

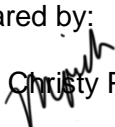
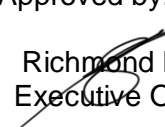
| MITSUKOSHI MOTORS PHILIPPINES, INC. |   |               |
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| POLICY AND PROCEDURE                |   |               |
| POLICY TITLE :                      | TRANSMITTAL REPORT (TR)                       | Ref. No.      |
| DEPARTMENT :                        | TREASURY RECEIVABLES DEPARTMENT               | TRD-15-12-017 |
| TO :                                | BRANCH MANAGER, CASHIER AND ASSISTANT CASHIER |               |

## OBJECTIVE

1. To document any transfer or movement of items other than motorcycle unit.
2. To guide the branch in the issuance of Transmittal Report.

## POLICIES

1. The Transmittal Report shall cover movement of items such as but not limited to the following;
  - 1.1. Transfer of Accountable Forms and Receipts by the Treasury Receivables Department to the branch.
  - 1.2. Return of used, damaged or with printing error Accountable Forms and Receipts to Treasury Receivables Department.
  - 1.3. Transmittal of supporting and financing documents to the main office.
  - 1.4. Transfer of motorcycle units, whether brand new or repossessed to satellite office or display center by main branch.
2. Filling up of Transmittal Report
  - 2.1. Branch personnel authorized to issue Transmittal Report (TR) must observe series continuity in the issuance of the TR and only one (1) booklet at a time.
  - 2.2. Transmittal Report must be filled up completely and legibly to avoid any doubt on its accuracy and reliability.
  - 2.3. Branch personnel authorized to issue TR must always use carbon paper since TR is not carbonize then cardboard in between TR to avoid unnecessary marking in the next series.
  - 2.4. Cease from writing and drawing anything in the TR that is not relevant or pertinent to the issuance of the receipt.
  - 2.5. Refrain from eating and drinking while issuing TR so as not to damage the information written in the TR due to spills from food or drinks.
3. Alterations of Transmittal Report
  - 3.1. In correcting information, two (2) lines across the information to be altered or changed.
  - 3.2. The branch personnel must validate/countersign the corrections by signing beside the modified data.
  - 3.3. If the alterations are material, the TR should be cancelled and the branch personnel authorized to issue TR should issue a new one.

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#### 4. Cancellation of Transmittal Report

- 4.1. Write "CANCELLED" across the TR and put line above and below the word.
- 4.2. Indicate reason/s for cancellation of the Transmittal Report.
- 4.3. For printing error, cancel TR immediately e.g. different receipt number or with excess copy. Any printing error must be reported to Treasury Receivables Department.
- 4.4. Acknowledgment of the cancelled TR.
  - 4.4.1. TR cancellation must be acknowledged by the branch personnel.
  - 4.4.2. Original or Accounting copy must be returned to Treasury Receivables Department together with other DPR attachments.

### PROCEDURES

#### 1. Branch Authorized Personnel

- 1.1. Prepare Transmittal Report in three-(3) copies to document any transfer of item/s from head office to branch, branch to head office and from one branch to another distributed as follows:

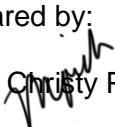
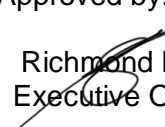
Original : Receiver  
Green : Branch Copy  
Pink : Booklet Copy

- 1.2. Fill-up pertinent information in the TR legibly and in printed form.
- 1.3. Attach the Original and Green copies in the sealed envelope to be forwarded to the main office.
- 1.4. If through authorized courier, forward the sealed envelope with the Original and Green copies inside to the courier.
  - 1.4.1. Ask any of the branch personnel to forward the transmittal to the authorized courier outlet.
  - 1.4.2. Record transmittal in the Transmittal Logbook and obtain signature from the representative of the courier.
  - 1.4.3. If covered by Corporate Account, use national account name, e.g. TRANSCEND and Account Number: 10393601 in every branch transaction.
    - 1.4.3.1. 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.

- 1.5. Record the transmittal number on control logbook for reference purposes.

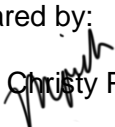
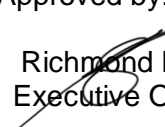
#### 2. Form Explanation – Transmittal Report

| Particular | Description   |
|------------|---|
| 1. From    | : Name of branch issuing the Transmittal Report.  |
| 2. To      | : Name of branch or department where the documents or items will be delivered or transmitted. |

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In case of transfer of items or motorcycle units to satellite outlet, name or location of the satellite must be specified.

3. Date : Date the Transmittal Report was made.
4. Particulars : Specific description of the items to be transmitted.
  - 4.1. In case of serially controlled accountable form and receipt, the booklet number and series must be indicated. Transmittal of accountable forms and receipts includes the following:
    - 4.1.1. Used accountable form and receipt booklets to Treasury Receivables Department
    - 4.1.2. Cancelled receipt and invoice
    - 4.1.3. Inter-branch transfer of accountable form and receipt booklets
  - 4.2. Indicate transaction dates if transmittal is for DPR attachments which include the following documents:
    - 4.2.1. Cash Flow Form
    - 4.2.2. Deposit Slip/s
    - 4.2.3. Collection Receipt (CR) / Official Receipt (OR)
    - 4.2.4. Delivery Receipt (DR)
    - 4.2.5. Sales Invoice (SI)
    - 4.2.6. Cash Invoice (CI) / Sales Invoice (SI) Spare Parts
    - 4.2.7. Job Order (JO)
    - 4.2.8. Credit Memo (CM)
    - 4.2.9. Disbursement Voucher
    - 4.2.10. Acknowledgement Receipt of Cheques (ARC)
    - 4.2.11. Pull-Out-Order (POO)
    - 4.2.12. Receiving Report (RR)
5. Quantity/Item : Number of items or motorcycle unit to be transmitted.
6. Delivered by : Signature over printed name of branch personnel in-charge in delivery of the transmittal of items.  
 In case of transfer of motorcycle units to satellite outlet, the branch manager must also sign in this portion to indicate approval.
7. Date : Date of delivery or transmittal of items.
8. Received by : Signature over printed of authorized personnel who received the items.
9. Date : Date the item was received by the authorized personnel.

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## TRANSMITTAL REPORT

| TRANSMITTAL REPORT |                     |
|--------------------|---------------------|
| From:              | TR <b>Nº 371420</b> |
| To:                | Date:               |
| Particulars        | Quantity/Item       |
|                    |                     |
| Delivered by:      | Received by:        |
| Date:              | Date:               |

|  |  |                            |             |
|--|--|----------------------------|-------------|
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