

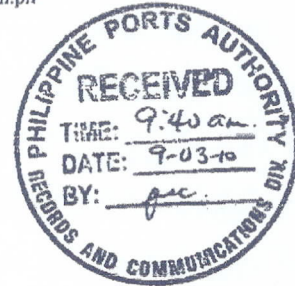


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SEP 01 2010

PPA MEMORANDUM ORDER

No. 26 - 2010



TO : All District Managers, Port Managers,  
Shipping Companies/Agents  
And Others Concerned

SUBJECT : Amendment to Notice of Arrival (NOA) Form

Pursuant to the requirement on the submission of NOA as prescribed in Article 2, Section 4 and 5 of PPA Administrative Order No. 13-77 and PPA Memorandum Order No. 11-2003, the NOA prescribed format is hereby amended to include the following item:

**Point of Discharging/Loading of Cargo:                      Berth/Anchorage**

Accordingly, all parties concerned are hereby directed to use the attached amended NOA form to be submitted to the Port Management Office (PMO) or Terminal Management Office (TMO) concerned at least 48 hours prior to arrival of the vessel.

For compliance.

  
**JUAN C. STA. ANA**  
General Manager

Encl: NOA Form

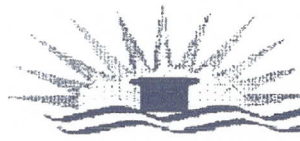
**VISION**

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**

*Spandito - PPA - 22*  
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.

*108 26 - 90 AM*



**PHILIPPINE PORTS  
AUTHORITY**

**NOTICE OF ARRIVAL**

For:  
Port Manager  
PMO - \_\_\_\_\_

Date: \_\_\_\_\_

Thru:  
The Harbor Master

The following vessel is expected to arrive with the following details:

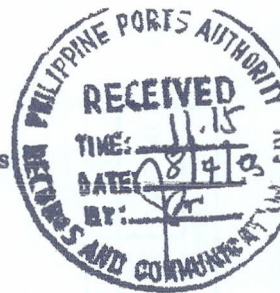
<b>Vessel Name:</b>			
Incoming Voyage No:	Flag:	Master:	Call Sign:
Outgoing Voyage No:			
GRT:	NRT:	DWT:	LOA:
ETA:	ETD:	Purpose of Call:	
Last Port of Call:		Next Port of Call:	
Port of Origin:		Port of Destination:	
Point of Discharging/Loading of Cargo:	<input type="checkbox"/> Berth	<input type="checkbox"/> Anchorage	
No. of Crew (Including Master)	Nationality		
_____	_____		
_____	_____		
_____	_____		
_____	_____		
_____	_____		
Maiden Voyage:		<u>Dry-dock</u>	
Yes	_____	Start Date:	
No	_____	End Date:	

*\*Note For vessel on Maiden Voyage or dry-dock, Vessel Registration Form and Vessel Certificate must be attached.*

Shipping Line/Agent: _____	_____
Address: _____	Signature of Representative
_____	_____
Tel. No: _____	Name of Representative
_____	_____

**For PPA Use only**

**NOA Number:**



28 July 2003

**PPA MEMORANDUM ORDER**

NO. 11 - 2003

**T O** All District Managers, Port Managers,  
Shipping Companies/Agents  
And Others Concerned

**SUBJECT** Submission of Notice of Arrival and  
Application for Berth/Anchorage

In view of the implementation of the PPA MIS Computerization Project, the submission of the modified *Notice of Arrival* and the *Application for Berth/Anchorage* shall be strictly enforced with the following supplemental guidelines

**1 Notice of Arrival**

- 1.1 The *Notice of Arrival* (NOA) required in Sections 4 and 5 of PPA Admin Order No. 13-77 shall be properly prepared using the prescribed format in Attachment "A" and following the "General Instructions" for its preparation
- 1.2 The NOA shall be submitted to the Port Management Office (PMO) or Terminal Management Office (TMO) concerned at least 48 hours prior to vessel arrival or before any delivery of cargo inside the port for loading
- 1.3 A separate "Crew List" may be attached to provide detailed information about the crew of the vessel
- 1.4 For a vessel on its maiden voyage, the NOA shall be accompanied with the Vessel Information Sheet and Vessel Certificate and such maiden voyage shall be properly indicated in the NOA
- 1.5 The NOA shall not be construed as the Application for Berth/Anchorage (ABA)

