

AUG 03 2000

PPA Memorandum Circular
Number 38 -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 Implementation of the Modified Cash and Carry System in the Collection of Wharfage And Arrastre Charges 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

- 2 1 This Memorandum Circular shall cover collection of wharfage dues, arrastre charges, line handling, stripping/stuffing and other cargo handling charges in the baseport of PMO North Harbor
- 2 2 Stevedoring charges and usage fees are covered under PPA Memorandum Circular No 28-2000

3 Definition of Terms

The following terms are defined for clarity

- 3 1 Cash and Carry System is a collection system in which payment is made by the parties primarily liable (the Shipping Line, the Shipper or the Consignee) in cash, manager's/cashier's check or PPA pre-approved company check prior to withdrawal of cargoes from the port or loading of cargoes into the vessel
- 3 2 Modified Cash and Carry System is an alternative collection system where the party availing has complied with the posting of fixed cash deposit and other requirements and given the privilege to pay on a per vessel per voyage basis within a period of three (3) working days from date of vessel departure

- 3 3 Double handling of cargoes refers to an operation where cargoes are transferred from one pier to another prior to loading or delivery outside the port zone regardless of whether or not they are handled by the same cargo handling operator

4. General Provisions

- 4 1 The Modified Cash and Carry System shall be applicable to containerized cargoes carried by liner vessels who have fully satisfied the provisions in Section 5 1
- 4 2 Collection for general cargoes shall follow the cash and carry system as defined in Section 3 1
- 4 3 Tramping vessels shall likewise be treated on cash and carry system.
- 4 4 Wharfage, arrastre, stevedoring and other cargo handling charges and the corresponding 10% VAT shall be computed in accordance with existing approved tariff regulations Under the Modified Cash and Carry System, the charges shall be paid by the shipping line acting as the authorized representative of the shipper or consignee
- 4 5 For double handling of cargoes, the additional arrastre charges shall be for the account of the shipping line

5. Specific Operating, Billing and Collection Guidelines

- 5 1 To qualify for the Modified Cash and Carry System privilege, the following are required
- 5 1 1 Applicant shall be a liner vessel acting as representative of the shipper/consignee operating at North Harbor
- 5 1 2 It has filed an application for the availment of the Modified Cash and Carry System (Annex 1),
- 5 1 3 It has settled all outstanding accounts with PPA-North Harbor and STU North Harbor Port Services as of date of application, and
- 5 1 4 It has posted a cash deposit equivalent to its average 3-day transaction volume (total transactions for the last 30 days x 3/30), subject to semi-annual updating by PMO North Harbor

- 5 2 Incorporated in this Memorandum Circular as Annexes 2, 3 and 4 are the Process Flow Charts showing in detail the process flow in the discharging and loading of cargoes, the collection of charges and the documents required, viz
- 5 2 1 Process Flow for Inbound Cargo
 - 5 2 2 Process Flow for Outbound Cargo
 - 5 2 3 Process Flow for Payment of Wharfage and Arrastre Charges in Modified Cash and Carry System
- 5 3 The duly accomplished Discharging/Loading Tally Sheet (Annex 5) and the corresponding Computation Sheet (Annex 6) shall be the basis for the payment of the charges by the Shipper/Consignee's Liner Representative. The Discharging/Loading Tally Sheet and the Computation Sheet shall be pre-numbered accountable forms.
- 5 4 The Cargo Handling Operator (CHO) shall distribute **within one working day from date of vessel departure** the accomplished Discharging/Loading Tally Sheet and the corresponding Computation Sheet as follows
- 5 4 1 Copy 1/Original Copy - CHO Billing
 - 5 4 2 Copy 2/Blue Copy - Shipper/Consignee's Liner Representative/SL
 - 5 4 3 Copy 3/Pink Copy - PPA Terminal
 - 5 4 4 Copy 4/Yellow Copy - CHO Main Office
- 5 5 The payment shall be made by the Shipper/Consignee's Liner Representative **within 3 working days** from date of departure of the vessel on a per terminal, per shipping line, per vessel, per voyage basis, duly supported by the Remittance Distribution Sheet (Annex 7)
- 5 6 PPA/CHO shall reconcile the payment against the Bill of Lading, Final Manifest and any container inventory record and shall issue a Bill of Charge (Annex 8) for any under-payment, or Confirmation Notice if payment is in order (Annex 9), not later than 30 calendar days from date of departure of the vessel.
- 5 7 Shipper/Consignee's Liner Representative shall pay **within two working days** from receipt of the Bill of Charge.
- 5 8 Stand-by time, line handling and other cargo handling services shall be included in the Computation Sheet, (Annex 6) and likewise paid within three working days from date of departure of the vessel.

