

PPA Memorandum Circular
number 40 - 2001

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

SUBJECT **Amended Guidelines in the Collection of Port Charges
and Cargo Handling 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

This Memorandum Circular shall cover collection of usage fees, stevedoring charges, wharfage dues, arrastre charges, storage fees, line handling, stripping/stuffing and other cargo handling charges in the baseport of PMO North Harbor

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/loading of cargoes unto vessel or before departure of 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 seven (7) calendar 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 delivery outside the port zone or loading unto vessel

4. General Provisions

- 4 1 The cash and carry system as defined in Section 3 1 shall be applicable to
- 4 1 1 Collection of usage fees
 - 4 1 2 Collection of stripping/stuffing charges for FCL container
 - 4 1 3 Collection from shipper/consignee not covered by the modified cash and carry system
 - 4 1 4 Collection from tramping vessels
 - 4 1 5 Collection from defaulting liner as provided in Section 6 2
- 4 2 The Modified Cash and Carry System shall be applicable to all cargoes carried by liner vessels who have fully satisfied the provisions in Section 5 3 1
- 4 3 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 The CHO share on arrastre, stevedoring and other cargo handling charges may, however, be directly collected by the CHO concerned
- 4 4 For double handling of cargoes, the additional arrastre charges shall be for the account of the shipping line
- 4 5 A Vessel Log Book/Monitoring of Payment (Annex 1) shall be maintained and shall be used to monitor the actual date of departure of the vessel and the actual date when the charges are due and paid, which shall be the basis for the imposition of the sanctions prescribed herein

5. Specific Operating, Billing and Collection Guidelines

- 5 1 Incorporated in this Memorandum Circular as Annexes 2, 3, 4 and 5 are the flow charts showing in detail the process flow in vessel clearance, discharging and loading of cargoes, the collection of charges and the documents required, viz

- 5 1 1 Process Flow for Payment of Usage Fees
 - 5 1 2 Process Flow for Inbound Cargo
 - 5 1 3 Process Flow for Outbound Cargo
 - 5 1 4 Process Flow for Payment of Wharfage, Arrastre and Stevedoring Charges for Modified Cash and Carry System
- 5 2 Cash and Carry System
- 5 2 1 Wharfage, arrastre and stevedoring charges for the Cash and Carry System shall be paid by the Shipper/Consignee following the Process Flow for Inbound Cargo (Annex 3) and the Process Flow for Outbound Cargo (Annex 4)
 - 5 2 2 Usage fee shall be paid by the Shipping Lines upon approval of the departure clearance of the vessel based on the Dockage Report (Annex 6) and following the Process Flow for Payment of Usage Fees (Annex 2)
 - 5 2 3 In case of delay in the departure of the vessel, the additional usage fees shall be billed by PPA within two calendar days from the actual date of departure of the vessel
 - 5 2 4 The Bill of Charges (Annex 7) shall be paid by the Shipping Line within two calendar days from receipt of the bill
- 5 3 Modified Cash and Carry System
- 5 3 1 To qualify for the Modified Cash and Carry System privilege, the following are required
 - 5 3 1 1 Applicant shall be a liner vessel acting as representative of the shipper/consignee operating at North Harbor
 - 5 3 1 2 It has filed an application for the availment of the Modified Cash and Carry System (Annex 8),
 - 5 3 1 3 It has settled all outstanding accounts with PPA-PMO North Harbor as of date of application, and
 - 5 3 1 4 It has posted a fixed cash/guarantee deposit equivalent to its average 7-day transaction volume (total transactions for the last 30 days \times 7/30),

