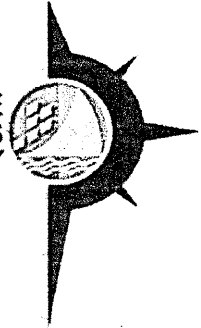


PHILIPPINE
PORTS
AUTHORITY



December 1, 2020



PPA MEMORANDUM CIRCULAR
No. 43 - 2020

TO : The Port Manager, PMO NCR-South
International Container Terminal Services, Inc.
Asian Terminals, Inc.
Shipping Companies
Importers/Consignees
Port Users
Others Concerned

SUBJECT : GUIDELINES IN PROCESSING ONLINE PORT CHARGES
EXEMPTION (OPCE) ON EXPORT WHARFAGE FOR PEZA
REGISTERED COMPANY AT THE MANILA INTERNATIONAL
CONTAINER TERMINAL (MICT)

1. LEGAL BASES

- 1.1 BOC-PPA-DTI-ARTA Joint Memorandum Circular No. 1 Series of 2020
- 1.2 PPA Memorandum Circular No. 18-2020

2. OBJECTIVES

- 2.1 To automate processes and lessen onsite and paperless transactions in the approval of exemption of export wharfage.
- 2.2 To provide an efficient and faster transaction in processing exemptions of export wharfage.
- 2.3 To provide ease of doing business in the port.

3. COVERAGE

This Memorandum Circular shall cover the processing and approval of the On-Line Port Charges Exemptions on export wharfage exemption granted to PEZA Registered Companies, at the MICT.

4. ONLINE PORT CHARGES EXEMPTION (OPCE) APPLICATION

Online Port Charges Exemption or OPCE is a web application based on the modern web API design and only subset of PPA's Web API Set of web applications. Its goal is to enable exporters in the country to seamless register and inquire export commodities for the applicability of wharfage exemption with PPA through an online portal.

OPCE compliments ICTSI's Advanced Customer Transaction System or ACTS by serving as a transaction server and audit system for commodity exports being processed. ACTS is a web-based solution that facilitates customer transaction validation and billing operations support.

5. GUIDELINES

5.1 Company Registration and Updates

PEZA registered companies shall register to OPCE to be able to process online wharfage exemption.

5.1.1 Role of ICTD

- (a) Receives, checks, and validates the completeness of the documents submitted by the PEZA registered port user/customer.
- (b) Registers the PEZA company and make necessary corrections in the OPCE.
- (c) Generates the company master list from OPCE and forwards the same to CSD for verification and validation.

5.1.2 Role of CSD

- (a) Verifies the company master list from ICTD in the authenticated master list of PEZA, PEZA website or thru email/telephone inquiry to PEZA.
- (b) Forwards the validated company master list with signed Request for System Update (RSU) form.

5.2 Commodity Approval of PEZA Registered Company

5.2.1 Role of PPA -MICT

- (a) Reviews, validates, and approves/disapproves the requests for commodity approval and attached supporting documents submitted by the port user/customer and tags the result in the OPCE.
- (b) Shall be responsible of the turnaround time of OPCE approval/disapproval. Morning requests approval should be done before 9:00 AM and 4:00 P.M. for the afternoon requests. All requests submitted beyond 4:00 PM will be approved the next working day.

5.3 Validation of ICTSI Wharfage Exemption

5.3.1 Role of ICTD

- (a) Receives, checks, validates the information on the requests of wharfage exemption in the OPCE thru ACTS.
- (b) Records in the audit log and sends response to ACTS.

5.3.2 Role of ICTSI

- (a) Generates data from OPCE and prepares and submit to PPA the Daily Wharfage Exemption Report.

