

MITSUKOSHI MOTORS PHILS., INC.		
POLICY		
MEMO TITLE :	REVISED INCENTIVE CLAIM REQUIREMENT	REF.NO.OPS-2016-04-0805
DEPARTMENT :	OPERATIONS SUPPORT DEPARTMENT	
TO :	ALL BRANCHES	
DATE :	APRIL 8, 2016	

Objective:

1. To deliver all performance not only in Collection but also in Brand New Sales Target and Repo Management.

Policy:

1. Same policy in Standard Performance, Distribution and Incentive Claim, see memorandum with ref. # NO.2015-12-003.
2. Starting April 2016, **NEW RESULT PERFORMANCE:**

N O	TOTAL GRADE	COLLECTI ON GRADE	AMOUNT INCENTIVE PER UNIT (BN SALES)	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	FOURTH OFFENSE
1	105.00%	100%	750	--	--	--	--
2	100.00% to 104.99%	100%	650	--	--	--	--
3	90.00% to 99.99%	100%	---	--	--	--	--
4	BELOW 90.00%		--	NTE W/ W.W	NTE W/ F.W.W	WILL SERVE 30 DAYS NOTICE	TERMIN ATION

Thus if not meet the requirements will be under evaluation based on Code of Discipline.

- ❖ **PRESCRIPTIVE PERIOD WILL BE SIX (6) MONTHS.**
- ❖ **ON THE FOURTH ACCUMULATIVE WARNINGS, WITHIN SIX (6) MONTHS, BM WILL RECEIVE THIRTY (30) DAYS NOTICE.**
- ❖ Any discovered irregularities/deception such as Undeclared Repo Units and post dating of collection receipts will be charged on the given incentive for that period/month and will be dealt with accordingly based on our Company Code of Discipline

Please be guided accordingly,


RICHMOND NGAN,
EXECUTIVE OFFICER