**2 Application for Berth/Anchorage**

- 2.1 The Application for Berth/Anchorage (ABA) shall be submitted as required in Section 29 of PPA Admin Order No. 13-77
- 2.2 The ABA shall be properly prepared using the prescribed format provided in Attachment "B" and following the "*General Instructions*" for its preparation

**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

OP 072803-G-07

- 23 The ABA shall be submitted to the PMO or TMO concerned at least 24 hours for vessels with scheduled runs and 36 hours for tramping vessels. However, the ABA may be filed by concerned parties within sufficient time.

For guidance and strict compliance



ALFONSO G. CUSI  
General Manager

- Attachments 1 NOA Form and General Instructions  
2 ABA Form and General Instructions



## NOTICE OF ARRIVAL

Date : \_\_\_\_\_

For  
Port Manager  
PMO - \_\_\_\_\_

Thru:  
The Harbor Master

The following vessel is expected to arrive with the following details

<b>Vessel Name</b>			
<b>Incoming Voyage No:</b>		<b>Flag.</b>	<b>Master:</b>
<b>Outgoing Voyage No:</b>			<b>Call Sign</b>
<b>GRT</b>	<b>NRT:</b>	<b>DWT</b>	<b>LOA.</b>
<b>ETA:</b>	<b>ETD</b>	<b>Purpose of Call</b>	
<b>Last Port of Call</b>		<b>Next Port of Call</b>	
<b>Port of Origin</b>		<b>Port of Destination</b>	
<b>No of Crew (Including Master)</b>		<b>Nationality</b>	
_____		_____	
_____		_____	
_____		_____	
<b>Maiden Voyage:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		<b>Dry-dock</b>	
		<b>Start Date.</b>	
		<b>End Date.</b>	
<b><u>For PPA Use only</u></b>			
<b>NOA Number:</b>			

*Note For vessel on a Maiden Voyage or dry-dock, Vessel Registration Form and Vessel Certificate must be attached*

Shipping Line/Agent: \_\_\_\_\_

\_\_\_\_\_  
Signature of Representative

Address: \_\_\_\_\_

\_\_\_\_\_  
Name of Representative

Tel. No: \_\_\_\_\_

## GENERAL GUIDELINES

- 1 Indicate the date (mm/dd/yyyy) the form is accomplished  
Example Date 03/03/2003
- 2 Indicate the Name of the Port Manager and the PMO (Port Management Office) where the vessel is expected to arrive  
Example For Mr Anthony Mercado  
Port Manager  
PMO - Batangas
- 3 Provide the Name of the Vessel  
Example  
Vessel Name MV Queen Elizabeth
- 4 Provide the Incoming and Outgoing Voyage Number of the Vessel  
Example  
Incoming Voyage Number 34065979  
Outgoing Voyage Number 59694003
- 5 Indicate the Flag or indication of the country in which the vessel is registered  
Example: Flag. Philippines
- 6 Provide the Name of Master of the vessel arriving  
Example: Master Capt Andrew Cruz
- 7 Provide the Call Sign of the Vessel A call sign is a sequence of letters and numbers unique to each vessel  
Example: Call Sign TRER6555
- 8 Provide the GRT (Gross Register Tons) of the vessel  
Example GRT 5000 Tons
- 9 Provide the NRT (Net Registered Tonnage) of the vessel  
Example NRT 3000 Tons
- 10 Provide the DWT (Dead Weight Tonnage) of the vessel This is the number of tons of 2,240 pounds that a vessel can transport for cargo, stores and bunker fuel It is the difference between the number of tons of water a vessel displaces "light" and the number of tons it displaces when submerged to the "load line"  
Example Dead Weight Tonnage 750 00 tons
- 11 Provide Length Over All of the vessel in meters The length over all is the maximum length between the farthest ends of the vessel  
Example Length Over All 135 00 meters
- 12 Provide the Estimated Time of Arrival of the vessel  
Example ETA 03/17/2003 05 28 19
- 13 Provide the Estimated Time of Departure of the vessel  
Example ETD 03/18/2003 15 00 00
- 14 Provide the Purpose of Call of the Vessel  
Example Purpose of Call Discharging of Cargoes
- 15 Provide the Last Port of Call The Last Port of Call is the last port where the vessel departed  
Example Last Port of Call North Harbor
- 16 Provide the Next Port of Call The Next Port of Call is the port where the vessel will call from the port where the vessel is currently calling  
Example Next Port of Call South Harbor
17. Provide the Port of Origin and Port of Destination of the Vessel  
Example Port of Origin Port of Davao  
Port of Destination South Harbor
18. Provide the No of Crew of the Vessel including the Master and the Nationality of the Crew Members  
Example  