5.4 The process flow for the application and approval of the OPCE is attached as **Annex "A"** of this Circular.

6. REPEALING CLAUSE

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

7. EFFECTIVITY CLAUSE

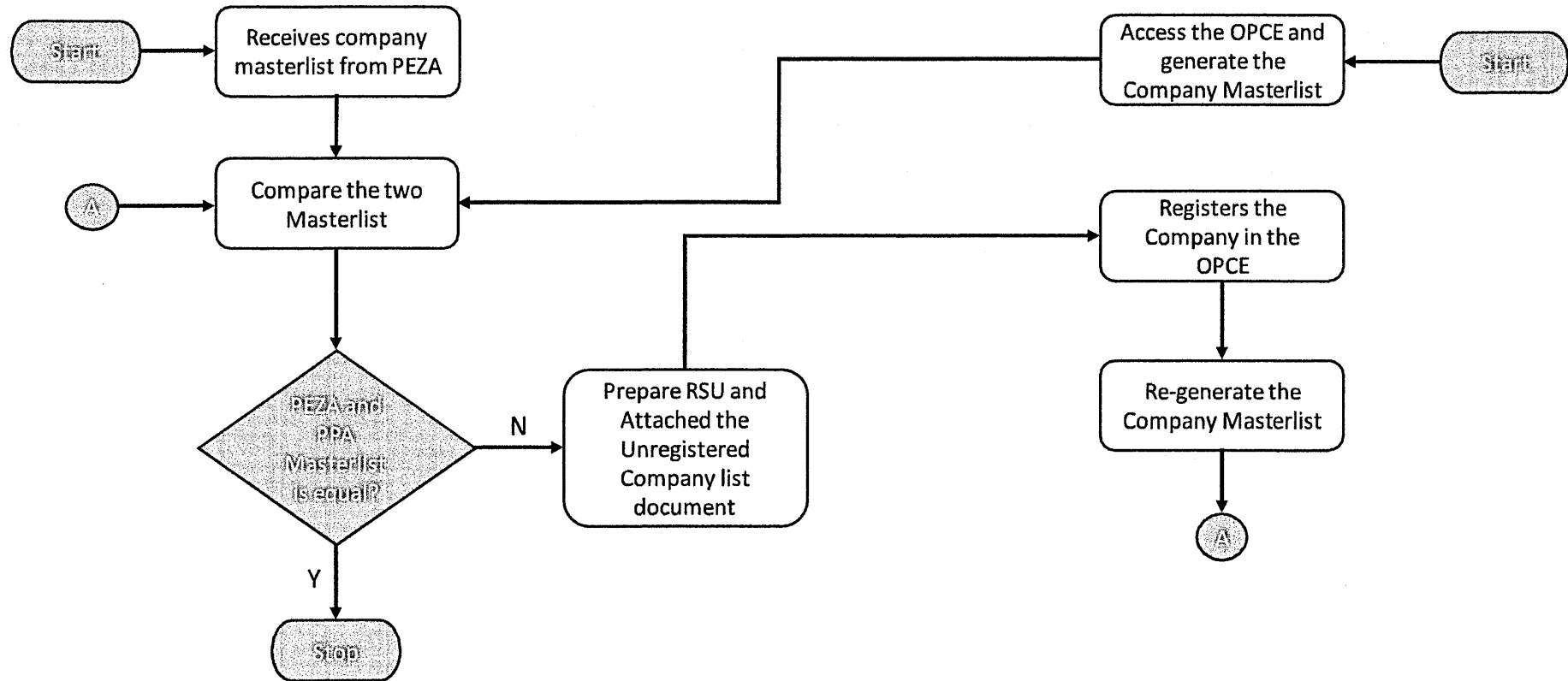
This Memorandum Circular shall take effect 15 days after publication in a newspaper of general circulation and a copy submitted to UP Law Center.