subject to semi-annual updating by PPA-PMO North Harbor

- 5 3 2 Wharfage, arrastre and stevedoring charges for the Modified Cash and Carry System shall be paid by the Shipper/Consignee following the Process Flow for Payment of Wharfage, Arrastre and Stevedoring Charges for Modified Cash and Carry System (Annex 5)
- 5 3 3 The duly accomplished Discharging/Loading Tally Sheet (Annex 9) and the corresponding Computation Sheet (Annex 10) shall be the basis for the payment of wharfage, arrastre, stevedoring and other cargo handling charges by the Shipper/Consignee's Liner Representative
- 5 3 4 The Discharging/Loading Tally Sheet and the Computation Sheet shall be pre-numbered accountable forms
- 5 3 5 The Cargo Handling Operator (CHO) shall distribute **within two calendar days from date of vessel departure** the accomplished Discharging/Loading Tally Sheet and the corresponding Computation Sheet as follows
 - 5 3 5 1 Copy 1/Original Copy - Shipper/Consignee's Liner Representative/SL
 - 5 3 5 2 Copy 2/Blue Copy - CHO Billing
 - 5 3 5 3 Copy 3/Pink Copy - PPA Terminal
 - 5 3 5 4 Copy 4/Yellow Copy - CHO Main Office
- 5 3 6 The payment of wharfage, arrastre, stevedoring and other cargo handling charges shall be made by the Shipper/Consignee's Liner Representative **within 7 calendar days** from date of departure of the vessel on a per terminal, per shipping line, per vessel, per voyage basis, duly supported by the Payment Distribution Sheet (Annex 11)
- 5 3 7 Post Billing
 - 5 3 7 1 PPA shall reconcile the payment against the Bill of Lading, Final Manifest and any container inventory record and shall issue a Bill of Charge for any under-payment, or Confirmation Notice if payment is in

order (Annex 12), not later than 30 calendar days from date of departure of the vessel

5 3 7 2 Shipper/Consignee's Liner Representative shall pay within **two calendar days** from receipt of the Bill of Charge

5 3 7 3 In case of over-payment, a Credit Memo (Annex 13) shall be issued by PPA upon approval of the request for refund

5 4 Collection of Storage Fees, Stripping or Stuffing Charges

5 4 1 Storage fees shall be collected as follows

5 4 1 1 Storage fees for inbound cargo shall be collected upon approval of the Gate Pass/EIR and before its release from the port zone

5 4 1 2 Storage fees for outbound cargo shall be billed by PPA to the Shipping Line based on the Bill of Lading and/or Final Outward Coasting Manifest within one calendar day after departure of the carrying vessel. Payment shall be made within three calendar days after departure of carrying vessel

5 4 1 3 Collection of storage fees for empty containers, which is chargeable against the Shipping Line, shall be in accordance with existing guidelines. Payment shall be in accordance with Sections 5 4 1 1 and 5 4 1 2 hereof

5 4 2 Stripping or Stuffing Charges, Stand-by Time, Line Handling and other cargo handling services shall be collected as follows

5 4 2 1 The Shipping Line or shipper/consignee requesting for stripping or stuffing of FCL container shall secure a permit from PPA 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 14

5 4 2 2 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 shall be applied against the cargo (contents)

5 4 2 3 Stripping/Stuffing for LCL container, stand-by time, line handling and other cargo handling services shall be included in the Computation Sheet, (Annex 10) and shall be paid within seven (7) calendar days from date of departure of the vessel

5 5 Summary of Revenues Collected Per Vessel Per Voyage as Audit Trail

5 5 1 Likewise incorporated in these guidelines as Annex 15 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

5 5 2 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 The submission of the duly accomplished Discharging/Loading Tally Sheet and the Computation Sheet shall be strictly in accordance with Section 5 3 5 of this Circular Remiss in the performance by the CHO of its duties shall be a ground for revocation of their contract to operate

6 2 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 shall be applied to the defaulting liner Failure to comply with the requirements of the Cash and Carry System shall be a ground for PPA to order the cargo handler to deny cargo handling services

6 3 Likewise, the cash deposit posted by the Shipper/Consignee's Liner Representative as prescribed in Section 5 3 1 4 hereof, shall be applied to its unpaid port charges, cargo handling charges and applicable interest and penalty charges, upon default

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, Series of 1990 - Strict Implementation of Regulations on Payment of Port Charges Under the Guaranteed Payment Scheme
- 8 1 2 PPA-PMO NH MC No 28, Series of 1999 - Guidelines on the Restricted Extension of Credit for the Payment of Wharfage and Government Share at the Base Port of North Harbor
- 8 1 3 PPA-PMO NH MC No 02, Series of 2000 - Supplemental Guideline on the Operation of Cash Revolving Deposit Required per PPA PMO – North Harbor MC No 28-99
- 8 1 4 PPA MC No 28-2000 - Guidelines in the Collection of Stevedoring Charges and Usage Fees in PMO North Harbor
- 8 1 5 PPA MC No 33-2000 - Addendum to the Guidelines in the Collection of Stevedoring Charges and Usage Fees in PMO North Harbor

