

MITSUKOSHI MOTORS PHILIPPINES, INC.		
POLICY AND PROCEDURE		
POLICY TITLE :	FILING PHOTOCOPY OF ORCR	Ref. No.CSD 16-013
DEPARTMENT :	CORPORATE SERVICES DEPARTMENT	
TO :	BRANCH MANAGER/CASHIER/MARKETING ASSISTANT	

## OBJECTIVE

To maintain a copy of ORCR to the branch for easy reference.

## POLICIES

1. The filing system of the photo copy of the OR/CR shall be based on date of release and alphabetical order of the surname of the customers.
2. It is the responsibility of the Branch Manager and Cashier to ensure the maintenance of the proper filing of the photocopy of the ORCR and failure to do so will be subject to discipline action in accordance with the Company Code of Discipline.


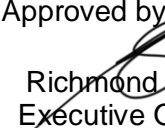
## PROCEDURE

### 1. HARD COPY

- 1.1. Prepare a folder and label with PHOTOCOPY OF ORCR by Month sold



January  
to  
December

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- 1.2. Arrange copy of ORCR in alphabetical order (by Surname).
- 1.3. Place in the folder in 1.1.

Republic of the Philippines  
DEPARTMENT OF TRANSPORTATION & COMMUNICATIONS  
LAND TRANSPORTATION OFFICE  
Field Office - Batangas District Office

**CERTIFICATE OF REGISTRATION**  
CR No. **179470071** DATE: **02/17/2014**

MV FILE NO. **0308-00000100105** PLATE NO. **VMVX3P2H023238** CHASSIS NO. **RLOSC11MCH023238**  
VEHICLE TYPE **VEHICLE WITHOUT SIDE CAR** PISTON DISPLACEMENT **110** NO. OF CYLINDERS **1** FUEL **GAS**  
MAKE **mitsubishi** SERIES **BONUS 110** BODY TYPE **MOTORCYCLE** BODY NO. **2013**  
CROSS WT **206** NET WT **103** SHIPPING WT **103** NET CAPACITY **103**

VEHICLE REGISTRATION BASIC  
**MELVIN OCHOZA ASTSUKATA**  
1408 - WABALACAY PAMPANGA REGION 3  
ENCUMBERED TO

DETAILS OF FIRST REGISTRATION: O.R. No. **050201348004473** O.R. DATE **02/17/2014** AMT **774.06**

This is to certify that the Motor Vehicle described herein is duly registered. This certificate is VALID only when signed by authorized LTO Officials. Properly sealed and accompanied by Official Receipt as proof of payment. Any unauthorized erasures or alterations hereon will invalidate this document.

REGISTRANT'S SIGNATURE: **VIRGINIA P. TORRES**  
BY: **RONALD S. DABU**  
Officer-in-Charge

Field Office Code: **480044736** DATE: **02/17/2014**  
OFFICIAL RECEIPT  
REGULATED BY: **ASTSUKATA MELVIN O**  
ADDRESS: **P.O. Street City Municipality Province Zip Code**

**PAYMENT DETAILS**  
VEHICLE TYPE: **VEHICLE WITHOUT SIDE CAR**  
VEHICLE MAKE: **MITSUBISHI**  
VEHICLE MODEL: **BONUS 110**  
VEHICLE YEAR: **2013**  
VEHICLE NO.: **VMVX3P2H023238**  
VEHICLE CHASSIS NO.: **RLOSC11MCH023238**  
VEHICLE BODY NO.: **2013**  
VEHICLE NET WT: **103**  
VEHICLE NET CAPACITY: **103**  
VEHICLE CROSS WT: **206**  
VEHICLE SHIPPING WT: **103**  
VEHICLE MAKE: **MITSUBISHI**  
VEHICLE MODEL: **BONUS 110**  
VEHICLE YEAR: **2013**  
VEHICLE NO.: **VMVX3P2H023238**  
VEHICLE CHASSIS NO.: **RLOSC11MCH023238**  
VEHICLE BODY NO.: **2013**  
VEHICLE NET WT: **103**  
VEHICLE NET CAPACITY: **103**  
VEHICLE CROSS WT: **206**  
VEHICLE SHIPPING WT: **103**