No of Crew (including Master)	Nationality
<u>20</u>	<u>Filipino</u>
_____	_____
_____	_____
- 19 Indicate if the Vessel is on its Maiden Voyage by marking with an X the appropriate box  
Example Maiden Voyage ☒ Yes ☐ No
- 20 Indicate the Start and End Date (mm/dd/yy) of the Dry Dock Period  
Example Dry Dock Start Date 03/03/2003  
End Date 03/13/2003
- 21 Provide the Shipping Line/Agent, Shipping Line/Agent Address, Telephone Number, Signature of the Representative and the Name of the Representative.  
Example  

Shipping Line/Agent	<u>WG&amp;A</u>
Shipping Line/Agent Address	<u>#25 Leon Guinto St</u>
	<u>Malate, Manila, Philippines</u>
Telephone Number	<u>521-0912</u>
Signature of Representative	<u>Juan Dela Cruz</u>
Name of Representative	<u>Juan Dela Cruz</u>

 **AUTHORITY**  
**APPLICATION FOR BERTH/ANCHORAGE**

For  
Port Manager  
PMO - \_\_\_\_\_

Date of Application \_\_\_\_\_

**Thru**  
The Harbor Master

The undersigned agent operator of the vessel herein described respectfully submits this application of berth/anchorage in accordance with PPA Rules and Regulations

<b>Vessel Name</b>					
<b>Voyage Type.</b> <input type="checkbox"/> Foreign <input type="checkbox"/> Domestic		<b>Incoming Voyage Number</b>		<b>Outgoing Voyage Number</b>	
				<b>Purpose of Call</b> <input type="checkbox"/> Discharging <input type="checkbox"/> Loading <input type="checkbox"/> Others	
<b>ETA</b>			<b>ETD</b>		
<b>Last Port of Call:</b>			<b>Next Port of Call</b>		
<b>Port of Origin:</b>			<b>Port of Destination</b>		
<b><u>DRAFT (M)</u></b> FWD : _____ AFT : _____					
<b><u>Services Required</u></b> <input type="checkbox"/> Bunkers _____ <input type="checkbox"/> Water _____ <input type="checkbox"/> Repairs _____ <input type="checkbox"/> Others (specify) _____					
<b>Cargoes</b>		<b>Unloading</b>	<b>Loading</b>	<b>Container</b>	<b>Unloading</b>
					<b>Loading</b>
General (ton)		_____	_____		10' 20' 40' OTH
Bulk (ton)		_____	_____	FCL	_____
Live Stock		_____	_____	LCL	_____
Others (Heavy Lift, etc)		_____	_____	MT	_____
Total		_____	_____	Reefer	_____
				Total	_____
<b>Cargo Requiring Special Equipment</b> _____					
<b>Berthing Preference:</b>		<b>Docking Side</b>		<b>Tug Assistance</b>	
		<input type="checkbox"/> PortSide <input type="checkbox"/> StarBoard		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Mediterranean		<b>Passenger Disembarking</b>	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Remarks</b>					
<b><u>For PPA Use Only</u></b>					
NOA Reference Number _____					
Berth tentatively allocated Pier/Slip: _____ Berth _____					

Shipping Line/Agent \_\_\_\_\_

\_\_\_\_\_  
**Signature of Representative**

Shipping Line/Agent Address:

