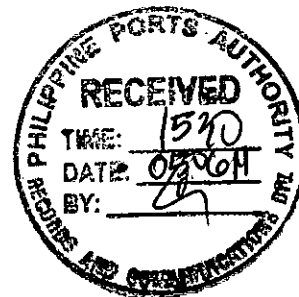


**MAY 05 2011**

**PPA Memorandum Circular  
Number 03 - 2011**



**TO :** The Port District Managers  
The Port Managers  
The RC Heads Concerned  
All Shipping Lines/Shippers/Consignees  
All Cargo Handling Operators  
And All Other Port Users Concerned

**SUBJECT :** **Amendments to PPA Memorandum Circular No. 03-2010  
entitled "Guidelines on the Collection from Port  
Users/Customers with Revolving Fund"**

**1. Objective**

For further guidance of all concerned, this "Amendments to PPA Memorandum Circular No 03-2010 entitled Guidelines on the Collection from Port Users/ Customers with Revolving Fund" is hereby issued.

**2. Amendments**

The following sections of PPA Memorandum Circular No. 03-2010 are hereby amended, viz:

**4.2. Initial Deposit to the Revolving Fund (RF) Account**

4.2.1. x x x

4.2.2. x x x

4.2.3. The Operating Unit (OU) shall issue a "Non-VAT Official Acknowledgment Receipt" evidencing the **initial** deposit made by the RF Customer and treated in the books as guaranty deposit under Guaranty Deposits Payable-Revolving Fund. The existing inventory of the "VAT Exempt Official Receipt" shall be used until exhausted and duly stamped with "Non-VAT Official Acknowledgment Receipt" and the respective TIN with Branch Code and address of the PDO/PMO, in accordance with BIR regulations.

**4.3. Creation of RF Invoice /Billing**

4.3.1. x x x

4.3.2. x x x

4.3.3. x x x

**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 environment, and be a model corporate agency of the government.*

4.4. Application/Charging of RF Invoice Against the Revolving Fund

4.4.1. The RF Invoice shall be created per transaction and charged/applied against the Revolving Fund of the RF Customer.

4.4.2. The RF Customer, duly designated by BIR as Withholding Agent in its BIR Certificate of Registration is authorized to withhold 2% EWT, hence, upon the issuance and charging of the RF Invoice against the RF, the corresponding 2% EWT shall be deducted and recorded in the books as Prepaid Tax-EWT.

4.4.3. The OU can view the RF balances in the "RF Summary by Debtor" or "Listing of RF transactions" by OU and RF Customer.

4.5. Replenishment of the Revolving fund

4.5.1. xx x

4.5.2. xx x

4.5.3. The batch of invoices to be replenished shall be reflected in the List of Invoices by RF Customer as shown below:

*Philippine Ports Authority*  
 PMO \_\_\_\_\_  
 List of Invoices by RF Customer  
 Date Covered: From \_\_\_\_\_ To \_\_\_\_\_

Customer Code: \_\_\_\_\_ Date Generated: Run Date  
 Customer Name: \_\_\_\_\_ Page of

Sequence No.	Transaction Date	Invoice Number	Port Charges		VAT Amount	EWT Amount	Total Amount
			Type	Amount			
1.							
2.							
3.							
4.							
5.							
6.							
Total							

This List of Invoices by RF Customer is system generated and does not require signature.

This electronic transmission is confidential. If you are not the addressee, you may not copy, forward, disclose or use any part of it. If you have received this message in error, please delete it and all copies from your system and notify the sender immediately by return e-mail.

- 4.5.4. The Servicing PMO shall ensure that the BIR Form 2307 corresponding to the Expanded Withholding Tax in the "List of Invoices by RF Customer, which has been deducted and recorded during invoicing, shall be secured from the RF Customer.
- 4.5.5. The OU shall issue an "Official Receipt" for the replenishment. This will be used by the RF Customer for claiming their Input VAT.
- 4.5.6. For this purpose, the replenishment will also be recorded as Guaranty Deposits Payable Revolving Fund. However, the system will replicate in the Official Receipt "Payment Summary" the EWT, the VAT Sales and VAT Amount/Zero Rated Sales/VAT Exempt Sales as indicated in the RF Invoices issued and charged against the Revolving Fund; recorded in the books; and summarized in the "List of Invoices by RF Customer".
- 4.5.7. The Servicing PMO (for Decentralized RF Customer) or HO Treasury (for the Centralized RF Customers) shall periodically verify the RF balance of their respective RF Customers to ensure that it complies with the minimum maintaining balance.

**3. Saving Clause**

All other provisions of PPA Memorandum Circular No. 03-2010 entitled "Guidelines on the Collection from Port Users/Customers with Revolving Fund" shall remain valid.

**4. Effectivity**

This Memorandum Circular shall take effect 15 days after its publication in a newspaper of general circulation.

  
**JUAN C. STA ANA**  
General Manager

Published in the Philippine Star - May 10, 2011

Effectivity Date - May 25, 2011