- 5 9 The Shipping Line or shipper/consignee requesting for stripping or stuffing shall secure a permit before undertaking such activity and pay the corresponding charges upon approval of the request. The Request for Stripping/Stuffing is incorporated in this Circular as Annex 10
- 5 10 Container rates shall not apply to containers that are stripped or stuffed at the pier/wharf/terminal inside the port zone, instead, the regular or existing arrastre charges (contents) shall be applied against the cargo
- 5 11 Likewise incorporated in these guidelines as Annex 11 is the "Summary of Revenues Collected Per Vessel Per Voyage" which shall be prepared by the Terminal Officer and submitted within 45 calendar days after date of vessel departure to the Port Manager and PMO Finance. It shall be used by PMO North Harbor to check the accuracy of the collected port charges and cargo handling charges per vessel per voyage as covered by the particular set of pre-numbered Discharging/Loading Tally Sheets

6. Sanction

6 1 Operational

- 6 1 1 In case of delay or non-payment by the Shipper/Consignee's Liner Representative within the prescribed period, the privilege to avail of the Modified Cash and Carry System shall be automatically withdrawn and the cash and carry system, as provided in 3 1, shall be applied to the defaulting liner
- 6 1 2 Likewise, the cash deposit posted by the Shipper/Consignee's Liner Representative as prescribed in 5 1 4 hereof, shall be applied to its unpaid port charges, cargo handling charges and applicable interest and penalty charges, upon default
- 6 1 3 Failure to comply with the requirements of the Cash and Carry System shall be a ground for denial of cargo withdrawal from the port or loading into the vessel

6 2 Administrative

The submission of the duly accomplished Discharging/Loading Tally Sheet and the Computation Sheet shall be strictly in accordance with Section 5 4 of this Circular. CHO employees who are remiss in the performance of their duties shall be subjected to/ recommended for appropriate administrative sanction.

7. 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

8. Repealing Clause

8 1 This Memorandum Circular revokes the following circulars

- 8 1 1 PPA-PMO NH MC No 54, - Strict Implementation of Regulations on Payment of Port Charges Under the Guaranteed Payment Scheme
Series of 1990
- 8 1 2 PPA-PMO NH MC No 28, - Guidelines on the Restricted Extension of Credit for the Payment of Wharfage and Government Share at the Base Port of North Harbor
Series of 1999
- 8 1 3 PPA-PMO NH MC No 02, - Supplemental Guideline on the Operation of Cash Revolving Deposit Required per PPA PMO – North Harbor MC No 28-99
Series of 2000
- 8 1 4 PPA MC No 33-2000 - Addendum to the Guidelines in the Collection of Stevedoring Charges and Usage Fees in PMO North Harbor

8 2 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 September 1, 2000



JUAN O. PEÑA
General Manager

Date _____
Shipping Line _____
Address _____

**Application for Availment
of the Modified Cash and Carry System**

We would like to avail of the Modified Cash and Carry System as provided in PPA Memorandum Circular No 38-2000, as the authorized representative of our client-shippers/consignees

Herewith is our cash deposit in the amount of PESOS _____ (P _____) corresponding to our 3-day average transaction volume, subject to semi-annual updating