\_\_\_\_\_  
**Name of Representative**

Tel No \_\_\_\_\_

# GENERAL INSTRUCTIONS

- 1 Indicate the date (mm/dd/yy) the application form is accomplished  
Example Date of Application 03/03/2003
- 2 Indicate the Name of the Port Manager and the PMO (Port Management Office) where the vessel is applying for berth/anchorage  
Example For Mr Anthony Mercado  
Port Manager  
P MO - Batangas
- 3 Provide the Name of the Vessel  
Example Vessel Name MV Queen Elizabeth
- 4 Indicate the Voyage Type of the vessel by marking with an 'X' the appropriate box If the voyage of the vessel is outside the Philippine area of responsibility, mark Foreign If the vessel's voyage is within the Philippine area of responsibility, mark Domestic  
Example  
Voyage Type ☒ Foreign ☐ Domestic
- 5 Provide the Incoming and Outgoing Voyage Number of the Vessel  
Example Incoming Voyage Number 01234567  
Outgoing Voyage Number 49506934
- 6 Indicate the Purpose of Call by marking with an 'X' the appropriate box If the purpose is for discharging, mark Discharging If the the purpose is for loading, mark Loading If the purpose is other than Discharging and Loading, mark Others  
Example  
Purpose of Call ☒ Discharging ☐ Loading  
☐ Others
- 7 Provide the Estimated Time of Arrival and Estimated Time of Departure of the Vessel  
Example ETA 12/05/2002 11 25 30  
E TD 12/07/2003 10 15 20
- 8 Provide the Last Port of Call The Last Port of Call is the last port where the vessel departed.  
Example Last Port of Call North Harbor
- 9 Provide the Next Port of Call The Next Port of Call is the port where the vessel will call from the port where the vessel is currently calling  
Example Next Port of Call South Harbor
10. Provide the Port of Origin and Port of Destination of the Vessel  
Example Port of Origin Port of Davao  
Port of Destination South Harbor
- 11 Indicate the Draft of the vessel in meters The Forepart Draft (FWD) refers to the draft of the front portion of the vessel while the Afterpart Draft (AFT) refers to the draft of the rear portion of the vessel  
Example FWD 10 meters  
A FT 20meters
- 12 Indicate the Services Required by the vessel by marking with an 'X' the appropriate box  
Example  
Services Required ☒ Bunkers ☐ Water  
☐ Repairs ☐ Others (Specify)
- 13 Enumerate the cargoes for Loading and/or Unloading based on the provided classification  
Example
 

Cargoes	Unloading	Loading
General (in tons)	0	20
Bulk (in tons)	20	0
Live Stock Carrier	0	10
Others	50	0
Total	90	30
- 14 Enumerate if the vessel will be Loading and/or Unloading Containers based on the provided sizes and classifications of containers  
Example
 

Container	Unloading				Loading			
	1' 0'	20'	40'	Oth	10'	20'	40'	Oth
F CL	---	---	1	---	---	---	1	---
L CL	---	---	---	---	---	2	---	---
MT	---	---	1	---	---	---	---	---
Reefer	---	---	---	---	---	1	---	---
Total	---	---	2	---	---	3	1	---
- 15 Provide information if Cargo for Loading and/or Unloading will be Requiring Special Equipment  
Example Gantry
- 16 Provide information if vessel will require Berthing Preference  
Example Berth 1
- 17 Indicate the Docking Side of the Vessel by marking with an X the appropriate box  
Example  
Docking Side ☒ Portside ☐ Starboard  
☐ Mediterranean
- 18 Indicate if vessel will require Tug Assistance by marking with an 'X' the appropriate box  
Example Tug Assistance ☒ Yes ☐ No
- 19 Indicate if vessel will have Passengers Disembarking by marking with an X the appropriate box  
Example Passengers Disembarking ☒ Yes ☐ No
- 20 In the Remarks section, indicate the special docking arrangements such as bow-in/ bow-out and other requirements of the vessel not contained in the above boxes  
Example Vessel will require bow-in arrangement
- 21 Provide the Shipping Line/Agent, Shipping Line/Agent Address, Name of Representative and Signature of Representative  
Example  
Shipping Line/Agent W G&A  
Shipping Line/Agent Address #25 Leon Guinto St  
Malate, Manila  
Philippines  
Name of Representative Juan Dela Cruz  
Signature of Representative Juan Dela Cruz