**BREAKDOWN OF PAYMENT**  
VEHICLE TYPE: **VEHICLE WITHOUT SIDE CAR**  
VEHICLE MAKE: **MITSUBISHI**  
VEHICLE MODEL: **BONUS 110**  
VEHICLE YEAR: **2013**  
VEHICLE NO.: **VMVX3P2H023238**  
VEHICLE CHASSIS NO.: **RLOSC11MCH023238**  
VEHICLE BODY NO.: **2013**  
VEHICLE NET WT: **103**  
VEHICLE NET CAPACITY: **103**  
VEHICLE CROSS WT: **206**  
VEHICLE SHIPPING WT: **103**

**TOTAL AMOUNT PAID**  
THE SEAL OF THE OFFICE  
MODE OF PAYMENT  
OFFICE OF THE OFFICE  
OFFICE OF THE OFFICE


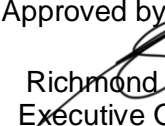
**CASHIER**  
SIGNATURE

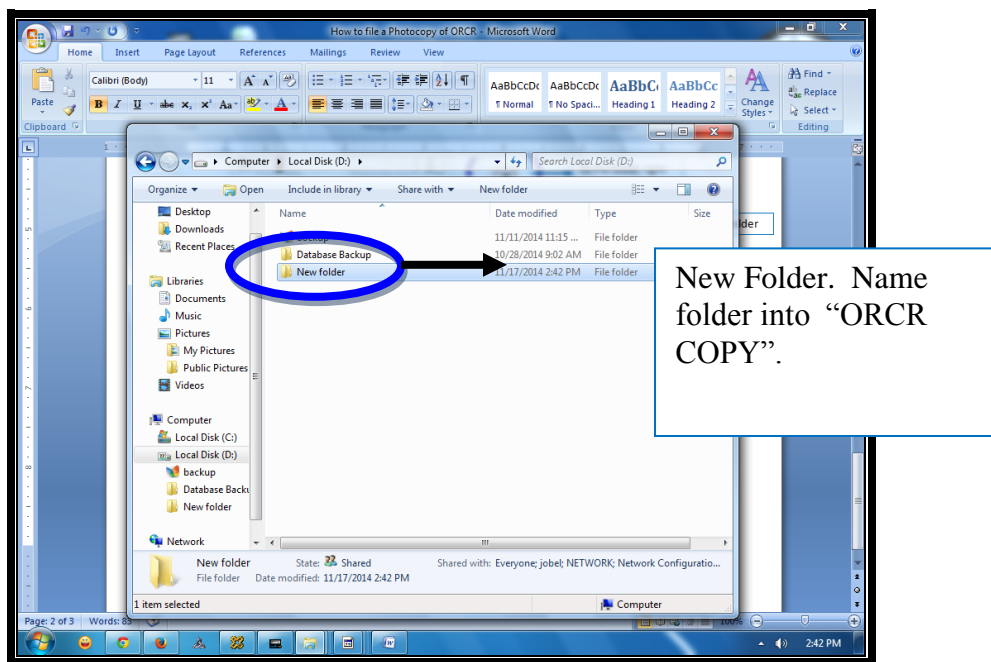
**A**

Label A to Z to  
the lower right of  
paper

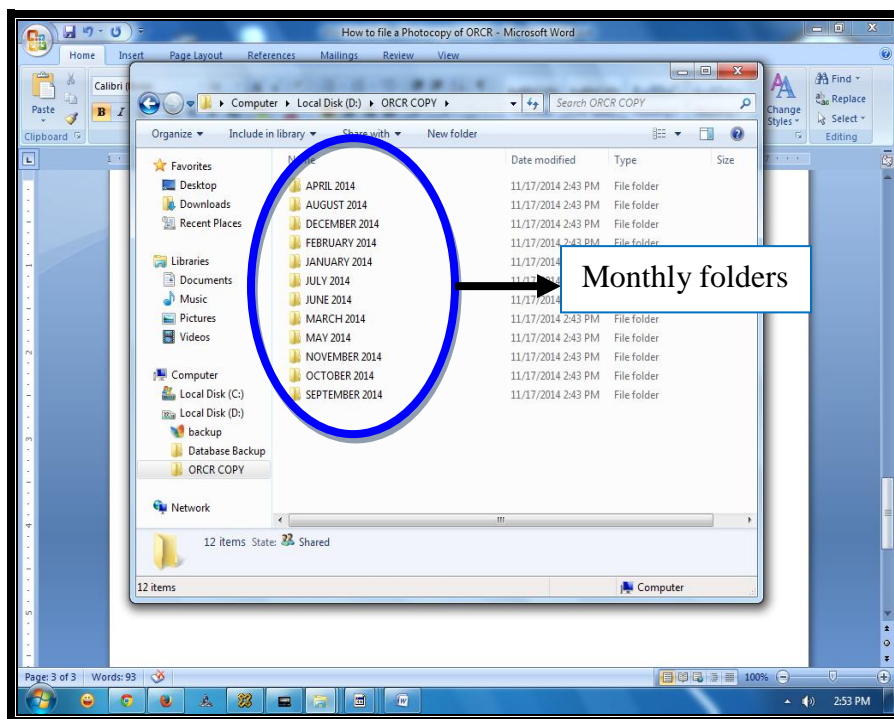
## 2. SOFT COPY

- 2.1 Make a NEW FOLDER in Local Disk (D).

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2.2 In ORCR COPY folder, make a folder by year and by month.



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### 2.3 Format of Photocopy of ORCR filing and its pagination

	A	B	C	D	E	F	G
1	Daan Hari (Alaminos)						
2	Brand New Sales for LTO Report Range: February 01, 2012 - February 29, 2012						
3	No.	Date Release	Model	Engine No.	Chassis No.	Customer Name	OR/CR
4	1	02/03/2012	DAAN HARI	161FMJB1404618	LF3PCK509BB031542	Bacho, Reynaldo Jr. Reyes	B-1
5	2	02/06/2012	DAAN HARI	161FMJB1404765	LF3PCK50XBB031520	Bacolcol, Expidito De Leon	B-2
6	3	02/18/2012	DAAN HARI	161FMJB1407076	LF3PCK500BB031946	Bergonia, Alex Carolino	B-3
7	4	02/28/2012	DAAN HARI	161FMJC1120415	LF3PCK505CB000726	Betita, Isabelo Jr. Clemente	B-4
8	5	02/02/2012	BONUS X	VMVA2H2H061039	RLGSC10FHBH060968	Bombase, Christopher Banogon	B-5
