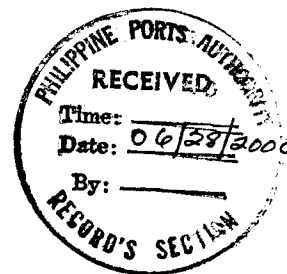


JUN 28 2000



PPA Memorandum Circular
Number 28 -2000

TO : The Port District Manager - PDO Manila
Port Manager - PMO North Harbor
Manager – STU North Harbor Port Services
Shipping Lines and Cargo Handling
Operators in North Harbor
and All Others Concerned

SUBJECT : Guidelines in the Collection of Stevedoring Charges and Usage Fees in PMO North Harbor

1. Authority

- 1.1. Sections 2f, 6a(v), 22 and 23, PD 857
- 1.2. PPA Memorandum Circular No. 06-89, as amended

2. Scope

This Memorandum Circular shall cover collection of stevedoring charges and usage fees in the baseport of PMO North Harbor.

3. General Provisions

- 3.1. Stevedoring charge and usage fee are direct liabilities of the Shipping Lines pursuant to the tariff regulations.
- 3.2. Stevedoring charge is subject to 10% Value Added Tax (VAT) while usage fee is a non-VAT revenue.
- 3.3. Stevedoring charges for inbound and outbound cargoes, including the corresponding 10% VAT, shall be paid by the Shipping Lines **within two working days** from date of departure of the carrying vessel as follows:
 - 3.3.1. For terminals operated by North Harbor Port Services, 100% stevedoring charges and 10% VAT shall be paid to PPA.
 - 3.3.2. For terminals operated by other Cargo Handling Operators (CHO), 90% stevedoring charges plus 10% VAT shall be paid to the CHO and the 10% government share plus 10% VAT shall be paid to PPA.

- 3.4. For tramping vessels, the applicable stevedoring charge shall be collected upon approval of the departure clearance of the vessel.

4. Procedures

- 4.1. Incorporated in this Memorandum Circular as Annexes 1 and 2 are the Process Flow Charts on the following:

- 4.1.1. Collection of Stevedoring Charges – Inbound and Outbound
- 4.1.2. Collection of Usage Fees

- 4.2. Stevedoring Charges

- 4.2.1. The Cargo Handling Operator (CHO) shall prepare/accomplish pre-numbered discharging and loading Tally Sheets (sample form attached as Annex 3).

- 4.2.2. The accomplished Tally Sheet shall be duly signed by the authorized signatories of the CHO and counter-signed by the Shipping Line.

- 4.2.3. The duly signed Tally Sheet shall be distributed as follows:

- 4.2.3.1. Copy 1/Original copy – CHO Billing
- 4.2.3.2. Copy 2/Blue copy – Shipping Line
- 4.2.3.3. Copy 3/Pink copy – PPA Terminal
- 4.2.3.4. Copy 4/Yellow copy – CHO Main Office
- 4.2.3.5. Copy 5/Green copy – Stub copy

- 4.2.4. The Shipping Line shall pay PPA, in accordance with 3.3.1. and 3.3.2. hereof, within two working days based on the Tally Sheet **without need for a billing from PPA**. The computation for stevedoring charge shall also include other stevedoring service components prescribed under existing tariff circulars, such as stevedoring charge for empty containers, shifting, standby charges, etc.

- 4.2.5. The CHO shall prepare Computation Sheets not later than two working days from departure of the vessel and post the amount due and other pertinent information in the Stevedoring Log Book (form attached - Annex 4).

