

MITSUKOSHI MOTORS PHILIPPINES, INC.		
POLICY AND PROCEDURE		
POLICY TITLE :	FILING AND SAFEKEEPING ORIGINAL CERTIFICATE OF REGISTRATION (CR)	Ref. No. CSD 16-026
DEPARTMENT :	CORPORATE SERVICES DEPARTMENT	
TO :	BRANCH MANAGER/CASHIER /MA	

OBJECTIVE

1. To have One System on Original ORCR filing and safekeeping.
2. To easily locate the available CR and be released to customers immediately

POLICIES

1. All Original ORCR should be filed and received in a monitoring system
2. All Original CR must be safekept in the vault or in safe areas.
3. Branch Manager and Cashier is accountable in the safekeeping of Original CR.

PROCEDURE


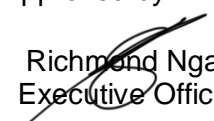
1. Open pouch received from CSD-LTO (Installment-fully paid) and from Liaison (Cash accounts).
2. Check from Branch Monitoring System (BMS) the date of full payment.
3. Summarize and print monthly closed account/cash account (format below)
4. File in the Folder "A" (**Original CR Monitoring-Closed Account/Cash by Month**)
5. Sort the CR according to surname and safekeep. Refer to Envelope "A" Procedure.
6. Write in the Folder "B" the details of sorted names from Envelope "A"
7. Safekeep in the vault or in the safe areas the Envelope A

FOLDER "A" (**Original CR Monitoring-Closed Account/Cash by Month**)

The summary of closed account/cash by month should be monitored if all original CR is received from Head Office/liaison officers.

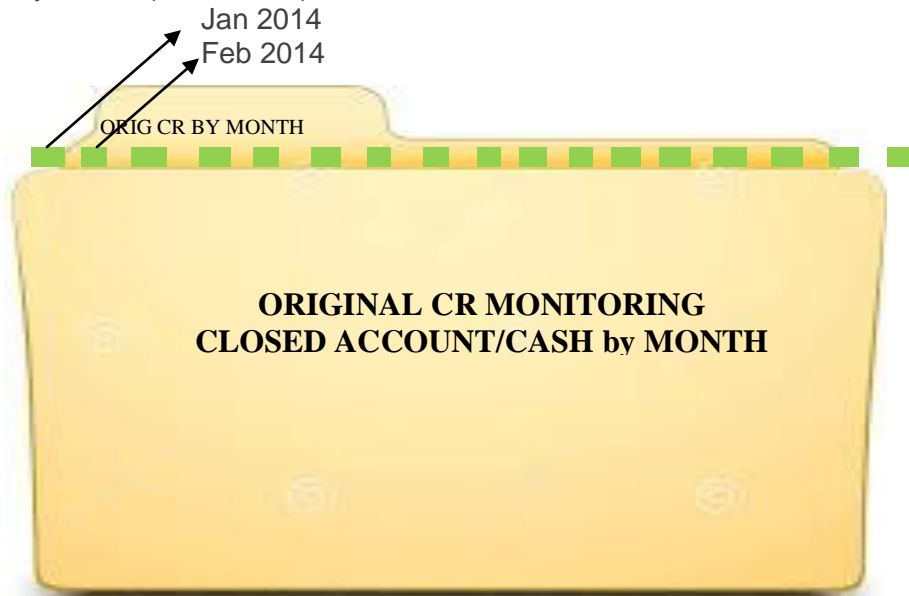
Example:

For the month of January 2014, the number of closed account is only 2. Wherein, original CR of Aban, Angelico is received by branch last 2/15/2014 with TR No. 16533 while original CR of Annabelle Oclares has not been received from Head Office nor from liaison officer.

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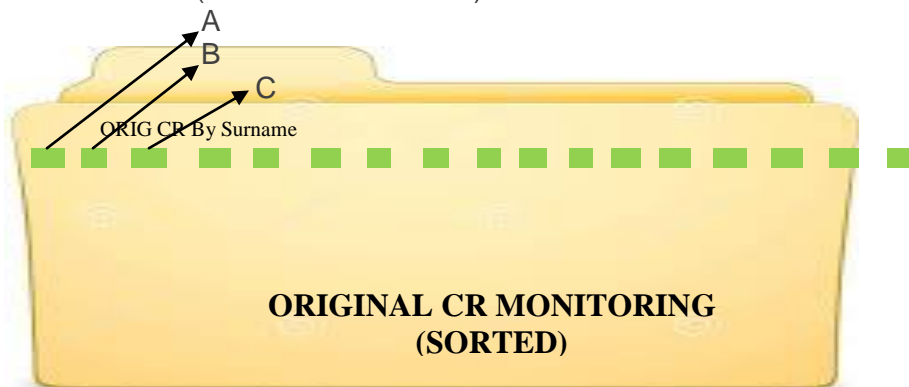
DATE CLOSED	CUSTOMER NAME	ACCOUNT NO.	Engine No.	TR No.	Date
1/20/2014	Aban, Angelico	190010063	161FMJC1355996	16533	2/15/2014
1/29/2014	Oclares, Annabelle	190010064	VMKADU2D005242		

Label it by Month (**Folder "A"**)



FOLDER B

Label with LETTERS (basis is the surname)



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ENVELOPE "A"

2.1 In an envelope, label it from **A** to **Z**

2.2 The original CR received from Head Office/liaison officer must be place in 2.1.

Example:

I received the original CR of Aban, Angelico from the pouch/CSD-LTO

I wrote in the **Folder A-TR** No. and the date when I received.

I kept it in envelope particularly in the **LETTER A SLOT**

Recorded in the **Folder B** for monthly monitoring of Closed account/Cash account

Then place it in the vault for safe keeping.





Republic of the Philippines DEPARTMENT OF TRANSPORTATION & COMMUNICATIONS LAND TRANSPORTATION OFFICE		LTO Form No. 2
Field Office: San Antonio City		
CERTIFICATE OF REGISTRATION	CR No. 14665474-5	DATE: 10/03/2012 (MM DD YYYY)
MV FILE NO. 0348-00000027571	PLATE NO. 61PMJC1365996	CHASSIS 19Pacck000000018
DENOMINATION TRICYCLE	PISTON DISPLACEMENT 150	NO OF CYLINDERS 1
MAKE Mitsukoshi	SERIES DAAN HARI	FUEL GAS
GROSS WT 300	NET WT 150	SHIPPING WT 150
NET CAPACITY 150	TELEPHONE NO	CONTRACT DETAILS
COMPLETE COMPLETE NAME ANGELICO SANTOS ABAN		
ENCUMBERED TO SAN ANTONIO CITY		
DETAILS OF FIRST REGISTRATION OR No. 000201120120221	OR DATE 10/03/2012	AMT. 841.56
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 erasure or alteration hereon will invalidate this document.		
REGISTRANT'S SIGNATURE ANGELICO SANTOS ABAN		BY: AURORA S. GARCIA DISTRICT HEAD

2.1



Important:

- Furthermore, CR Monitoring should also have soft copy.
- Must be updated every time NEW CR is received from the head office/liaison officer.
- Branch Manager and Cashier are accountable in the inventory and safekeeping
- In case of separation from the company, he/she must present a copy of monitoring duly acknowledged by incoming employee as turned over accountability and be submitted to CSD.

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