APR 23 2024

PPA Memorandum Circular
Number ___006-2024___

T O   :   The Port Managers
                        The RC Heads Concerned
                        All Shipping Lines/Shippers/Consignees
                        All Cargo Handling Operators
                        And All Other Port Users Concerned

SUBJECT   :   GUIDELINES ON DECENTRALIZED REVOLVING FUND
                        PAYMENT SCHEME, AS AMENDED

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1. Authority

    Section 6.a) (iii) Presidential Decree No. 857, as amended.

2. Rationale

    As a general rule, the Authority collects its fees and charges on a "Cash and Carry Basis". The exception to the cash and carry rule is the maintenance of a REVOLVING FUND (RF) to address the following concerns of port users in the payment of fees and charges:

    2.1. Avoid attendant risks in carrying/handling substantial amount of cash;
    2.2. Facilitate the clearance of cargoes and vessel; and,
    2.3. Avoid incurrence of late charges and/or penalties

3. Coverage

    These guidelines shall cover the privilege granted to port users for the decentralized payment of their invoices/billings for cargo and/or vessel charges.

4. General Policies

    4.1. The Decentralized Revolving Fund (RF) Facility is open to all port users for the payment of their invoices/billings for cargo and/or vessel charges.

    4.2. RF Customers availing of the Decentralized RF Facility shall be required to maintain with PPA (or the servicing Port Management Office (PMO), as applicable) a minimum cash deposit equivalent to its average 15- day transaction volume.

1

4.3. The Decentralized RF shall be replenished every week or when the RF balance reaches 20% of the required minimum deposit to ensure that their transactions are adequately covered by the Decentralized RF deposit balance.

4.4. Decentralized RF Customer whose RF balance falls below the 20% threshold will be automatically treated as "Cash Basis" Customer wherein cargo and vessel charges shall be paid in Cash or in Manager's check for Over-the-Counter Payment". Alternatively, the cargo and vessel charges may be settled through Bank-to-Bank Transfer/Deposit and e-Payment.

4.5. The Decentralized Revolving Fund privileges shall be restored only when replenishment is made, and the minimum required Decentralized RF balance is met.

5. Registration of Decentralized RF Account

5.1. A customer availing of the decentralized RF facility shall accomplish a "Customer Registration Form (CRF)" (Annex A) and shall choose or indicate Decentralized RF Facility.

5.2. The RF Customer availing of the Decentralized RF facility shall be assigned a Debtor Code for each area of operation or Servicing PMO and shall maintain separate RF per servicing PMO.

5.3. The duly accomplished registration form shall be submitted to the Servicing PMO.

5.4. The Servicing PMO shall forward the accomplished CRF by e-mail to HO-ICTD for enrollment in the System and assignment of RF Customer's Debtor Code.

5.5. The approved CRF indicating the Decentralized RF Customer's Code shall be sent by HO-ICTD to the Servicing PMO, copy furnished RF Customer.

6. Mechanics

6.1. Initial Deposit to the RF Account

6.1.1. Upon approval of the Customer Registration (CRF), the port user with decentralized RF facility shall deposit the minimum maintaining balance of RF at any Servicing PMO for credit to its account.

6.1.2. A port user with decentralized RF facility shall make a separate deposit for each and every enrolled area of operation or Servicing PMOs.

6.1.3. The Operating Unit (OU) shall issue a "Non-VAT Acknowledgment Receipt", supported with Order of Payment (OOP) evidencing the initial deposit made by the RF Customer and shall be recorded as guaranty deposit under Customers' Deposits Payable-Revolving Fund.

6.2. Billing of PPA Charges

6.2.1. Each servicing PMO shall create, generate, and transmit the Computation Sheet to the RF Customer for the billing of PPA charges.

6.2.2. In case of System Downtime, Official Receipts issued by the Terminal Management Office (TMO) shall be recorded in the NCP/RF Template and e-mailed to the PMO Baseport for uploading in the IPORTS. After uploading the NCP transactions, Finance Personnel will raise the Request for System Update (RSU) to deduct the total amount from the Revolving Fund of the Customer.

6.3. Application/Charging of Computation Sheet Against Revolving Fund

6.3.1. The Computation Sheet shall be created per transaction and shall be charged/applied in real time against the Decentralized Revolving Fund of the RF Customer.

6.3.2. The Computation Sheet for vessel charges shall be stored in the System until it is applied against the RF while the Computation Sheet for cargo charges shall be cancelled from the System after 3 days that it has not been applied against the RF.

6.3.3. The new Computation Sheet for the cancelled Computation Sheet will only be issued upon advice from the RF Customer that said cargo charges will be applied against its Revolving Fund.

6.3.4. The RF Customer as BIR-designated withholding agent shall present the duly accomplished BIR Form 2307 to the Billing/Assessment Unit prior to the preparation of Computation Sheet.

6.3.5. The Billing/Assessment Unit shall furnish the Cashier with BIR Form 2307 as supporting document in the collection of PPA charges, net of EWT.

