

MITSUKOSHI MOTORS PHILIPPINES, INC.		
POLICY AND PROCEDURE		
POLICY TITLE :	ENCODING BRAND NEW MC PLAN/MC LOAN	Ref. No. CSD 16-008
DEPARTMENT :	CORPORATE SERVICE DEPARTMENT	
TO :	BRANCH MANAGER/ CASHIER	

OBJECTIVE:

To ensure that Brand New MC Loan/MC Plan is added in the LTO DATA for registration purpose.

POLICIES

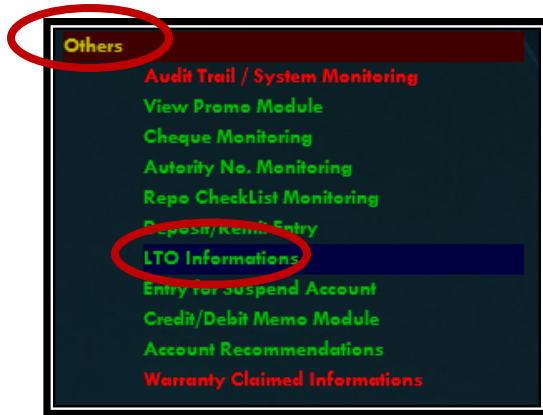
1. Brand New released for Approved MC Loan/MCPlan shall be encoded in LTO Template Add Record Module.
2. Data must be encoded correctly. Incorrect data entry is subject for disciplinary action in accordance with Company Code of Discipline; and shall be charged Four Hundred (P 400.00.) pesos for unregistered, Three Thousand Five Hundred (P 3,500.00) for already registered.
3. Branch Manager and Cashier is accountable in the correct data entry in the Branch Monitoring System (BMS) including but not limited to Customer Name, Address, Model, Color, Engine, Chassis, Sales Invoice Number, Account Number and SKU number.
4. Branch Manager is responsible in ensuring correct data entry made by the cashier.
5. First downloaded data by Corporate Service Department (CSD) is deemed final and correct.

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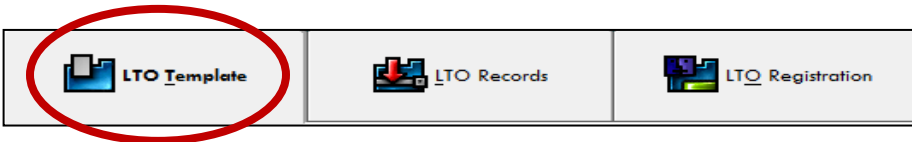
6. Data entry must be done after every transaction.

PROCEDURE:

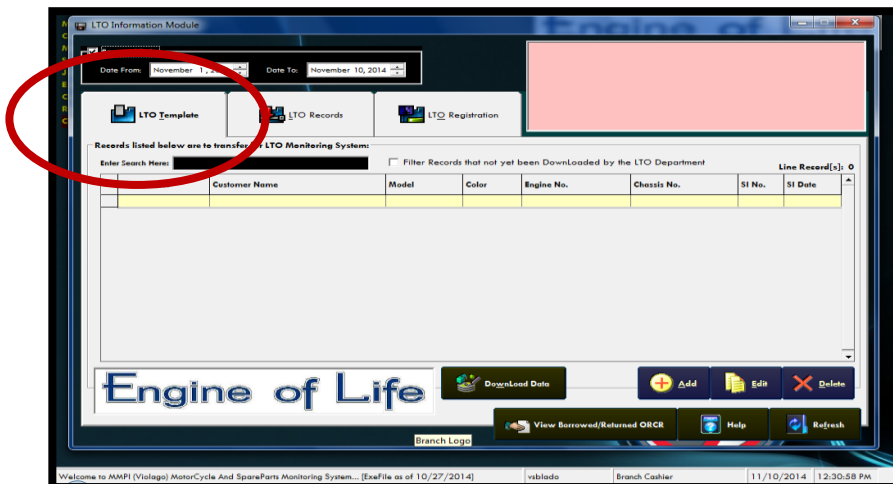
1. In the BMS Main Menu, click Others and Select LTO Information.