- 4.2.6. The Stevedoring Log Book shall be used to monitor the actual date of departure of the vessel and the actual date when the stevedoring charge is due and paid.
 - 4.2.7. If payment is not received within the prescribed period, PPA shall impose the sanctions prescribed herein.
 - 4.2.8. PPA shall reconcile the payment against the Tally Sheet, Final Manifest and/or other available records.
 - 4.2.9. PPA shall issue a Bill of Charge for any under payment or a Confirmation Notice (form attached – Annex 5) not later than 30 calendar days from date of departure of the carrying vessel.
- 4.3. Usage Fees
- 4.3.1. Usage fee shall be paid by the Shipping Lines upon approval of the departure clearance of the vessel based on the Berthing/ Anchorage Report.
 - 4.3.2. In case of delay in the departure of the vessel, the additional usage fees shall be billed by PPA within two working days from the actual date of departure of the vessel.
 - 4.3.3. The Bill of Charge shall be paid by the Shipping Line within two working days from receipt of the bill.
- 4.4. Issuance of PPA Receipt at Special Take-over Unit (STU) Piers
- 4.4.1. To facilitate payments, PPA shall collect the total charges and shall issue an official receipt for both the PPA share and NHPS share.
 - 4.4.2. The corresponding share of NHPS shall be clearly indicated in the daily Report of Collection and Deposit of PPA for orderly remittance/crediting to NHPS.

5. Sanction

Non-payment of the stevedoring charges within the prescribed period shall be a ground for PPA to order the cargo handler to deny cargo handling services for the next voyage of the particular vessel.

6. Separability Clause

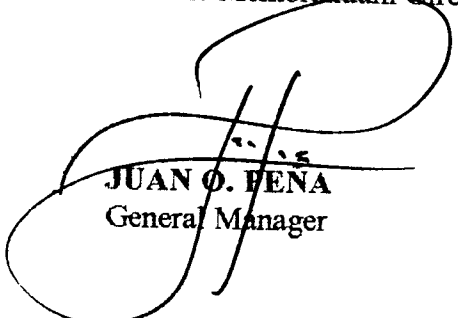
If, for any reason, any section or provision of this Circular is declared to be invalid, the other sections or provisions which are not affected shall continue to be in full force and effect.

7. Repealing Clause

This Memorandum Circular revokes PPA-PMO North Harbor Memorandum Circular No. 54 - Series of 1990, PPA-PMO North Harbor Memorandum Circular No. 28 - Series of 1999 and PPA-PMO North Harbor Memorandum Circular No. 02 - Series of 2000. Likewise, all rules and regulations, orders, circulars and other issuances which are inconsistent herewith are hereby repealed, amended or modified accordingly.

