



MAY 30 2016

PPA Memorandum Order
Number 07 - 2016

TO : The Port Manager, PMO NCR South
International Container Terminal Services, Inc. (ICTSI)
All Cargo Owners/Consignees/Shippers/Brokers/Shipping Lines
And All Other Port Users Concerned

SUBJECT : **Revised Procedures in the Billing and Collection of Charges
Against Cargoes at MICT**

1. Authority

Section 6.a)(iii) Presidential Decree No. 857

2. Objectives

- 2.1 To streamline and further enhance the documentation process on the procedures in the billing and collection of charges against cargoes at MICT
- 2.2 To ensure fast, accurate and secure Cargo Owner/Broker/Customer experience in the billing and collection of cargo charges through the ICTSI MICT Advanced Customer Transaction System (ACTS)

3. Coverage

This Memorandum Order shall prescribe the revised procedures which covers the billing and collection of cargo handling, storage and wharfage charges on containerized cargoes handled at MICT.

4. Procedures

4.1 The Cargo Owner/Broker shall prepare and ensure the completeness of the required documents (or its equivalent):

4.1.1 For Import Cargoes

- Applicable Bureau of Customs (BOC) document released through the BOC On-Line Release System (OLRS)

VISION

By 2030, PPA shall have provided globally competitive port service in the Philippines characterized by increased productivity, efficiency, connectivity, comfort, safety, security and environmental sustainability.

MISSION

1. Provide reliable and responsive services in ports, sustain development of community and the environment, and be a model corporate agency of the government.
2. Establish mutually beneficial, equitable and fair relationship with partners and service providers.
3. Provide meaningful and gainful employment while creating a nurturing environment that promotes continuous learning and improvement.
4. Establish a world class port operation that is globally competitive adding values to the country's image and reputation.

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- For Regular Shipment - BOC Single Administrative Document (SAD) with copy of computer print-out of e2m Temporary Assessment Notice
- For Non-Regular Shipment - Permit to Deliver Imported Goods (PDIG) for Informal Entry, Transshipment Permit for Local Transshipment, Special Permit to Transfer for Outside CY/CFS or applicable BOC Permit
- For Returned Shipment – Request for Re-Exportation approved by BOC
- BIR Form 2307 Certificate of Creditable Tax Withheld at Source (if applicable)

4.1.2 For Shipping Line/Agent - Web Container Release Order (CRO)

4.1.3 For Export Cargoes

- Approved Export Declaration (ED), Export Single Administrative Document (SAD), Special Permit To Load (SPL), Transshipment Permit (TP) or applicable BOC-approved Export Permit
- BIR Form 2307 Certificate of Creditable Tax Withheld at Source (if applicable)

4.1.4 For Special Services Additional Storage or Reefer Charges - MICT Import Bar-Coded Gate Pass

If cargo is exempted from wharfage payment under existing PPA regulations, the Cargo Owner/Broker shall first secure exemption from PPA. The BOC-approved Permit shall be stamped "Wharfage Exempted" and signed by the PPA Special Collecting Officer (SCO).

- 4.2 The Cargo Owner/Broker shall proceed to the Self-Service Kiosk (SSK) and input transaction details required by the computerized MICT Advanced Customer Transaction System (ACTS).

The ICTSI ACTS shall verify that cargo has been cleared with the Bureau of Customs and compute arrastre and other handling fees, storage and wharfage charges to be paid prior to cargo delivery.

Upon completion, the Cargo Owner/Broker shall get his Queue Number and wait to be called.

- 4.3 ICTSI, through its authorized Bank Assessor/Teller, shall call the Queue Number and request the Cargo Owner/Broker to present documents. Upon presentation, the ICTSI-authorized Bank Assessor/Teller shall validate and process the transaction.

If found in order, the ICTSI-authorized Bank Assessor/Teller shall collect the total amount due to ICTSI and wharfage charges due to PPA and generate:

- ICTSI Official Receipt (O.R.) for ICTSI Arrastre, Storage and Other Cargo Handling Charges

- ICTSI Acknowledgment Receipt (A.R.) for PPA Wharfage Dues

The ICTSI-authorized Bank Assessor/Teller shall issue and release to the Cargo Owner/Broker the Import Bar-Coded Gate Pass and the ICTSI O.R. and A.R. (as applicable) to be distributed:

- Original (Customer/Cargo Owner/Broker Copy)
- Green (ICTSI Copy)
- Orange (PPA Copy)

- 4.4 Upon receipt of the Import Bar-Coded Gate Pass and ICTSI O.R., the Cargo Owner/Broker shall proceed to the PPA MICT Special Collecting Officer (SCO) for processing of the PPA Official Receipt for wharfage payment.

The PPA SCO shall input the ICTSI O.R. Number and countercheck wharfage payment per cargo transaction details indicated in the ICTSI O.R. If found in order, the PPA SCO shall generate and issue the computerized PPA O.R. to be distributed:

- Original (Customer/Cargo Owner/Broker Copy)
- Violet (ICTSI Copy)
- Blue (PPA PMO NCR-South Accounting Copy)
- Pink (COA Copy)

- 4.5 ICTSI shall ensure that the release of import cargo from MICT and/or loading of export cargo to the carrying vessel shall only be allowed upon 1) proper payment/settlement of wharfage dues and ICTSI charges, and 2) proper issuance of the computerized PPA O.R. to the Cargo Owner/Broker.

- 4.6 ICTSI shall deposit all wharfage dues collection to the authorized PPA Depository Bank, twice daily, one at 10:00 a.m. and another at 3:00 p.m. to observe the bank's cut-off time for automatic credit to PPA's bank account.

ICTSI shall accomplish the corresponding deposit slip in five (5) copies for distribution as follows:

- Original (Authorized PPA Depository Bank)
- 2nd Copy (Authorized PPA Depository Bank to be given to PPA NCR-South Accounting after validation)
- 3rd Copy (ICTSI Receiving Copy)
- 4th Copy (Validated Copy for COA)
- 5th Copy (Validated Copy for ICTSI)

- 4.7 ICTSI shall provide PPA with daily collection reports on wharfage charges collected and those granted wharfage exemptions. These will be used for the reconciliation of daily wharfage revenues collected, received and deposited and for general audit purposes.

5. Repealing Clause

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

6. Effectivity

This Memorandum Order takes effect immediately.

For strict compliance.



RAUL T. SANTOS
Officer-In-Charge