LIAISON OFFICER ?

5.1. Send registration documents to Liaison Officer thru Transmittal Report (TR) with Sales Invoice number/ Name of customer.

5.1.1. The registration documents must be send to the Liaison Officer thrice a week.

5.2. Send Summary of Weekly Releases to Liaison Officer every Thursday.

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