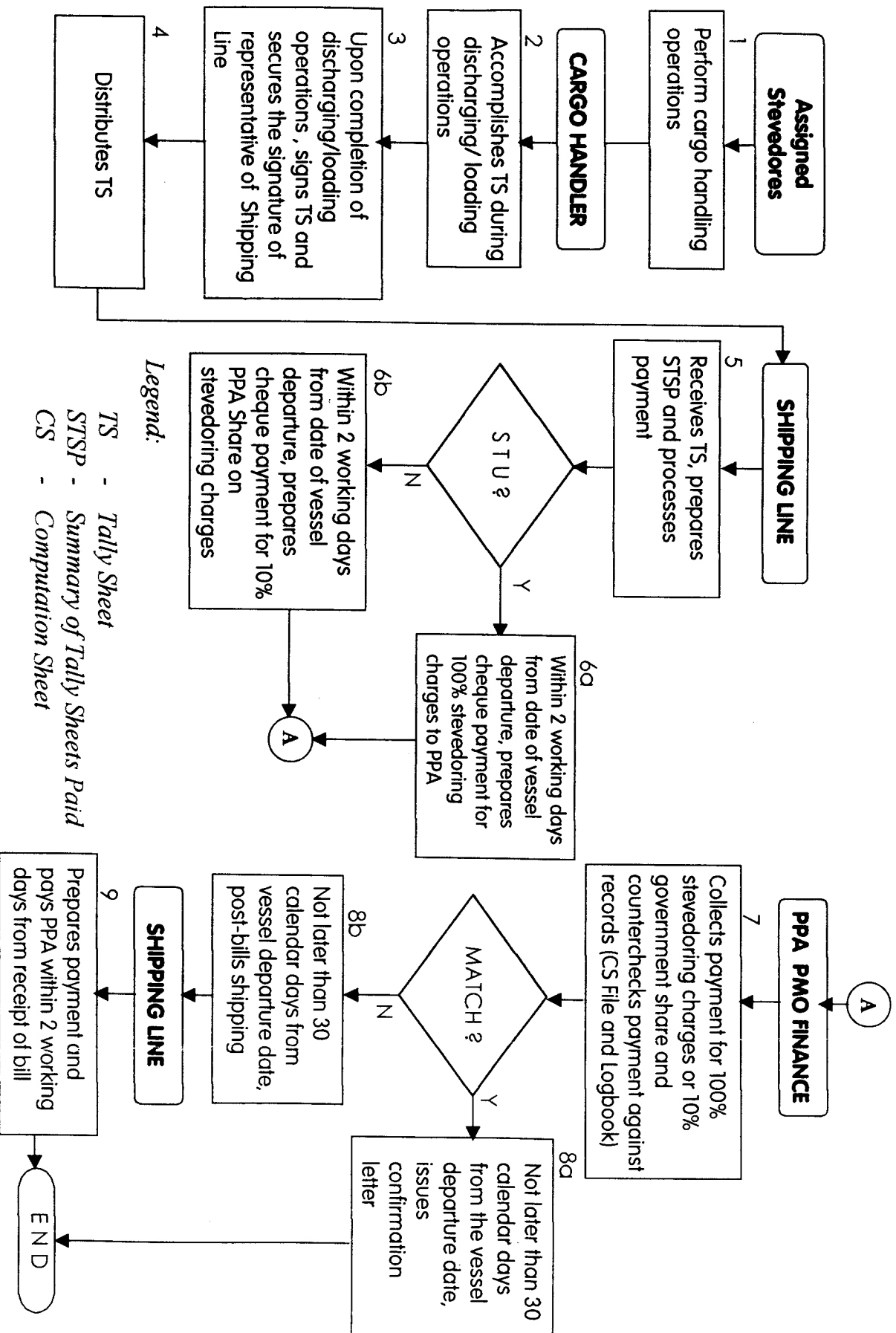
8. Effectivity

This Memorandum Circular shall take effect on July 15, 2000.



JUAN O. FENA
General Manager

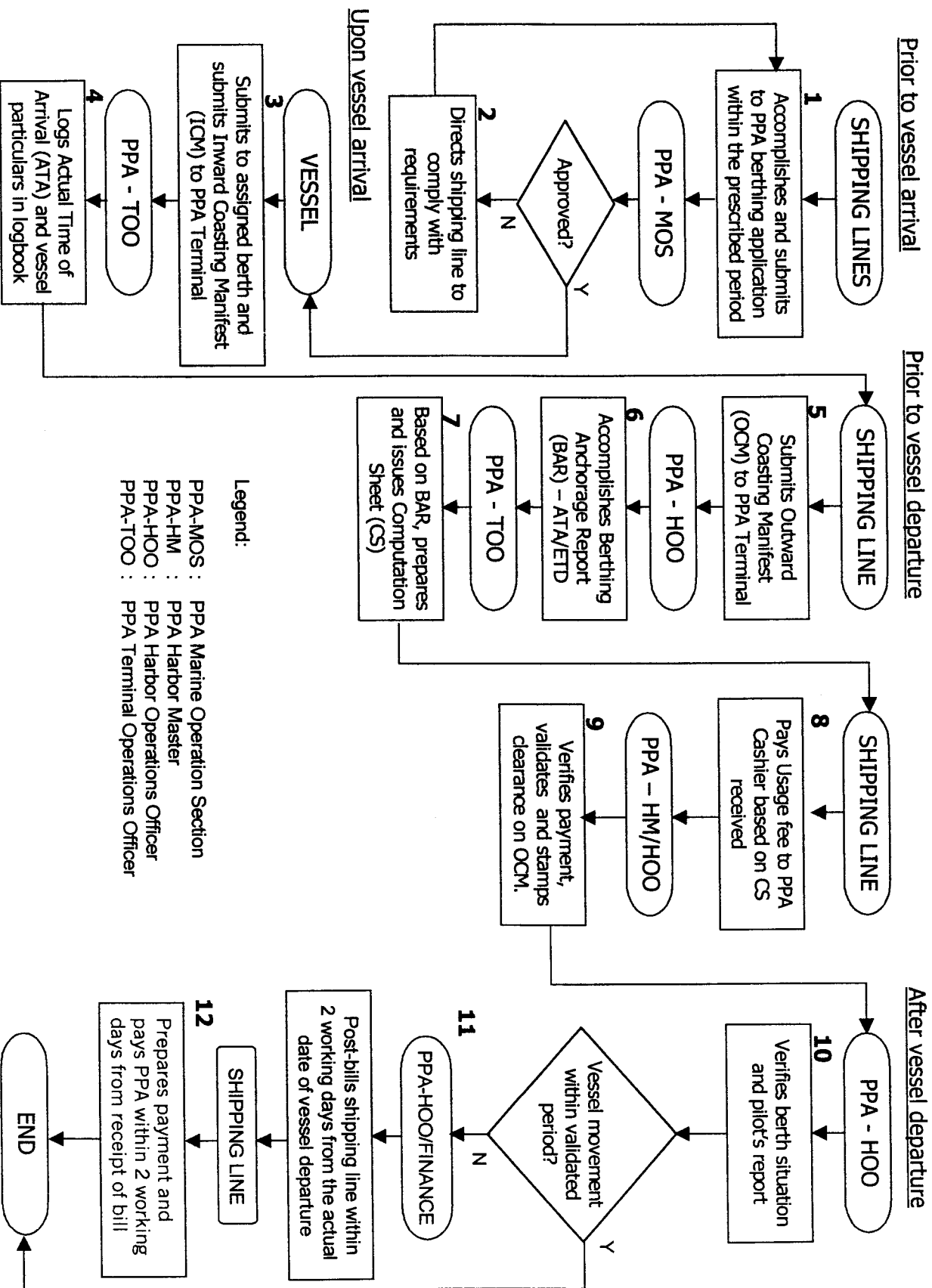
COLLECTION OF STEVEDORING CHARGES – INBOUND & OUTBOUND



