

Bonifacio Drive, South Harbor, Port Area, Manila 1018, Philippines, P.O. Box 436, Manila, Philippines Tel. No. (0632) 527-8356, Fax No. (0632) 527-4855, http://www.ppa.com.ph

SEP 0 1 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.

QUAN C. STA. ANA General Manager

Encl: NOA Form



For:				Da		MARING STREET,	
Port Manager							
PMO							
Thru:							
The Harbor Master							
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The following vessel	is expected to arriv	e with the f	ollowing de	etails:			
Vessel Name:	The second secon	narional de la company de la c	NEWSCHOOL THE THE PROPERTY OF		Mark Control C		
Incoming Voyage No:		Flag:		Master:	Call Sign:		
Outgoing Voyage No	The second secon						
GRT:	NRT:	Company of the Compan		DWT:	LOA:	NO. OF THE PARTY O	
ETA:	ETD:			Purpose of Call:		-	
Last Port of Call:	erriceorype ne consisting province recommende and a second province of the second consistence of the second consistency of		Next Port of Call:				
Port of Origin:			Port of Destination:				
Point of Discharging	Loading of Cargo:	1111	Berth Anchorage				
No. of Crew (Including			National	and the second s	Annual Control and		
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*Note For vessel on Maid	lan Voyaga or drudock	Veccal Paris	stration Form	and Vessel Certific	eate must be attached	Manager Manager of the Control of th	
Note For vesser on maio	ell voyage of dry-door	, vesser regio	stration i onn	and vesser cerame	ate most be attached.		
Shinning Line/Agent							
Shipping Line/Agent:			Signature of Representative				
Address:							
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Tel. No:			-	Name of F	tepresentative		
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E DD411							
For PPA Use only							
NOA Number:							



MARSMAN BUILDING 22 MUELLE DE SAN FRANCISCO SOUTH HARBOR PORT AREA, MANILA 1018 PHILIPPINES TEL. NO (0632) 52-8356 527-8375 FAX NO (0632) 527-4855 http://www.ppa.com.ph

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 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
- 12 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
- 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

WISION

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

2 3 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

LFONSO G. CUSI

General Manager

Attachments 1 NOA Form and General Instructions

2 ABA Form and General Instructions



## NOTICE OF ARRIVAL

For Port Manager PMO					vale .		
Thru: The Harbor Master		and the second s					
The following vessel is e	xpected to arriv	e with the foll	owing de	tails			
Vessel Name			aggerman and group the growth of the state of				
Incoming Voyage No:	ncoming Voyage No:		lag. Master:		Call Sign		
Outgoing Voyage No:							
GRT	NRT:	NRT:			LOA.		
ETA:	ETD	ETD		Purpose of Call			
Last Port of Call			Next Port of Call				
Port of Origin			Port of Destination				
Maiden Voyage:	res 🗆 No		<u>Dry-dock</u>				
			Start Date. End Date:				
For PPA Use only NOA Number:							
Note Forvessel on a Ma	iden Voyage or di	ry-dock, Vesse	l Registrati	on Form and Ves	sel Certificate must be attached		
Shipping Line/Agent:				Sigi	nature of Representative		
Address:							
			Militare environment en en-	N	ame of Representative		
Tel. No:			and the same of th				

#### **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 <u>MV Queen Elizabeth</u>
- 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
- 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 Ali of the vessel in meters The length over all is the maximum length between the farthest ends of the vessel Example Length Over Ali 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 Cail of the Vessel
  Example Purpose of Call <u>Discharging of Cargoes</u>
- 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

  Filipino
- 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 WG&A
Shipping Line/Agent Address #25 Leon Guinto St
Malate, Manila, Philippines

Telephone Number 521-0912
Signature of Representative Juan Dela Cruz
Name of Representative Juan Dela Cruz



# APPLICATION FOR BERTH/ANCHORAGE

For					Date of Applicat	on _		
Port Manager								
PMO								
18.4 Co. and C								
Thru								
The Harbor Master								
The undersigned agent ope	rator of t	he vessel herei	n de	escribed re	spectfully subm	its this	application of	
berth/anchorage in accorda	nce with	PPA Rules and	Re	gulations				
Vessel Name								
Voyage Type. Incoming Voyage			Outgoing Voyage		Purpose of Call			
☐ Foreign ☐ Domestic	Numbe			Number		☐ Discharging ☐ O thers		
ETA	ETA			ETD				
Last Port of Call:		ang garani ya mana garan kata ayan da kata ya da ang kata da ana ang ang ang ang ang ang ang ang an	CONTRACTOR OF THE PERSON	Next Por	t of Call			
Port of Origin:	ar gi baan dalah dari gilalah daga gasi ancang antah manad			Port of D	estination			
DRAFT (M)								
FWD:	AI	and single	-					
Services Required	etiani (a. dana astropasa haiya ya eti atan a esseti ethe es	and an extension of the second state of the second	owgndddAleNomo	occommunication and the contraction of the contract				
Bunkers	☐ Wat	er		Repairs_		thers	(specify)	
Cargoes U	nloading	Loading		Containe	r Unloadii	ng	L oading	
General (ton)			danser#Ph		10' 20' 4	O' OTH	1 10' 20' 40' OTH	
Bulk (ton)		Abrilla a possible region della populari della conditiona	access to	FCL	And Anadore Hillermoon America		NAMES OF THE PARTICULAR AND PARTICUL	
Live Stock _		Makes and Application of the Control		LCL	was vibusyon musuhushidi sahifir		-and-parameters remarkings and appropriate descriptions	
Others (Heavy Lift, etc)		market except exceptions and the contract of t	Name of the last	МТ	majora disseguinariga esperamentamenta denemp	Managana Europeanyanyanyanyan	n morte reconstruire resource/escripto escalativo-chilos estiminishidurate	
Total			-	Reefer				
				Total				
Cargo Requiring Specia	Equip	nent		neutrino de rigina esta de Primero de Arresta			прирожения	
Berthing Preference:		kıng Side	***************************************		Tug Assistan	Ce	Passenger	
		PortSide S	Star	Board	☐ Yes ☐ N	lo	isembarking	
		/lediterranean					☐ Yes ☐ No	
Remarks					Accessed a special allowing from the first and a strategies with an approximate and the strategies and the strategies and the strategies are strategies and the strategies and the strategies are strategies are strategies and the strategies are strategies ar			
For PPA Use Only		and have been a substituted out that the second of the sec	the sufficient and the sufficien	Processory, Official Control (4) (The brest				
NOA Reference Number	•							
Berth tentatively allocat				Berth	COR-versificato que establica quel residua destinación destinación destina			
Topped Topped Topped Stage (1992)	•	eccentral processor of the contract of the con		to a policina a graphical del Colonia de la Colonia de	e the <sub>section</sub> of the last section of the section			
Shipping Line/Agent			moveposito		ezzero financialitaria del Propositioni		tary or with pure and a principal consequence and a principal construction of the cons	
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Shipping Line/Agent Add	dress:							
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						V ame	of Representative	
			purposalib.					
W I 01							4.	

