

MITSUKOSHI MOTORS PHILIPPINES, INC.		
POLICY AND PROCEDURE		
POLICY TITLE :	LOST OF COLLECTION/OFFICIAL RECEIPT AND SALES INVOICE	Ref. No.
DEPARTMENT :	TREASURY RECEIVABLES DEPARTMENT	TRD-16-03-1101
TO :	BRANCH MANAGER, CASHIER AND ASSISTANT CASHIER	

OBJECTIVE

1. To instill in the mind of the branch employee the safety and security of the Collection/Official Receipt and Sales Invoice issued to them.
2. To minimize or totally eliminate lost of Collection/Official Receipt and Sales Invoice to protect company's interest.
3. To strengthen our internal control system in handling Collection/Official Receipt and Sales Invoice.

POLICIES

1. It is the responsibility of the branch to safe keep their Collection/Official Receipt and Sales Invoice and monitor their inventory to establish branch accountability at any given time.
2. The branch personnel responsible for the LOST of Collection Receipt/Official Receipt and Sales Invoice including Sales Invoice Spare Parts shall be charged the amount of Two Thousand Five Hundred (P 2,500.00) Pesos per series.
This is over and above the sanctions or penalties as indicated in the Company Code of Discipline.
3. Report missing or lost Collection/Official Receipt and Sales Invoice to Treasury Receivables Department immediately within the day from the date the incident was discovered.

PROCEDURES

1. Cashier
 - 1.1. Receive report from branch personnel authorized to issue Collection Receipt/Official Receipt or Sales Invoice regarding the lost of receipt or invoice.
 - 1.1.1. If the cashier was responsible for the lost of Collection/Official Receipt or Sales Invoice, report to Branch Manager.
 - 1.2. Report the lost Collection/Official Receipt or Sales Invoice to Branch Manager and prepare Incident Report.
 - 1.3. Secure Affidavit of Loss and Police Report.
 - 1.3.1. The Police Report is a requirement for lost booklet.
2. Branch Manager
 - 2.1. Receive Incident Report and requirements from cashier regarding lost of Collection/Official receipt or Sales Invoice.

Prepared by: Mae Christy Pido/ Mary Ann Gabuat	Approved by: Richmond Ngan Executive Officer	Effective December 2015	Page 1 of 2
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- 2.2. Conduct independent investigation regarding the lost of Collection/Official Receipt or Sales Invoice to establish veracity of the claim or Incident Report.
- 2.3. Affix signature in the noted by portion of the Incident Report for lost Collection/Official Receipt or Sales Invoice.
- 2.4. Return signed Incident Report to cashier.
3. Cashier
 - 3.1. Receive signed Incident Report with supporting requirements from Branch Manager and scan Incident Report and supporting requirements.
 - 3.2. Forward scanned Incident Report and supporting requirements to Treasury Receivables Department via web mail copy furnished Area Manager and Regional Manager.
 - 3.4. Forward hard copy of Incident Report and supporting requirements to Treasury Receivables Department on the nearest scheduled transmittal date to main office.
 - 3.5. File a copy of Incident Report and supporting requirements in the branch permanent file.

Prepared by: Mae Christy Pido/ Mary Ann Gabuat	Approved by: Richmond Ngan Executive Officer	Effective December 2015	Page 2 of 2
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