2. The LTO information Module, select LTO Template.



3. In LTO Information Module, uncheck the Range of Date and Click add record to encode the details of employees.



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4. Fill-out the details completely and correctly.

Note: For the Account No. Boxes, indicate only “---“hyphen.

OnLine Branch Monitoring System

LTO Information Module

Range of Date: Date From: December 1, 2014 Date To: December 13, 2014

LTO Template

Records listed below are to transfer for LTO Monitoring

Enter Search Here:

Account No.	Customer Name
2821312021	ACOSTA, ROBERTO BE
2821312010	AGAS, DARDANELIA R
2821312029	AGUILAR, JOEY OBEN
2821306007	AGUILAR, RUBEN UBAC
2821306004	AGURIN, MARLON PIM
2821310005	ANDAYA, JOEL ORINO
2821307001	APOLOS, EXPEDITO TE
2821312017	BAGOS, VIRGILIO UPAL
2821312027	BALBIN, EDWIN LACAS
2821310008	BARNACHEA, ALVIN YZ
2821307028	BARNACHEA, EDUARDO
2821307024	BARNACHEA, JOEY GC
2821310015	BARNACHEA, JONATHAN

LTO Template Add Records:

List Below are the Details of the Customer:

Customer Name: _____ Account No: _____

Assign Address: _____

SKU No.: _____ Body Type: _____

Model: _____ Color: _____

Engine #: _____ S.I. No.: _____

Chassis #: _____ C or M: _____

Remarks: _____

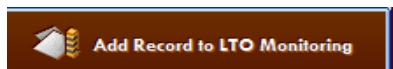
Add Record to LTO Monitoring

Download Data Add Edit Delete

View Borrowed/Returned ORCR Help Refresh

Welcome to Dean Hari (Tagudin) MotorCycle And SpareParts Monitoring System... [ExeFile as of 12/04/2014] joana LTO Staff 12/13/2014 11:13:39 AM

5. Click “Add Record to LTO Monitoring” after completion.



OnLine Branch Monitoring System

LTO Information Module

Range of Date: Date From: December 1, 2014 Date To: December 13, 2014

LTO Template

Records listed below are to transfer for LTO Monitoring

Enter Search Here:

Account No.	Customer Name
2821312021	ACOSTA, ROBERTO BE
2821312010	AGAS, DARDANELIA R
2821312029	AGUILAR, JOEY OBEN
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2821310008	BARNACHEA, ALVIN YZ
2821307028	BARNACHEA, EDUARDO
2821307024	BARNACHEA, JOEY GC
2821310015	BARNACHEA, JONATHAN

LTO Template Add Records:

List Below are the Details of the Customer:

Customer Name: CEPILLO, JONATHAN HUGUIT Account No: ---

Assign Address: 12-A MAGNODO ST. TONDO, MANILA

SKU No.: _____ Body Type: _____

Model: _____ Color: _____

Engine #: _____ S.I. No.: _____

Chassis #: _____ C or M: _____

Remarks: _____

Add Record to LTO Monitoring

Download Data Add Edit Delete

View Borrowed/Returned ORCR Help Refresh

Welcome to Dean Hari (Tagudin) MotorCycle And SpareParts Monitoring System... [ExeFile as of 12/04/2014] joana LTO Staff 12/13/2014 11:20:40 AM

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Corporate Services Department-LTO

Approved by:

Richmond Ngan
Executive Officer

Effective

January 1,
2016

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6. Scan the following and send to jonalyn.cepillo@mitsukoshimotors.com

6.1 MCPlan/Loan Contract or Approval from HR –MC plan in-charge

6.2 Company ID

6.3 Clear Stencil

6.4 Sales Invoice

6.5 Delivery Receipt

7. Forward to the Regional Liaison the following:

7.1 Sales invoice

7.2 Valid ID

7.3 Clear Stencil

7.4. Certification of Sale

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