6.3.6. The Cashier/Collecting Officer shall issue the PPA VAT Official Receipt to acknowledge the application of the PPA charges against the RF. The amount as shown in the Computation Sheet shall be net of EWT.

6.3.7. The OU can view the Decentralized RF balances in the "PPA Listing of RF Transactions by Debtor" or "Listing of RF transactions by Debtor and OU-iPORTS.

6.4. Additional Deposit to Revolving Fund

6.4.1. RF Customers shall make additional deposits to their Decentralized Revolving Fund at least every week to ensure that their RF transactions are adequately covered by the RF balance.

6.4.2. The Operating Unit shall issue the "Non-VAT Acknowledgement Receipt" supported with Order of Payment (OOP) for every subsequent deposit made by the RF Customer.

6.4.3. The additional deposit to Decentralized Revolving Fund shall be recorded as Customers' Deposits- Payable Revolving Fund.

6.4.4. The Servicing PMO shall periodically verify the RF balances of their respective RF Customers to ensure that the prescribed minimum balance is maintained.

6.5. Withdrawal of Revolving Fund Privilege

6.5.1. The privilege of maintaining Revolving Fund shall be withdrawn from the RF Customer who opted for its termination.

6.5.2. The Unutilized Revolving Fund of Customers with the servicing PMO shall be refunded in the form of Cash.

6.5.3. The RF Customer shall submit documentary requirements to support its claim for the refund of its unutilized RF balance, as follows:

6.5.3.1. Letter Request of the RF Customer for refund addressed to the Port Manager of the servicing OU where the RF is deposited.

6.5.3.2. Certification of No Outstanding Account and Unutilized Revolving Fund issued by the PMO Finance Manager.

6.5.3.3. Other supporting documents that may be required by the servicing PMO during the evaluation of the request.

6.5.4. The request for refund of unutilized revolving fund deposit will be processed as follows:

6.5.4.1. Upon receipt of the request for refund from the RF Customer, the PMO Finance Division verifies the amount for refund based on its record and issues the Certificate of No Outstanding Obligations and Certificate of Unutilized Revolving Fund Deposit.

6.5.4.2. The PMO endorses the recommendation of the Port Manager to approve the request for refund to Treasury Department.

6.5.4.3. Treasury Department confirms the propriety of issuing Non-VAT Acknowledgement Receipt, verifies the remittance of revolving fund deposit to PPA Centralized Account and prepares the Approved Claim for Refund for endorsement to the Office of the AGM for Finance, Legal and Administration.

6.5.4.4. The AGM for Finance, Legal and Administration endorses the Approved Claim for Refund to the Office of the General Manager.

6.5.4.5. The General Manager signs the Approved Claim for Refund.

6.5.4.6. Treasury Department furnishes the PMO with the Approved Claim for Refund and issues the Notice of Cash Transfer.

6.5.4.7. The PMO Finance Division prepares Disbursement Voucher and issues check to the Revolving Fund Customer after application of any outstanding account.

7. Repealing Clause

This Memorandum Circular supersedes PPA Memorandum Circular No. 15-2015 and all orders, circulars, rules and regulations and other issuances inconsistent herewith are hereby repealed.

8. This Memorandum Circular shall take effect immediately and a copy filed with the University of the Philippines Law Center.

For strict compliance.

JAY DANIEL R. SANTIAGO
General Manager

Published in the Daily Tribune - April 26, 2024

CUSTOMER REGISTRATION FORM

(For Trade Account)

PHILIPPINE PORTS AUTHORITY

BAGONG PILIPINAS

Declaration and Data Privacy Consent: The information I have given is true, correct, and complete. By submitting this form, I authorize the Philippine Ports Authority to collect, use, process and retain my personal data in accordance with the PPA's Privacy Statement and for purposes specified in this form.

Reminders:
1. Asterisks (*) are mandatory fields, fill-out. Shaded items no need to fill out.
2. Accomplish one (1) copy per Customer.
3. Submit accomplished Customer Registration Form to PPA - ICTD.
4. Attach required supporting documents to this form (BIR 2303, Joint Venture - SEC form)

USR No(s): _____

*Action: ☐ [C] Create / ☐ [R] Revise / ☐ [D] Delete

Customer Code: (System Generated)

To be fill out by Customer

Customer Details

*Customer Name:

*Short Name:

*SEC/DTI Registration Number:

*Primary/Principal Contractor:

*Address:

*Postal/Zip Code:

*TIN:

*Business Style: _____

Business Type:
☐ Corporation
☐ Single Proprietorship

Communications

*Contact Name:

*Contact Position:

*Telephone 1:

Fax No.:

*Telephone 2:

Email: _____

Prepared by: _____
(Signature over printed name)