Note: Stevedoring charges for tramping vessels shall be collected before departure clearance is granted.

COLLECTION OF USAGE FEE

Annex 2



PHILIPPINE PORTS AUTHORITY
PPA NORTH HARBOR PORT SERVICES
SPECIAL TAKEOVER UNIT
 Marcos Road, North Harbor, Tondo, Manila

No. 0001

VESSEL ACTIVITY REPORT
DISCHARGING/LOADING TALLY SHEET

Date _____

VESSEL _____ VOY _____ PIER _____ BERTH NO. _____ HATCH NO. _____

SHIFT _____ DAY _____ NIGHT _____ DATE/A.T.A. _____ DATE/A.T.D _____

OPERATION START _____ OPERATION FINISH _____ FOREMAN ASSIGNED _____

STEVEDORE GANG BOSS _____ NO. OF GANG _____ CHECKER _____

CHANDLERS GANG BOSS _____ NO. OF GANG _____ F/LIFT _____

HRS. WORK		CARGO HANDLED			IDLE TIME	PROD.	Total Hrs.	Weight &
FROM	TO	VAN NO.	SIZE	LOOSE CARGO	Nature of Delay	TIME	Worked	Measure

TOTAL HOURS WORKED _____

a) LOOSE CARGO _____

b) CONTAINERIZED _____

TOTAL IDLE TIME _____

WAITING CARGO _____ RAIN _____

NO. OF TRUCK _____ NO. OF FT. _____

TRAFFIC CONGESTION _____ WINCH TROUBLE _____

REPAIR HATCH _____ SHIFTING CARGO _____

WAITING ARRIVAL _____ OTHERS (Specify) _____

Prepared by: _____ Attested by: _____ Countersigned by: _____

 NORTH HARBOR PORT SERVICES NORTH HARBOR PORT SERVICES SHIPPING LINE

Date

Shipping Company : _____
Address : _____

Confirmation Notice

This is to confirm that your payment amounting to PESOS:
_____ (P _____)
covering stevedoring charges for Vessel: _____
Voyage No. _____ and _____ under Tally Sheets No. _____ to
_____ has been verified and found correct and complete.

Finance Manager
North Harbor Port Services