8 1 6 PPA MC No 38-2000 - Guidelines in the Implementation of the Modified Cash and Carry System in the Collection of Wharfage and Arrastre Charges in PMO North Harbor

8 1 7 PPA MC No 40-2000 - Guidelines in the collection of Port Charges and Cargo Handling Charges 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

9. Effectivity

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



ALFONSO G. CUSI
General Manager

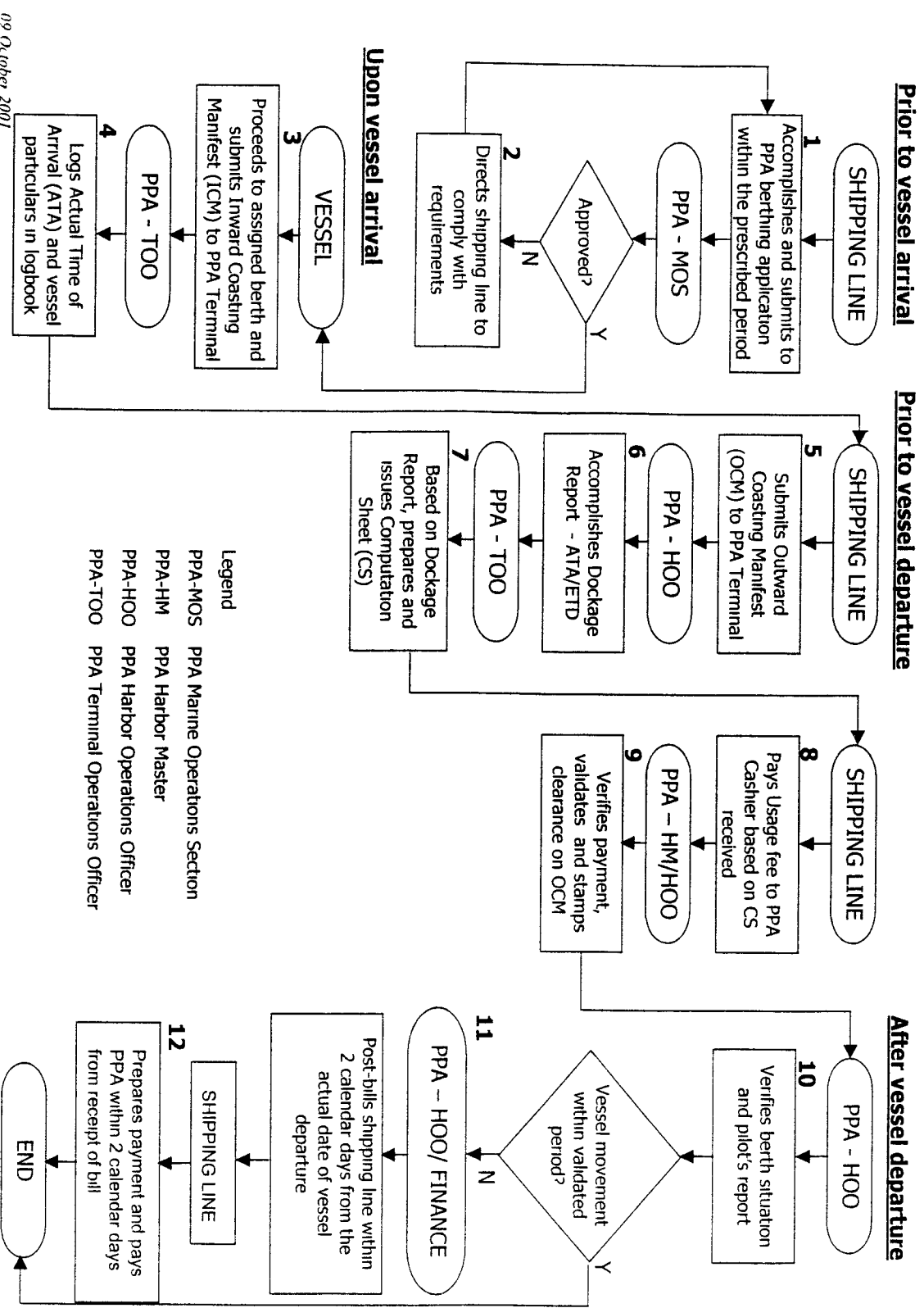
Published in the following newspapers:

