

MITSUKOSHI MOTORS PHILIPPINES, INC.		
POLICY AND PROCEDURE		
POLICY TITLE :	REQUESTING COPY OR PHOTOCOPY OF OFFICIAL RECEIPT (OR) AND CERTIFICATE OF REGISTRATION (CR)	Ref. No. CSD 16-022
DEPARTMENT :	CORPORATE SERVICE DEPARTMENT	
TO :	BRANCH MANAGER/CASHIER/MA	

OBJECTIVE

1. To guide the branch in providing copy of LTO Official Receipt and Certificate of Registration (OR/CR) to customer.
2. To guide the branch in the maintenance of file copy for ready reference.

POLICIES

1. The Marketing Assistant has to sort and file photocopy of OR/CR by date release and by Surname alphabetical order.
2. It is the responsibility of the Marketing Assistant has to maintain a softcopy of summary for all received ORCR according to sold date and by Surname
3. All repossessed units sold on lot-sale below Eight Thousand (P 8,000.00) Pesos per unit shall not be given a copy of OR/CR.
4. Branch Manager must check the proper implementation of the procedure.

PROCEDURE

1. Submit properly filled-up ORCR Releasing Form to annabel.oclares@mitsukoshimotors.com. The request shall be processed and granted in two-(2) days or less depending on the number of units requested.
 - 1.1. The branch may use formal letter request if it involved is more than two-(2) customers.

Prepared by: Corporate Services Department-LTO	Approved by: Richmond Ngan Executive Officer	Effective January 1, 2016	Page 1 of 2
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LTO DEPT.- CR RELEASING

NAME: Dan Han Weeng

SUBJECT: Request Original CR (Xerox only)

REQUESTED: Xerox oron for file copy

DATE: December 9, 2013

DETAILS:

1. CUSTOMER: Reynolds Law

2. MODEL: BMW 100

3. ENGINE: VMVX3P2H019333

4. CHASSIS: PLGSC1A1DHO19025

NOTE PURPOSE:

TC-Franchise
MTC-Affidavit of change
body design
Correction of Name-I.D

Sincerely yours,

[Signature]
Branch Manager

1.2. Request Form Explanation

- 1.2.1. Requesting Branch : Branch making the request
- 1.2.2. Purpose of Request : Specific purpose of the request.
- 1.2.3. Date Requested : Date the request was made.
- 1.2.4. Customer Name : Complete name of the customer.
- 1.2.5. Model : Specific model of the motorcycle unit.
- 1.2.6. Engine : Engine number of the motorcycle unit.
- 1.2.7. Chassis : Chassis number of the motorcycle unit.
- 1.2.8. Signature over printed name of Branch Manager

2. Branch has to maintain a copy of all registered unit and be filed alphabetically (by Surname).

3. Maintain a softcopy for ready reference.

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