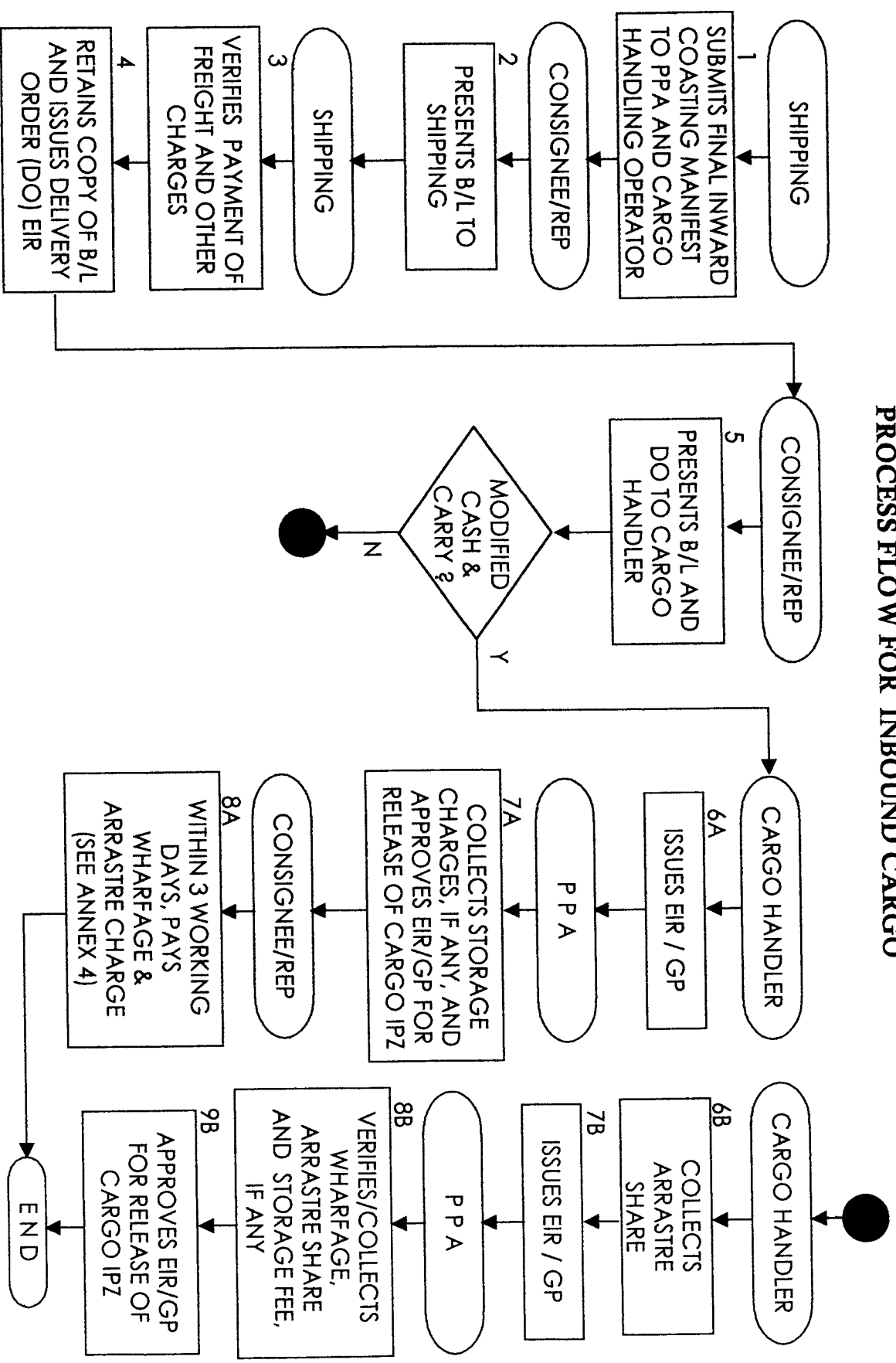
We are committing to follow strictly the provisions of the above-mentioned Circular

Authorized Signatory
Position _____
(Signature Over Printed Name)

