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APR 30 2012

PPA Memorandum Circular
Number 05 -2012



TO : The Port District Managers
The Port Managers
All Shipping Lines/Shippers/Consignees
All Cargo Handling Operators
And Others Concerned

SUBJECT : **Amendments to the Guidelines on the Collection of Port Charges and Cargo Handling Charges Under the Cash & Carry System and its Variants**

Section 1.1 of PPA Memorandum Circular No. 31-2003 is hereby amended to read as follows:

“1.1. Aside from the Cash & Carry System where the Port User pay in cash, Manager’s Check, Cashier’s Check, or company check pre-approved or accredited by PPA; prior to the withdrawal of cargoes from the port or loading of cargoes unto the vessel for charges against cargoes or before departure of the vessel for charges against vessel, the Port User may opt to avail of two other collection systems, namely, Cash & Carry with Cash Revolving Deposit System and Cash & Carry with Bank to Bank Deposit System designed to provide convenience to Port Users who have regular and voluminous transactions with the Philippine Ports Authority (PPA).

1.1.1. The detailed guidelines for the **Cash & Carry with Cash Revolving Deposit System** are prescribed in PPA Memorandum Circular No. 03-2010 as amended by PPA Memorandum Circular No. 03-2011.

1.1.2. **Cash & Carry with Bank to Bank Deposit System**

This collection system applies to the bank to bank payment of the Port User for a specific transaction under the following procedures:

VISION

By 2010, PPA shall have met the international standards in port facilities and services in at least ten (10) ports in support of national development.

MISSION

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

- 1.1.2.1. The Port User shall make a prior deposit to the Bank Account of the servicing Port Management Office (PMO) equivalent to the amount indicated in the Computation Sheet. Payment in check shall be subject to bank clearing.
- 1.1.2.2. The Port User shall immediately transmit the validated Deposit Slip to the servicing PMO.
- 1.1.2.3. The servicing PMO shall secure the Credit Advice from its depository bank. In case of check deposit, it shall likewise ensure that the check is already cleared on transaction date.
- 1.1.2.4. In the event that the amount deposited by the Port User is smaller than the amount due, hence there is an under-payment, the servicing PMO shall collect the balance and issue an Official Receipt covering the amount deposited and the collected balance using the system Bank to Bank Mode and Cash Mode of payment, respectively.

The mandatory fields in the Bank to Bank Mode for the Check Number, Check Date and Name of Bank shall instead be filled up with the Credit Advice Number (CA 1234); Credit Advice Date (CA 01-15-2012); and the Name of the Issuing Bank, respectively.

- 1.1.2.5. If the amount deposited by the Port User is bigger than the amount due, hence, there will be an over-payment, the servicing PMO shall issue an Official Receipt using Bank to Bank Mode by following the filling up of the mandatory fields stated in Section 1.1.2.4 and crediting the excess payment to Depository Liability-Port Charges Account.
- 1.1.2.6. The excess payment shall be included in the amounts to be transferred every Thursday to the Head Office Centralized Collection Account. The refund of the excess payment shall follow the guidelines and procedures for refund as provided in the Revised Delegation of Authority.

- 1.1.2.7. At the end of the day/shift, a bank Remittance Advice (RA) shall be generated. The RA will cover all receipts of the Collecting Officer/Cashier for the day/shift except those directly deposited by the port user to the PMO's bank account.
- 1.1.2.8. For non-computerized ports (NCPs), the servicing PMO shall encode the O.R. and Remittance Advice data using the NCP Receipt Template which shall thereafter be uploaded into the AFMS system.

Repealing Clause

All rules and regulations, orders, circulars and other issuances which are inconsistent herewith are hereby repealed, amended or modified accordingly.

Effectivity

This Memorandum Circular shall take effect 15 days after publication in a newspaper of general circulation.


JUAN C. STA ANA
General Manager

Published in the Philippine Star - May 4, 2012

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