

SKYGO MARKETING CORPORATION  
FF CRUZ AVENUE, SUBANGDAKU, MANDAUE CITY

M E M O R A N D U M

TO : ALL SKYGO BRANCHES  
FROM : DEALERSHIP OPERATIONS  
SUBJECT : MC RETURNS FROM SKYGO MC DEALERS TO SKYGO  
BRANCHES  
DATE : May 19, 2015

With the changes we have made in the dealership of our MC units to our accredited MC dealers, the management has decided to have units under our previous agreements with them to return those units that have long been in their possession with their consent. To this, to minimize our hauling cost for these units, we would like to inform Skygo branches nationwide to accept returned units coming from our accredited MC dealers but provided it should be properly documented so as not to jeopardize transactions made with our customers. It is deemed important that all received units from our dealers will be transacted with proper documents from their end and from ours. To this, receiving branch will issue a Receiving Report (RR) and a check list for the said returned unit.

To this Premio Corporation has confirmed to us that their units under the previous agreement will all be returned.

Please do make the necessary adjustments on your tasks, relay and contact Mr. Garry Belnas from the Head Office so that units returned and received will be accounted for in their monitoring.

Prepared by:

(Signed)

**Giovanni M. Palomar**  
Dealership Operations Manager

Noted by:

(Signed)

**Elnathan B. Gujol**  
VP-Marketing Services

CC: VP-VISMIN Operations, VP-Luzon Operations, Audit Dept.

BO-MM-030-15

Document Controlled Copy 5/5/2015  
COMMUNICATIONS DEPARTMENT