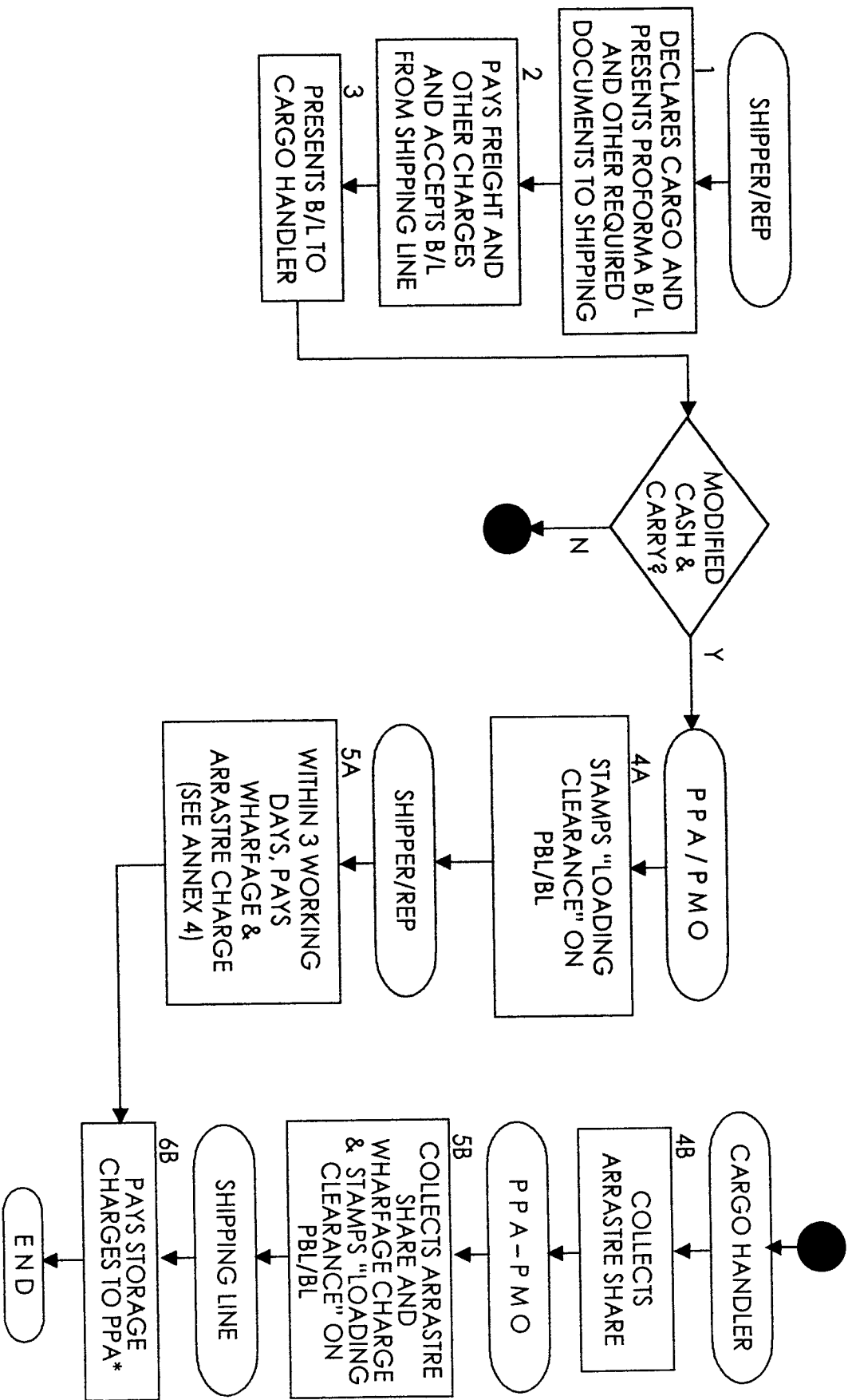
Approved

Port District Manager
PDO Manila

PROCESS FLOW FOR INBOUND CARGO

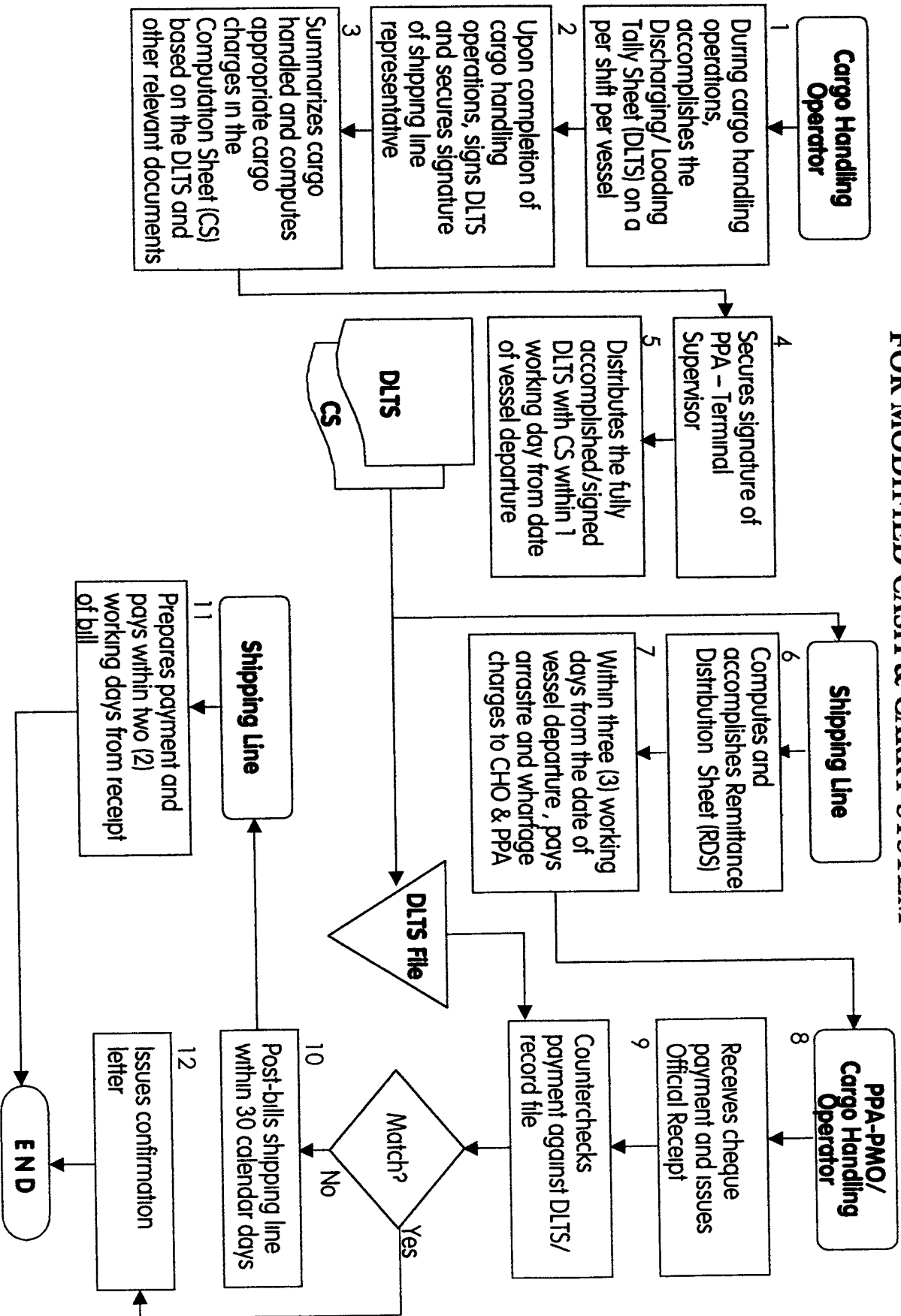


PROCESS FLOW FOR OUTBOUND CARGO



*Storage charges will be paid in accordance with existing guidelines until the issuance of the new guidelines. For Shut-out Cargoes, PPA MC 07-94 shall apply.