JAY DANIEL R. SANTIAGO
General Manager

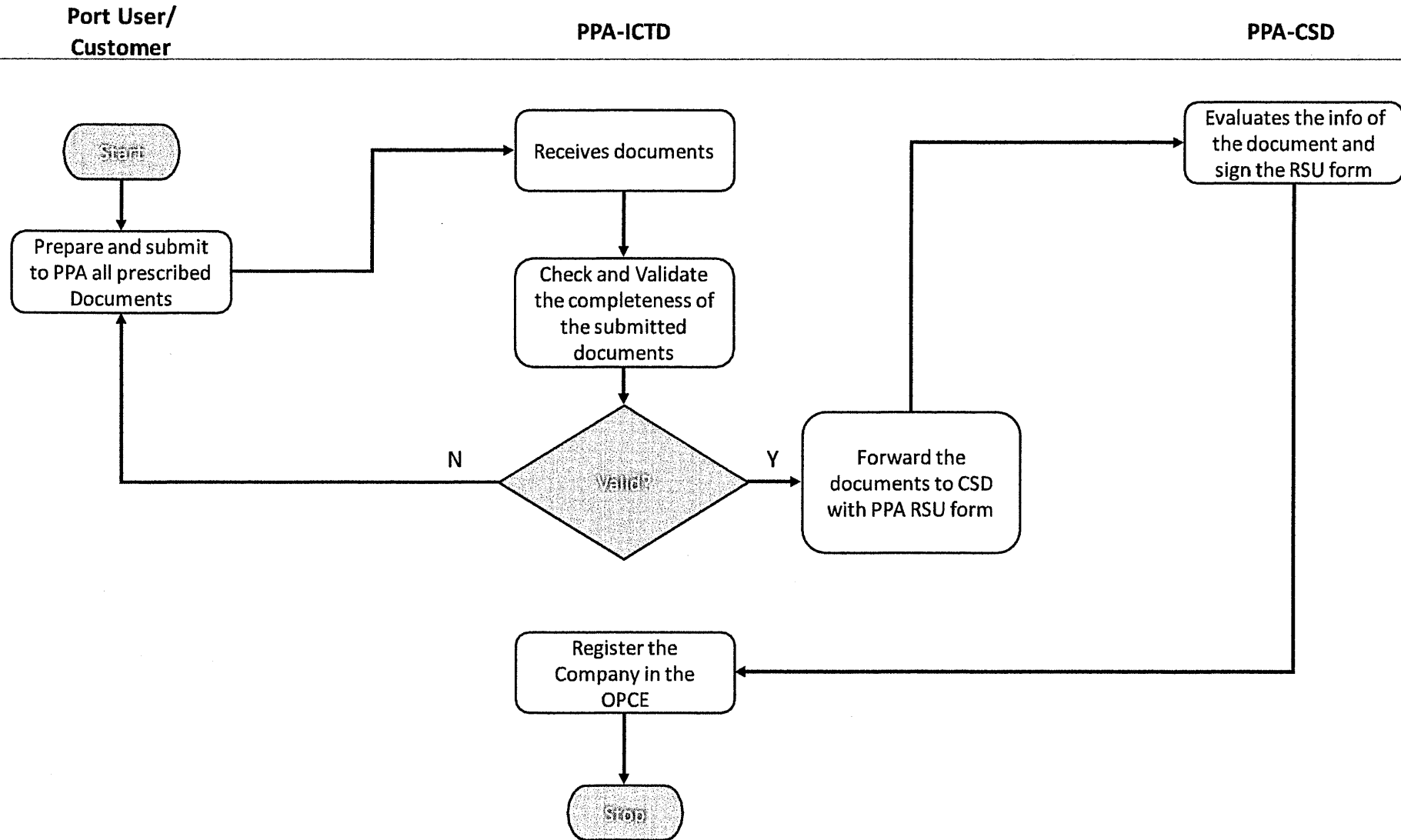
Company Registration and Updates
(Based on PEZA Masterlist)

PPA-CSD

PPA-ICTD



Company Registration and Updates (Based on Documents Received by HD)

