



MARSMAN BUILDING, 22 MUELLE DE SAN FRANCISCO, SOUTH HARBOR, PORT AREA, MANILA 1018, PHILIPPINES
TEL. NO. (0632) 527-8356 - 527-8375, FAX NO. (0632) 527-4855, http://www.ppa.com.ph



JAN 10 2005

PPA OPERATIONS MEMORANDUM CIRCULAR
NO. 01 - 2005

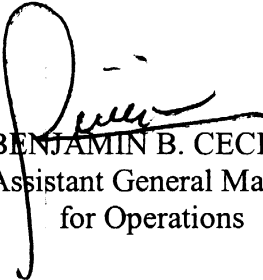
TO : All PDOs/PMOs, Shipping Companies,
Harbor Pilots/Pilots' Associations, and
Others Concerned

SUBJECT : PPA-PRESCRIBED FORMAT FOR SERVICES RENDERED
BY THE HARBOR PILOTS/PILOTS' ASSOCIATIONS

In relation to PPA Administrative Order No. 04-2003 entitled "Guidelines on the Pilotage Services to be Rendered in All Ports and the Corresponding Fees Therefore", the attached Certificate of Service prescribed under Section 6.4 of the above Order shall be the official format to be used by the pilots/pilots' associations for billing purposes. The said Certificate which contains all the authorized regular and special pilotage services shall be signed by the pilot on duty prior submission to shipping lines for payment.

All PDOs/PMOs shall ensure the pilots/pilots' associations' compliance with the above document requirement.

For your guidance and compliance.


BENJAMIN B. CECILIO
Assistant General Manager
for Operations

Encl.: As stated

VISION

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

MISSION

We commit to provide reliable and responsive services in our ports, sustain development of our port communities and the

NAME OF PILOTS' ASSOCIATION

Address

Telephone No./Fax No.

T.I.N. Number

CERTIFICATE OF SERVICE RENDERED

Shipping Agent/Local Representative _____	Bill No. _____
Address _____	Date/Time of Request for Pilot _____
Name of Vessel _____	Foreign [<input type="checkbox"/>] Domestic [<input type="checkbox"/>]
Voyage No. _____	GRT _____ Draft _____
Date/Time of Arrival _____	Date/Time of Departure _____
Designated Pilots' Boarding Station _____	Pilot's Embarking Time _____
Reason for delay in berthing/unberthing due to pilotage, if any: _____	Pilot's Disembarking Time _____

SERVICES RENDERED	DATE & TIME RENDERED	AMOUNT IN US DOLLAR	AMOUNT IN PESO
Services required pursuant to Sec. 7 of PPA A.O. No. 04-2003 on a per port basis: <input type="checkbox"/> Docking <input type="checkbox"/> Undocking <input type="checkbox"/> Mooring <input type="checkbox"/> Unmooring <input type="checkbox"/> Anchoring <input type="checkbox"/> Leaving Anchorage <input type="checkbox"/> Channeling In <input type="checkbox"/> Channeling Out <input type="checkbox"/> Shifting In <input type="checkbox"/> Shifting Out <input type="checkbox"/> Conduction In <input type="checkbox"/> Sea to Anchorage <input type="checkbox"/> Anchorage to Sea <input type="checkbox"/> Premium Special Services (as requested): <input type="checkbox"/> Shifting In <input type="checkbox"/> Shifting Out <input type="checkbox"/> Conduction <input type="checkbox"/> Bow-Out Docking <input type="checkbox"/> Ship to Ship Docking/Undocking <input type="checkbox"/> Dead Ship Docking/Undocking <input type="checkbox"/> Dead Ship Mooring/Unmooring <input type="checkbox"/> Mediterranean Mooring/Docking <input type="checkbox"/> Untwisting			
TOTAL			

I certify that the above pilotage services have been rendered with corresponding fees thereof.

 Name of Pilot On Duty
 (Signature over Printed Name)

 Name of Master/Shipping Agent
 (Signature over Printed Name)

Note: Payments for pilotage services are subject to VAT.

cc: PPA Port Manager