1. Philippine Star
 2. Manila Standard
- November 7 and 9, 2001

Effectivity Date - November 24, 2001

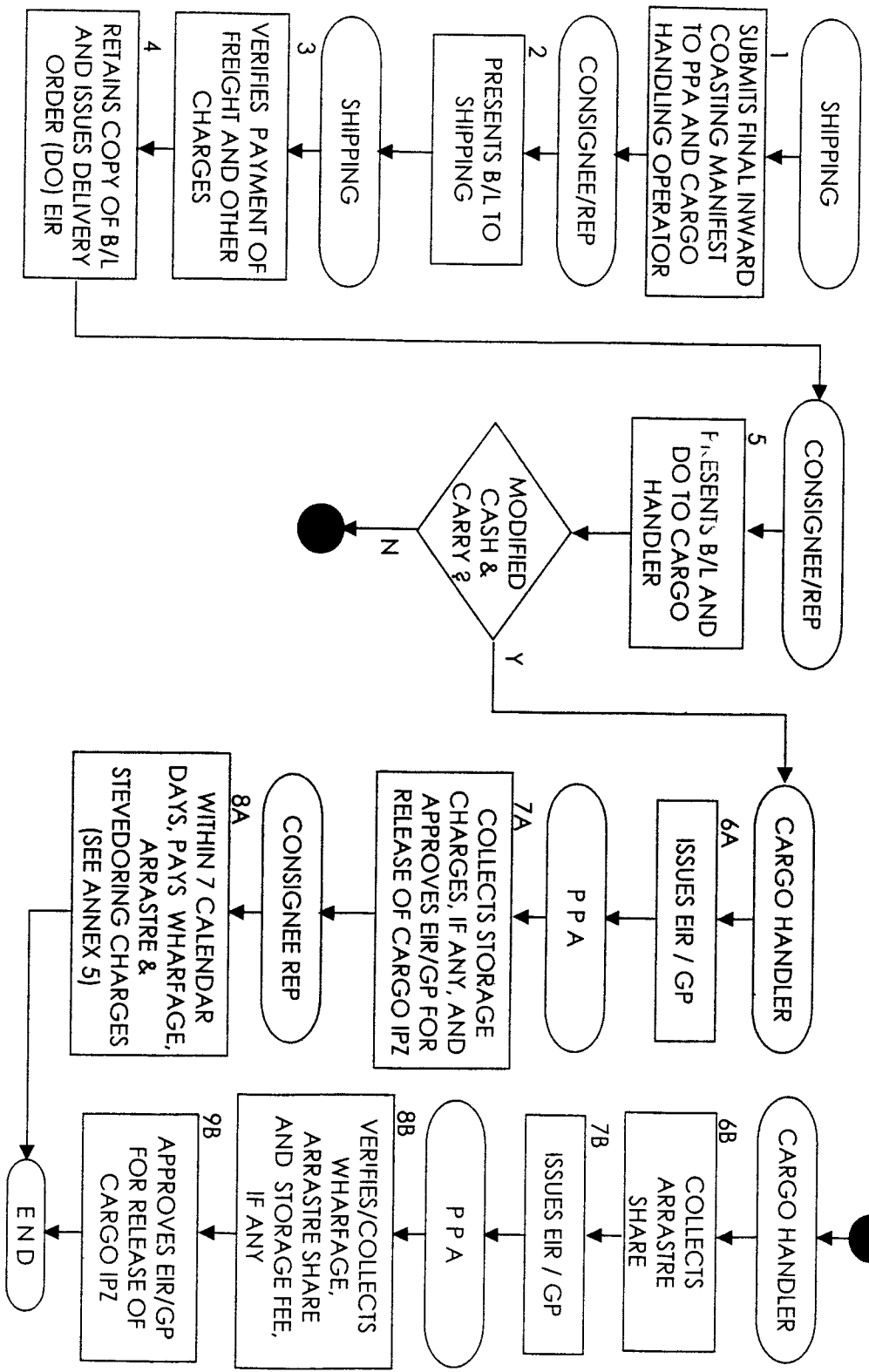
PROCESS FLOW FOR PAYMENT OF USAGE FEE

Annex 2

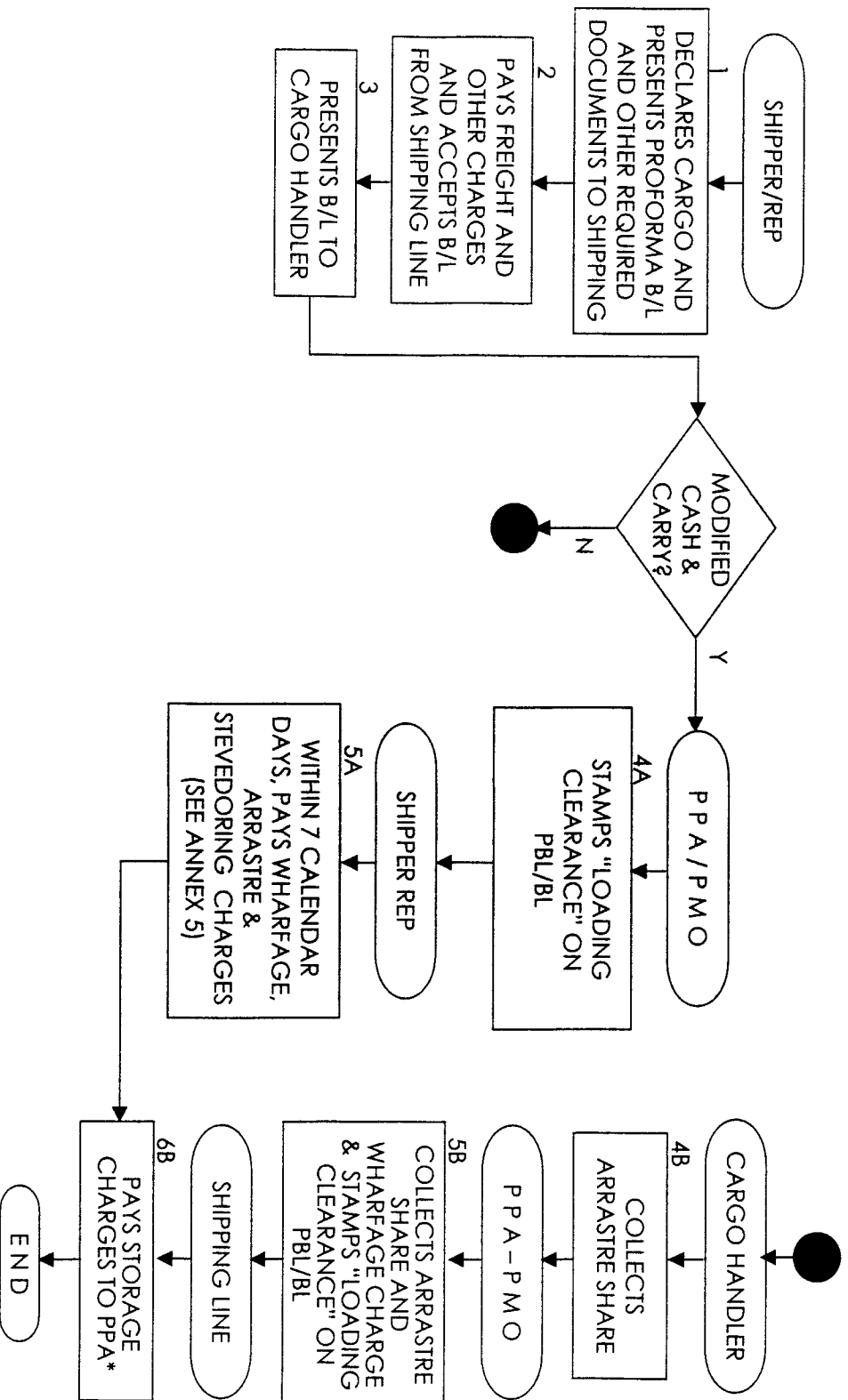


19 October 2001

PROCESS FLOW FOR INBOUND CARGO



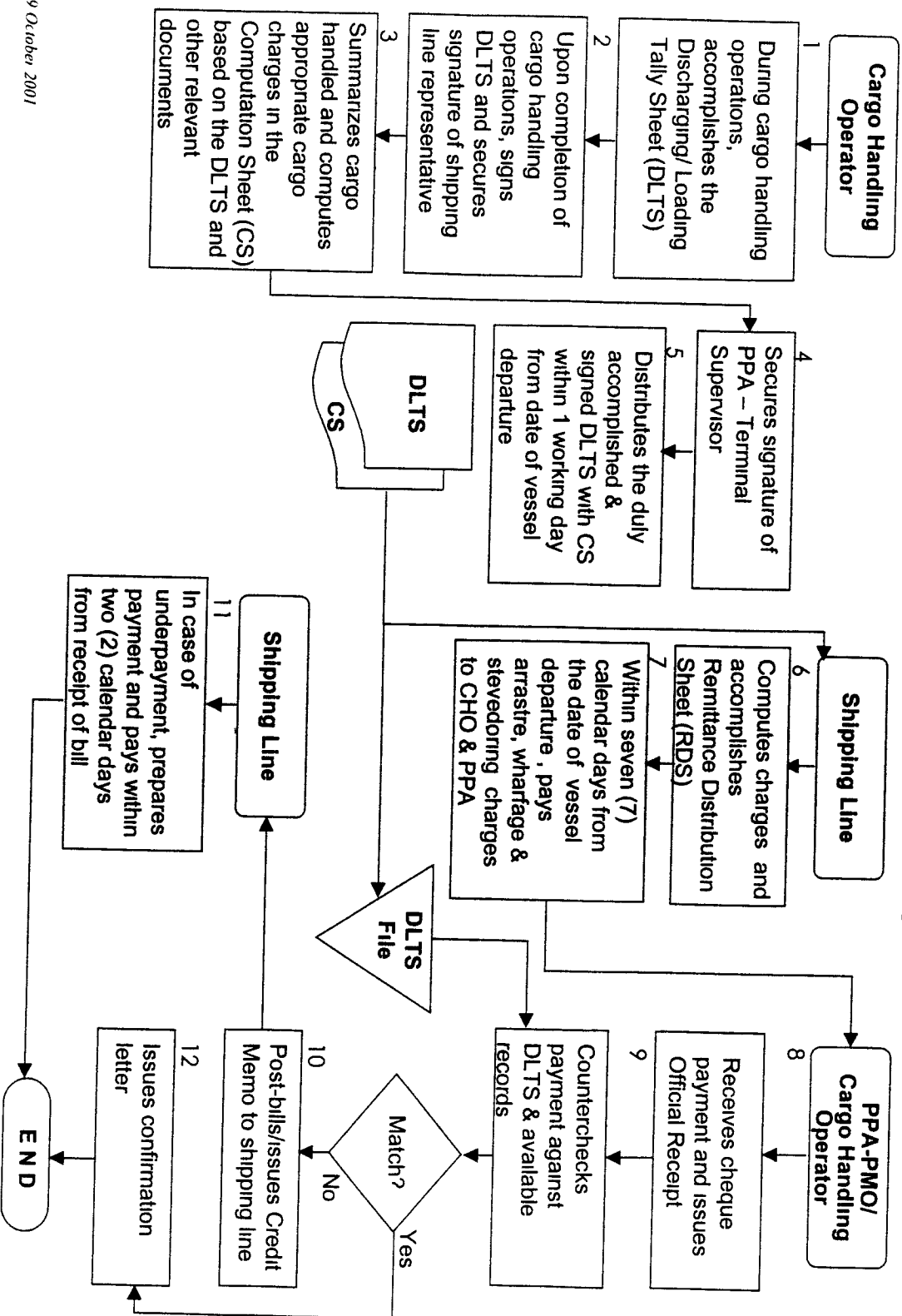
PROCESS FLOW FOR OUTBOUND CARGO



* For storage charges on Shut-out Cargoes, PPA MC 07-94 shall apply

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

Annex 5



**Philippine Ports Authority
PORT MANAGEMENT OFFICE
North Harbor**

Date _____

DOCKAGE REPORT

Pier/Terminal _____

VESSEL _____ VOY NO _____ REG NO _____ GRT _____

COMPANY _____ LOA _____ BEAM _____ NRT _____

ARR DRAFT _____ DEP DRAFT _____ DWT _____

LAST PORT OF CALL _____ NEXT PORT OF CALL _____

BERTH ALLOCATED	DOCKED		UNDOCKED		NO OF DAYS
	DATE	TIME	DATE	TIME	
ANCHORAGE					
PIER BERTH					

Additional Usage
From Date _____ to Date _____

TOTAL _____

PREPARED BY _____

VERIFIED/CHECKED _____

Shipowner/Agent

Harbor Master/Harbor Operations Officer

OR # _____
CS # _____
Amount **₱** _____
Date _____
Control No _____

Republic of the Philippines
PHILIPPINE PORTS AUTHORITY
 PORT DISTRICT OF MANILA

NII BILL No. 232851

ORIGINAL
 PPA PMO NORTH HARBOR
 FORM NO 1 (C)