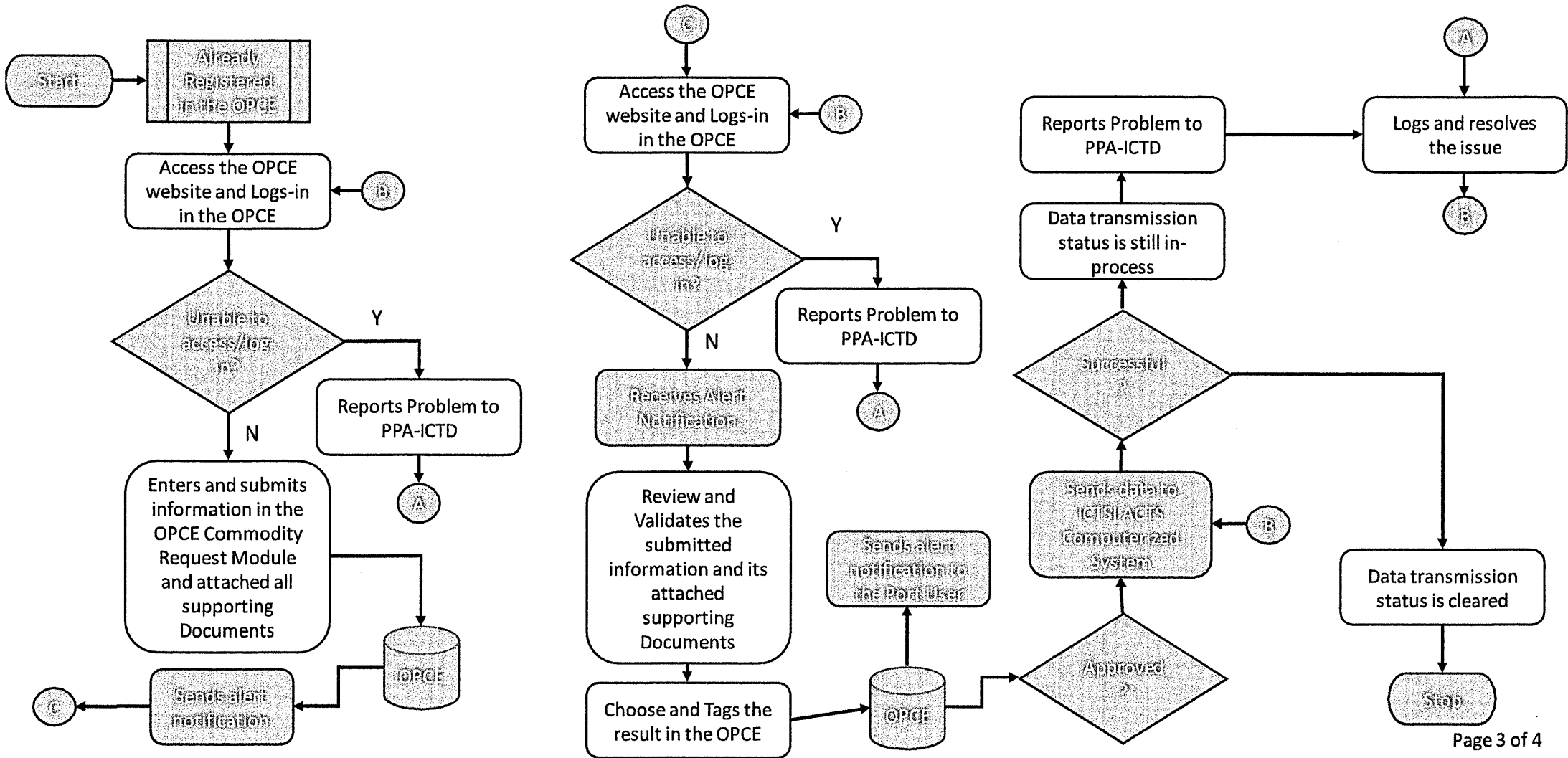


PEZA Registered Company Commodity Approval

Port User/
Customer

PPA-MICT

PPA-ICTD



Validate ICTSI Wharfage Exemption

**Port User/
Customer**

ICTSI-ACTS

PPA-OPCE