Date: _____

For PPA Accounting Use Only

*PMO Office: _____

Customer Group / Profile Class

Payment Type:
☐ Cash
☐ Credit with RF

*Check group that apply

☐ Cargo Handling	☐ Ancillary Service
☐ Shipping Lines	
☐ Gov't Office	
☐ Employees	
☐ Lessee	
☐ STU	
☐ Others	

Remarks:

Choose type of Ancillary Service

☐ Bunkering	☐ Laundering	☐ Transport/Trucking
☐ Cargo Surveying	☐ Lighterage/Barging	☐ Vessel Maint./Repair
☐ Chandling	☐ Parking/Garage	☐ Waste Disposal
☐ Cleaning Service	☐ Reproduction Svc	☐ Water Supply
☐ Communication Svc	☐ Security Service	☐ Water Taxi
☐ Container Repair	☐ Shops/Stores	☐ Weighbarge/Truck Scale
☐ Fumigation	☐ Towing/Tugging	

Specify:

Prepared By:	Authorized By:	Encoded By:	Checked By:
(Signature over printed name)	(Signature over printed name)	(Signature over printed name)	(Signature over printed name)
Date: _____	Date: _____	Date: _____	Date: _____

Help us serve you better. Please take a moment to give us your feedback by scanning the QR code and submitting the accomplished form. Thank you.

Ver. 2024-01-24

General Instructions

Indicate the Application type/action by marking the appropriate letter on the box provided.

Example:
Action:

C

[C] Create / [R] Revise / [D] Delete

To be filled out by Customer

1. Indicate the Customer Name in the boxes provided.

Example: Customer Name

O	C	L		L	I	M	I	T	E	D

2. Indicate the Customer Short Name in the boxes provided.

Example: Short Name

O	C	L				

3. Indicate the Customer DTI Registration No. in the boxes provided.

Example: DTI Registration No:

1	5	5	6	9	0	0	2	1

4. Indicate the Customer Address in the boxes provided.

Example Address:

S	U	P	E	R		T	E	R	M	I	N	A	L
P	I	E	R	1	5								

S	O	U	T	H		H	A	R	B	O	R	,	
P	O	R	T		A	R	E	A	,				
M	A	N	I	L	A								

5. Indicate the Customer Address ZIP/Postal Code in the boxes provided. Check consistency of code w/ address above.

Example: Zip/Postal Code

1	0	1	3

6. Country value is pre-supplied.

Example: Country

P	H

Philippines

7. Indicate the Customer TIN in the boxes provided.

Example TIN:

9	1	2	3	5	7	8	6	0	8	6	0	0

8. Indicate Business Style:
9: Indicate Business Type:

Example"

X

Corporation

Single Proprietorship

10. Indicate the Customer Contact Person's Name, Contact Position, Contact Numbers, Fax NO and Email Address in the boxes/line provided.

Example:
Contact Name:

J	U	A	N		D	E	L	A		C	R	U	Z

Contact Position:

A	G	E	N	T		

Telephone 1:

0	2	3	0	1	9	2	9	1	

Telephone 2:

0	9	1	7	4	3	2	5	5	6	6

Fax No:

0	2	3	0	1	9	2	9	2	

Email Address:

ocl@yahoo.com

11. Indicate name of the Person who accomplished the form & affix signature and date when the form was accomplished.

Example:

Prepared by: Juan Dela Cruz   Date: 01/16/2004

For PPA Accounting Use Only

1. Indicate the Office name and Customer Group with respective description in the boxes/line provided.

Example:
PPA Office: **PMO-North Harbor**

X	Ancillary Services
	Cargo Handling
	Shipping Lines
	Gov't Office

2. Indicate the ATC Code (Choices for EWT and CWT are the following).

ATC Code EWT

WC100 - 5% - Rentals - Real/personal properties, poles, Satellites and Transmission facilities, billboards used in business which the payor or obligator used in business has not taken or is not taking title or in which has no equity.

WC157 - 2% - Payments made by Government Offices on Local Purchas of Foods and services from Local/resident suppliers.

WC160 - 2% - Income payments made by top 10,000 private corporations to their local/resident suppliers of services.

ATC Code CWT

WC120 - 2% - Prime Contractors/sub-contractors.
WC157 - 2% Payments made by Government Offices on Local Purchase of Goods and services from Local/resident suppliers.

WV020 - 5% - VAT withholding on Purchase of Services.

3. Account Category is pre-supplied with default value to "Cash".

Example:

X

Cash

4. payment Term Code value is pre-supplied with default value to "Cash".

Example: Payment Terms: **C0000 - Cash**

5. Currency Type value is pre-supplied with default value to "Php Peso".

Example:

Currency Type: **Philippine Peso**

6. Indicate Names and Dates and affix respective signatures of the persons who provided the information, gave authority to encode, encoded the information and validated the accuracy.

Example:

Al Borbon	RDPineda
01/19/04	01/19/04
Prepared By/Date	**Authorized By/Date**

SBVitales	RDMedina
01/20/04	01/21/04
Encoded By/Date	**Checked By/Date**