Date

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

BILL OF CHARGES

PARTICULARS	DAYS	PARCEL	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: _____

INSTRUCTIONS

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

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

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 40-2001, as the authorized representative of our client-shippers/consignees

Herewith is our fixed cash/guarantee deposit in the amount of PESOS _____ (₱ _____) corresponding to our 7-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

PPA NORTH HARBOR PORT SERVICES
VESSEL ACTIVITY REPORT
DISCHARGING/LOADING TALLY SHEET

No 0001

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 _____
CARGO HANDLER GANG BOSS _____			NO OF GANG _____	F/LIFT _____

HRS WORK		CARGO HANDLED					IDLE TIME	PROD TIME	Total Hrs Worked
FROM	TO	VAN NO	SIZE	LD/MT	GENERAL CARGO	Weight & Measure	Nature of Delay		

TOTAL HOURS WORKED _____	TOTAL IDLE TIME _____	<input type="checkbox"/> REPAIR HATCH	<input type="checkbox"/> WINCH TROUBLE
a) GENERAL CARGO _____	<input type="checkbox"/> WAITING FOR CARGO	<input type="checkbox"/> WAITING FOR VESSEL	<input type="checkbox"/> SHIFTING CARGO
b) CONTAINERIZED _____	<input type="checkbox"/> NO TRUCK	<input type="checkbox"/> RAIN	<input type="checkbox"/> OTHERS (Specify) _____
	<input type="checkbox"/> TRAFFIC CONGESTION	<input type="checkbox"/> NO FORKLIFT	

Prepared by _____	Attested by _____	Countersigned by _____
CHO - Tally Man Signature Over Printed Name	CHO Supervisor Signature Over Printed Name	SHIPPING LINE Signature Over Printed Name

Date _____

COMPUTATION SHEET

No. 0001

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								
BREAK BULK								
SUB-TOTAL								
OTHER CHARGES								
LINE HANDLING								
STRIPPING/STUFFING for LCL Container								
OTHERS (Specify)								
SUB-TOTAL								
TOTAL								
10% VAT								
GRAND TOTAL								

*Arrastre Charge for FCL is based on 41 of the Schedule of
Cargo Handling Tariff - PPA MC No 05-2000

Prepared by _____ verified by _____ Received by _____

Cargo Handling Operator
Signature Over Printed Name

PPA TS/TOO/STOO
Signature Over Printed Name

SHIPPING LINE
Signature Over Printed Name

DATE _____
TIME _____

Shipping Line _____

PAYMENT DISTRIBUTION SHEET

Vessel _____ Voyage No _____
 Tally Sheet No _____ to _____

Kind of Charges	PPA	CHO**	SL	TOTAL
Wharfage				
Containerized				
General Cargo				
*Arrastre				
Containerized				
FCL				
LCL				
Stripping				
Stuffing				
General Cargo				
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				

* Arrastre Charge for FCL is based on 4 1 of the Schedule of Cargo Handling Tariff under PPA MC No 05-2000

**To be remitted to CHO if collected by SL

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

Prepared by _____

Certified Correct

Signature Over Printed Name

Signature Over Printed Name

PHILIPPINE PORTS AUTHORITY
PMO NORTH HARBOR

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

RMD Manager

**PHILIPPINE PORTS AUTHORITY
PMO NORTH HARBOR**

_____ Date _____ CM # _____

CREDIT MEMO

To _____

We credit your account for your excess payment/s indicated below to be applied to future billings

Total Amount Due _____
Amount paid per OR # _____ date _____
(through _____ Check) _____
Amount Refundable _____

Claim Reviewed & Certified
as valid/proper

Recommending Approval

RMD Manager

Port Manager

Verified

APPROVED

RMD Manager, PDO-Manua

Port District Manager PDO-Manila

Date

Control #

REQUEST FOR STRIPPING/STUFFING

Listed hereunder is/are container/s requested for stripping/stuffing

Container No	Size	Description	Stripping/Stuffing Charge	Place of Stripping/Stuffing

Requesting Party

Approved by

Signature Over Printed Name

TS/STOO/TOO
Signature Over Printed Name

Company Name _____

