

MITSUKOSHI MOTORS PHILIPPINES, INC.		
POLICY AND PROCEDURE		
POLICY TITLE :	REQUESTING AND LIQUIDATING MC PLAN RENEWAL BUDGET	Ref. No. CSD 16-016
DEPARTMENT :	CORPORATE SERVICES DEPARTMENT	
TO :	BRANCH MANAGER/ ACCOUNT COUNSELOR/CASHIER	

OBJECTIVE

To update registration of motorcycle unit used by Area Manager, Branch Manager, Account Counselor and other branch personnel authorized to have motorcycle service unit with approval of the Office of the Chairman of the Board



POLICIES

1. Branch Manager/AC/Cashier must monitor the schedule of renewal of MC Plan base on the Plate number ending.
2. Apprehension of MC plan is charged to the MC owner.
3. Request must be done one month prior to month of expiration of motorcycle registration.
4. Fund must be liquidated within one (1) week from the date of transfer. Any unjustifiable delayed liquidation is subject for disciplinary action.

PROCEDURE

1. Fill-out completely, scan and submit the request form to erna.paras@mitsukoshimotors.com one-(1) month before motorcycle due for renewal including the scanned copy of ORCR.

TO: MITSUKOSHI - LTO DEPT									
DATE:									
FROM:									
RE: RENEWAL BUDGET FOR MC PLAN SERVICE UNIT									
SERVICE UNIT REQUEST BUDGET (LIQUIDATION)									
REGISTERED OWNER			CUSTODIAN			POSITION			
(NAME)			(NAME)						
(ADDRESS)			(ADDRESS)						
PLATE NO.	MV FILE NO.	ENGINE NO.	CHASSIS NO.	UNIT MODEL	COLOR	SMOKE AMNT	RENEWAL	SOP AMNT	TOTAL
									0
REMARKS : FOR RENEWAL						GIVEN BUDGET			
Prepared By: (CASHIER / MA)						LESS: EXPENSE			
Requested by: (Custodian)						OVER/EXCESS BUDGET			
Checked By: (BM/OIC)									
Noted By: (SBM/AM/JAM)									
MC - FORM SAMPLE1									

Prepared by:  Corporate Services Department-LTO	Approved by:  Richmond Ngran Executive Officer	Effective January 1, 2016	Page 1 of 2
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1.1. Fill up the following details;

- 1.1.1. Complete Name of the custodian,
- 1.1.2. Complete Address of the custodian,
- 1.1.3. Complete Registered name of the unit,
- 1.1.4. Complete address of registered unit,
- 1.1.5. Correct plate number,
- 1.1.6. Correct engine number,
- 1.1.7. Correct chassis number,
- 1.1.8. Correct model of unit,
- 1.1.9. Correct color of unit,
- 1.1.10. Amount of smoke emission test,
- 1.1.11. Amount of renewal expense (see mc plan form sample1)

2. For newly approved mc plan that is subject for renewal, request the budget and follow Step No. 1 as soon as it is approve by the Office of the Chairman of the Board.
3. Fund shall be transferred to Branch Account Number in less than one (1) week
4. Liquidate the fund using the format 2 and attached copy of ORCR, emission, and Branch OR if budget is excess. Send the liquidation report to CSD-LTO.

TO: MITSUKOSHI - LTO DEPT		DATE: March 18, 2013		FROM: PM-VIOLAGO		RE: RENEWAL BUDGET FOR MC PLAN SERVICE UNIT	
SERVICE UNIT REQUEST BUDGET (LIQUIDATION)							
REGISTERED OWNER		CUSTODIAN		POSITION			
(NAME)	MITSUKOSHI	(NAME)	JAYCEE V. MARTIN	BM			
(ADDRESS)	222 E. RODRIGUEZ SR. AVE. QUEZON CITY	(ADDRESS)	1023 NARRA ST NAPICO MANGAHAN PASIG CITY				
PLATE NO.	MV FILE NO.	ENGINE NO.	CHASSIS NO.	UNIT MODEL	COLOR	SMOKE AMNT	OR RENEWAL AMOUNT
UE7544	1348-180369	GU300172	VDNFMA10C4V300364	MAGIC	B GREEN	350	550
						SOP AMNT	TOTAL
						100	1000
REMARKS : FOR RENEWAL							
Prepared By: (CASHIER / MA) Vanessa Sunkist Lando				Checked By: (BM/OIC) JAYCEE V. MARTIN			
Requested by: (Custodian) JAYCEE V. MARTIN				Noted By: (SDM/AM/JAM) JAYCEE V. MARTIN			
				GIVEN BUDGET			
				LESS: EXPENSE			
				OVER/EXCESS BUDGET			

4.1. Liquidation guidelines

- 4.1.1. Liquidation Report has to be signed by MC Custodian, Cashier or Marketing Assistant and Branch Manager. (see form2 sample).
- 4.1.2. Scan the liquidation and its attachment and send to erna.paras@mitsukoshimotors.com

Prepared by: 	Approved by: 	Effective January 1, 2016	Page 2 of 2
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