### GENERAL INSTRUCTIONS

1	Indicate the date (mm/dd/yy) the application		
	form is accomplished		
	Example Date of Application 03/03/2003	12	Indicate the Services Required by the vessel by marking with an 'X ' the appropriate box
2	Indicate the Name of the Port Manager and the		Example
	PMO (Port Management Office) where the		Services Required Bunkers Water
	vessel is applying for berth/anchorage		Repairs Others (Specify)
	Example For Mr Anthony Mercado		
	Port Manager	13	Enumerate the cargoes for Loading and/or
	P MO - <u>Batangas</u>		Unloading based on the provided classification
3	Provide the Name of the Vessel		Example Cargoes Unloading Loading
3	Example Vessel Name MV Queen Elizabeth		G eneral (in tons) 0 20 B ulk (in tons) 20 0
	Example Vesser Name MV Queen Enzapeth		B ulk (in tons) 20 0 L ive Stock Carrier 0 10
4	Indicate the Voyage Type of the vessel by		O thers 50 0
	marking with an 'X' the appropriate box If the		T otal 90 30
	voyage of the vessel is outside the Philippine		nere very-ready (ANT) (Interruption of the Anti-Anti-Anti-Anti-Anti-Anti-Anti-Anti-
	area of responsibility, mark Foreign If the	14	Enumerate if the vessel will be Loading and/or
	vessel's voyage is within the Philippine area of		Unloading Containers based on the provided
	responsibility, mark Domestic		sizes and classifications of containers
	Example		Example Container Unloading Loading
	Voyage Type  Foreign  Domestic		1 0' 20' 40' Oth 10' 20' 40' Oth
	Topago Typo 23 Colors		FCL 1 1
5	Provide the Incoming and Outgoing Voyage		LCL 2
	Number of the Vessel		MT11
	Example Incoming Voyage Number 01234567		Total 2 3 1
	Outgoing Voyage Number 49506934		and the second s
		15	Provide information if Cargo for Loading and/or
6	Indicate the Purpose of Call by marking with an		Unloading will be Requiring Special Equipment
	'X' the appropriate box If the purpose is for		Example Gantry
	discharging, mark Discharging If the the		· monthstates
	purpose is for loading, mark Loading If the	16	Provide information if vessel will require Berthing
	purpose is other than Discharging and Loading,		Preference
	mark Others		Example Berth 1
	Example		
	Purpose of Call Discharging Loading	17	Indicate the Docking Side of the Vessel by
	O thers		marking with an X the appropriate box
7	Provide the Estimated Time of Arrival and		Example
•	Estimated Time of Departure of the Vessel		Docking Side Portside Starboard  M editerranean
	Example ETA 12/05/2002 11 25 30		Livi oditariarioari
	E TD 12/07/2003 10 15 20	18	Indicate if vessel will require Tug Assistance by
		1.0	marking with an 'X' the appropriate box
8	Provide the Last Port of Call The Last Port of		Example Tug Assistance Yes No
	Call is the last port where the vessel departed.		and the second s
	Example Last Port of Call North Harbor	19	Indicate if vessel will have Passengers
			Disembarking by marking with an X the
9	Provide the Next Port of Call The Next Port of		appropriate box
	Call is the port where the vessel will call from		Example Passengers Disembarking Yes No
	the port where the vessel is currently calling		
	Example Next Port of Call South Harbor	20	in the Remaks section, indicate the special
10	Drawado the Book of Command Park of		docking arrangements such as bow-in/ bow-out
10.	Provide the Port of Origin and Port of		and other requirements of the vessel not
	Destination of the Vessel		contained in the above boxes
	Example Port of Origin Port of Davao Port of Destination South Harbor		Example Vessel will require bow-in arrangement
	. VI VI D'OSTI INTIONI GORINI NEIDOI	04	Provide the Change I would need to
11	Indicate the Draft of the vessel in meters. The	21	3
	Forepart Draft (FWD) refers to the draft of the		Line/Agent Address, Name of Representative and
	front portion of the vessel while the Afterpart		Signature of Representative Example
	Draft (AFT) refers to the draft of the rear portion		Shipping Line/Agent W.G&A
	of the vessel		Shipping Line/Agent Address #25 Leon Guinto St
	Example FWD 10 meters		Malate, Manila
	A FT 20meters		P hilippines
			Name of Representative Juan Dela Cruz
	<b>b</b>		Signature of Representative Juan Dela Cruz