PROCESS FLOW FOR PAYMENT OF ARRASTRE AND WHARFAGE CHARGES FOR MODIFIED CASH & CARRY SYSTEM



**PHILIPPINE PORTS AUTHORITY
PPA NORTH HARBOR PORT SERVICES**

Annex 6

Date: _____

No 0001

COMPUTATION SHEET

VESSEL. _____ VOYAGE NO. _____ TALLY SHEET NO _____

TYPE OF CHARGE CARGO TYPE	VAN STATUS	QTY/ RT	WHARFAGE		ARRASTRE		STEVEDORING	
			RATE	AMOUNT	RATE	AMOUNT	RATE	AMOUNT
MAJOR CHARGES								
VAN SIZE								
10 ft	MT							
	LD							
20 ft	MT							
	LD							
40 ft	MT							
	LD							
OTHERS	MT							
	LD							
GENERAL CARGO								
LCL								
BRRAK BULK								
SUB-TOTAL								
OTHER CHARGES								
LINE HANDLING								
STRIPPING/STUFFING								
OTHERS (Specify)								
SUB-TOTAL								
TOTAL								
10% VAT								
GRAND TOTAL								

Prepared by _____

Verified by _____

Received by _____

North Harbor Port Services
Signature Over Printed Name

PPA TS/TOO/STOO
Signature Over Printed Name

SHIPPING LINE
Signature Over Printed Name

DATE _____
TIME _____

Shipping Line

REMITTANCE DISTRIBUTION SHEET

Vessel _____ Voyage No. _____

Tally Sheet No _____ to _____

Kind of Charges	PPA	CHO	SL	TOTAL
Wharfage:				
Containerized				
Arrastre:				
Containerized:				
FCL				
LCL				
Stripping				
Stuffing				
Stevedoring:				
Containerized				
General Cargo				
Line Handling				
Other Charges.				
Stand-by Time				
Shifting				
Equipment Rental				
Others.				
10% VAT on Arrastre, Stevedoring & other Cargo Handling Charges				
TOTAL				

PPA. 100% Wharfage CHO 58 5% Arrastre (Containerized) SL 31 5% Arrastre for
10% Arrastre 90 0% Arrastre for General Cargo Containerized
10% Stevedoring 90 0% Stevedoring

Prepared by _____

Certified Correct

Signature Over Printed Name_____
Signature Over Printed Name

PPA O R. No. _____ Date _____
CHO O R. No. _____ Date _____

ORIGINAL
PPA PMO NORTH HARBOR
FORM NO 1 (C)

Republic of the Philippines
PHILIPPINE PORTS AUTHORITY
PORT DISTRICT OF MANILA

NH BILL No. 232851

Date

Arrival		Departure		Entry No	Registry No	Pier No
Date	Time	Date	Time			

BILL OF CHARGES

PARTICULARS	DAYS	PARCFL	TONNAGE	RATE	CHARGES
		PACKAGES			
<div style="position: absolute; top: 50%; left: 50%; transform: translate(-50%, -50%); opacity: 0.5; font-size: 2em; pointer-events: none;"> NOT VALID AS OFFICIAL RECEIPT </div>					
TOTAL					

PREPARED BY _____

APPROVED BY _____

- Prepare in five (5) copies and distribute to the following
 Original -- Payor Quadruplicate -- Auditing Unit
 Duplicate -- Cashiering Unit Quintuplicate -- Billing Unit
 Triplicate -- Accounting Unit
- Write the name and address of the payor inside the box appearing on the upper left hand corner of this form. The name of the payor may

INSTRUCTIONS

- either be the shipping company broker, consignee or the person liable for the payment of the charges.
- Fill up the particulars column with the nature of the charges and other pertinent data not mentioned anywhere in the form.
- Fill up all applicable boxes applicable to the charge to be billed/paid.

Date

Shipping Line : _____

Address : _____

Confirmation Notice

This is to confirm that your payment amounting to PESOS
_____ (P _____)
for port charges and cargo handling charges for Vessel
_____ Voyage No _____ covered by Tally
Sheets No _____ to _____ has been verified and found
correct and complete

Finance Manager
North Harbor Port Services
Signature Over Printed Name

