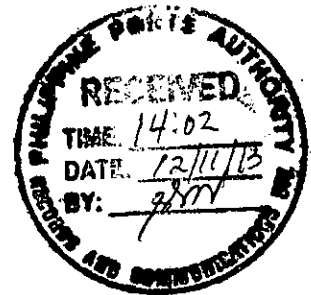




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DEC 10 2013

PPA MEMORANDUM CIRCULAR
NO. 11 - 2013



T O : All District Managers, Port Managers,
Ship Owners/Operators/Agents
Others Concerned

SUBJECT : Reiteration of Simplified Requirements for Vessel Entrance and
Departure Clearances Prescribed in PPA Memorandum Circular
No. 13-2002

Pursuant to PPA Board Resolution No. 2335 dated 19 November 2013, the documentary requirements for vessel entrance and departure clearances prescribed under PPA Memorandum Circular No. 13-2002 entitled "Reduction of Documentary Requirements for Arrival and Departure Clearance for Domestic and Foreign Vessels" have been retained. This is in consideration that the same are already the barest minimum requirements.

In view of the foregoing, it is hereby reiterated that the following documents shall be required to be submitted or presented to the PMO or TMO personnel concerned upon application for arrival and departure clearance of domestic and foreign vessels:

1. Domestic Vessels:

1.1 For Arrival Clearance

- a. Duly signed Inward Coasting Manifest
- b. Roll Book
- c. Passenger Manifest
- d. Dangerous Cargo Manifest (when applicable)
- e. Application for Berth/Anchorage

1.2 For Departure Clearance

- a. Duly signed Outward Coasting Manifest
- b. Roll Book
- c. Passenger Manifest
- d. Official Receipt/s of Payments of Port Charges

VISION

By 2030, customers doing business in our ports shall experience full and sustained productivity, efficiency, comfort, connectivity, safety and security.

MISSION

We commit to provide reliable and responsive services in our ports, sustain development of our port communities and environment and be a model corporate agency of the government.

2. Foreign vessels:

2.1 For Arrival Clearance

- a. Inward Foreign Manifest
- b. Dangerous Cargo Manifest (when applicable)
- c. Passenger Manifest (when applicable)
- d. Application for Berth/Anchorage

2.2 For Departure Clearance:

- a. Outward Foreign Manifest
- b. Passenger Manifest (when applicable)
- c. Official Receipt/s of Payment of Port Charges

All other provisions of PPA Memorandum Circular No. 13-2002 shall remain valid and enforceable.

For compliance.


JUAN C. STA. ANA
General Manager