



05 March 1999

PPA MEMORANDUM CIRCULAR

NO 12 - 99

TO All Concerned

**SUBJECT REVISED SYSTEMS AND PROCEDURES IN THE BILLING AND
COLLECTION OF WHARFAGE CHARGES AT SOUTH HARBOR**

1 Authority

1 1 Section 5 07 (Computerization) of ATI South Harbor Management Contract,

1 2 Sections 2 (f) of Presidential Decree 857

2 Scope

This Order shall cover the billing and collection systems and procedures for wharfage charges of inbound and outbound containerized/non-containerized cargoes at SH

3 Objectives

3 1 To streamline systems and procedures in the billing and collection of wharfage charges at South Harbor,

3 2 To provide safeguards and control mechanisms in the billing and collection of wharfage charges, and

3 3 To define processing responsibilities

4 Computerized Billing And Collection Systems and Procedures

In line with the Authority's goal of trade facilitation and to keep abreast with modern technology applications, the following revised systems and procedures are hereby prescribed for the billing and collection of wharfage charges on cargoes handled at South Harbor

4 1 Declarant/Broker submits to the ATI Cashier the following documents

- Declarant's copy of the duly-processed Import Entry Internal Revenue Declaration (IEIRD) or other types of Bureau of Customs (BOC) Delivery or Transfer Permit (Bureau of Customs Document)

- Photocopy of the duly-processed IEIRD/BOC Document

4 2 Upon receipt of these documents, ATI Cashier accesses the computer's Inward Foreign Manifest (IFM) record. If the Bureau of Customs' On-Line Release System (OLRS) Electronic Duty Stop is not in place, ATI Cashier uses the computer to generate the Consolidated Arrastre/Wharfage

Invoice and collects the total amount appearing on the bill (Total Amount constitutes Arrastre Charges Due to ATI and Wharfage Charges Due to PPA)

If cargo is declared as exempted from payment of wharfage charges under existing PPA regulation, ATI Cashier checks that PPA exemption has been officially granted as stamped/signed by the PPA Cashier in the IEIRD/BOC Document

- 4 3 Upon receipt of payment, ATI Cashier issues the properly validated Consolidated Arrastre/Wharfage Invoice (CAWI), distributed as follows

CAWI copies released to Customer

- Customer copy (white/original)
- PPA copies (blue and yellow)

CAWI copies retained by ATI Cashier

- ATI Cargo Control copy (pink)
- ATI Cashier file (green)

- 4 4 Customer/Broker presents three (3) copies of the Consolidated Arrastre/Wharfage Invoice (white/blue/yellow), together with the photocopy IEIRD/BOC document, to the PPA Cashier

Upon receipt of these documents, PPA Cashier accesses the computer's payment record, retains the CAWI blue and yellow copies, and uses the computer to generate the computerized PPA Official Receipt (OR) PPA Cashier processes and affixes signature on the computerized PPA Official Receipt, then gives the original copies of the Consolidated Arrastre/Wharfage Invoice and computerized PPA OR to the Customer

- 4 5 Customer/Broker presents the original copy of PPA Official Receipt to ATI Cashier Upon presentation of the PPA OR, ATI Cashier uses the computer to generate the computerized Gatepass/Equipment Interchange Receipt (EIR)

If shipment is non-containerized, Customer/Broker proceeds to the pier and presents the original copies of the Consolidated Arrastre/Wharfage Invoice and computerized PPA Official Receipt in order to obtain Gatepass

- 4 6 As applicable, export/outbound cargoes shall also follow the above computerized systems and procedures in the collection of wharfage charges at South Harbor
- 4 7 ATI shall deposit all wharfage collections in the designated/authorized bank account of PPA Deposits shall be made twice daily, one at 9 00 AM and another at 3 00 PM, to observe the bank's cut-off time ATI shall accomplish the corresponding Deposit Slip in triplicate, supported with the covering list of CAWI issued, and distribute as follows

Original	-	Authorized Depository Bank of PPA
Duplicate	-	PPA
Triplicate	-	ATI

- 4 7 1 The Bank shall automatically credit to PPA's account the amount of wharfage charges deposited by ATI. It shall tender the original copy of the Credit Advice to PPA and original Debit Advice to ATI upon pick-up of collections.
- 4 7 2 ATI shall open an account with the authorized PPA Depository Bank in the amount of Three Million Pesos (PhP 3 Million) as Guarantee Fund in the event ATI fails to deposit daily wharfage collections, including interests and penalties.
- 4 8 On a daily basis, ATI shall provide PPA with collection reports/printouts of the Consolidated Arrastre/Wharfage Invoices issued for the day, to include the corresponding wharfage collections as well as cargoes exempted by PPA from payment of wharfage charges.
- 4 9 On a monthly basis, ATI shall provide PPA with monthly manifest liquidation not later than the 5th calendar day of the succeeding month.

5. Implementation

PMO-South Harbor, PDO-Manila, the Management & Information Services Department and the Treasury Department, in coordination with ATI, shall formulate supplementary guidelines for the effective implementation of these revised systems and procedures.

6 Repealing Clause

All PPA regulations and issuances, or parts thereof, which are contrary or inconsistent with any provision of this Order are hereby repealed or modified accordingly.

7 Effectivity

This Order shall take effect immediately.



JUAN O. PEÑA
General Manager