9	6	02/17/2012	DAAN HARI	161FMJB1407068	LF3PCK508BB032214	Bustamante, Efen Yabut	B-6
10	7	02/26/2012	EURO SPORT	1P52FMHB1387878	EM4XCG3D08A010869	Caacbay, Wilfredo Castillo	C-1
11	8	02/14/2012	DAAN HARI	161FMJB1404922	LF3PCK502BB031818	Cabangon, Rogelio Jr. Dela Cruz	C-2
12	9	02/29/2012	EURO SPORT	1P52FMHB1387829	EM4XCG3D08A010567	Cacho, Ricky Pascua	C-3
13	10	02/23/2012	DAAN HARI	161FMJC1120125	LF3PCK505CB000421	Caingal, Lovengco Luna	C-4
14	11	02/26/2012	WOLF 125	XS156FMI11354350	LXMPCLJE4B0020964	Calamno, Cesar Nonat	C-5
15	12	02/14/2012	DAAN HARI	161FMJB1404906	LF3PCK502BB031785	Calicdan, Edesito Caretero	C-6
16	13	02/13/2012	DAAN HARI	161FMJB1404606	LF3PCK504BB031562	Calixtro, Rowell Naranja	C-7
17	14	02/06/2012	EURO SPORT	1P52FMHB1387954	EM4XCG3D08A010848	Campued, Leonardo Dino	C-8
18	15	02/13/2012	DAAN HARI	161FMJB1405129	LF3PCK502BB031902	Canta, Lily Lazo	C-9
19	16	02/25/2012	DAAN HARI	161FMJC1120316	LF3PCK501CB000237	Carolino, Eduardo Saavedra	C-10
20	17	02/15/2012	DAAN HARI	161FMJB1404594	LF3PCK509BB031623	Carranza, Pepito Jr. De Castro	C-11
21	18	02/12/2012	EURO SPORT	1P52FMHB1388099	EM4XCG3D08A010554	Casis, Alicia Catabay	C-12
22	19	02/02/2012	BONUS X	VMVA2H2H061019	RLGSC10FHBH060990	Casis, Marlon Caalim	C-13
23	20	02/02/2012	Euro Alpha	1P52FMHB1382109	EM4XCG3D08A009976	Castelo, Eduardo Sr. Bragado	C-14
24	21	02/20/2012	BONUS 110	VMVX3P2H006596	RLGSC11AHBH006725	Castillo, Ma. Theresa Suarez	C-15
25	22	02/08/2012	DAAN HARI	161FMJB1404773	LF3PCK508BB031595	Cata, Emerson Redon	C-16

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