2. Vessel Departure Clearance

Facilitate the grant of Departure Clearance of vessels calling at the Ports upon submission of complete documentary requirements.

Office/Division:	Port Services Division-Marine Section/ Finance Division/ Assessment & Collection
Classification:	Simple
Type of Transaction:	G2B-Government to Business G2G-Government to Government
Who may avail:	Vessel or Shipping Line Representative/Agent

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
A. Domestic Vessel	
1. Vessel's Roll Book (1 – original copy)	Shipping Lines
2. Passenger Manifest (3 copies) (Original Copy/Electronic Copy/Scanned Copy/Photocopy)	Shipping Lines
3. Duly signed Outward Coasting Manifest (3 copies) (Original Copy/Electronic Copy/Scanned Copy/Photocopy)	Shipping Lines
4. Certificate of Service Rendered from Shore Reception Facility (if applicable) (3 copies) (Original Copy/Electronic Copy/Scanned Copy/Photocopy)	Shore Reception Facility Operator
5. Dockage Report (3 copies) (Original Copy/Electronic Copy)	PPA PMO-PSD Marine Section
6. Lifting Order for Hold Over (if applicable) (3 copies) (Original Copy/Electronic Copy/Scanned Copy/Photocopy)	Concerned Agency (Coast Guard, Bureau of Customs, MARINA)
7. Computation Sheet and/or PPA Vessel Invoice for revolving fund payment (3 copies) (Original Copy/Electronic Copy)	PPA PMO Assessment Section
8. Official Receipts for payment of Port Dues (1 – original copy)	PPA PMO Collection Section
9. BIR Form 2307 (if applicable) (1 - photocopy/electronic copy)	Shipping Lines
10. PPA Certification for Exemption from Port Charges (to be secured 3 hours but not less than 1 hour prior to vessel's departure), if applicable (1 – original copy)	PPA Office of the Port Manager

B. Foreign Vessel	
1. Passenger Manifest (3 copies) (if applicable) (Original Copy/Electronic Copy/Scanned Copy/Photocopy)	Shipping Lines
2. Outward Foreign Manifest (3 copies) (Original Copy/Electronic Copy/Scanned Copy/Photocopy)	Shipping Lines
3. Certificate of Service Rendered from Shore Reception Facility (if applicable) (3 copies) Original Copy/Electronic Copy/Scanned Copy/Photocopy)	Shore Reception Facility Operator
4. Dockage Report payment (3 copies) (Original Copy/Electronic Copy)	PPA PMO – PSD Marine Section
5. Lifting Order for Hold Over (if applicable) (3 copies) (Original Copy/Electronic Copy/Scanned Copy/Photocopy)	Concerned Agency (Coast Guard, Bureau of Customs, MARINA)
6. Clearance of Vessel to Foreign Port (3 copies) (Original Copy/Electronic Copy/Scanned Copy/Photocopy)	Bureau of Customs
7. Computation Sheet and/or PPA Vessel Invoice for revolving fund payment (3 copies) (Original Copy/Electronic Copy)	PPA PMO Assessment Section
8. PPA Official Receipts for payment of Port Dues (1 – original copy)	PPA PMO Collection Section
9. BIR Form 2307 (if applicable) (1 - photocopy/electronic copy)	Shipping Lines
10. PPA Certification for Exemption from Port Charges (to be secured 3 hours but not less than 1 hour prior to vessel's departure), if applicable (1 – original copy)	PPA Office of the Port Manager

Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Submits a complete set of documents for vessel departure clearance at the PMO-PSD Marine Section. a. Dockage Report b. 3 copies Passenger Manifest (if applicable)	1.Checks/ verifies the completeness of the submitted documents. Checks for any violation, hold departure order, or such other similar orders or issuances.	None	5 mins.	PPA Harbor Operations Officer/ Authorized Representative PMO PSD-Marine Section

c. Certificate of Service Rendered from SRF (if applicable) d. Lifting Order for Holdover (if applicable) e. PPA Certification for Exemption from Port Dues (if applicable) f. 3 copies Outward Coasting Manifest (domestic) g. Vessel's Roll Book (domestic) h. 3 copies Outward Foreign Manifest (foreign) i. Clearance of Vessel to Foreign Port (foreign) *If in any case, the face-to-face transaction is not possible, submission of documentary requirements may also be done via iPorts and other electronic means such as email or fax messages.	Check/verify entries on the dockage report. * For clients that could not physically appear, Marine Section forwards the documentary requirements to the Finance Assessment Section for proper assessment. For vessels that are exempted from port charges, PPA proceeds to Departure Clearance procedure.			

Note: The following are exempted from port charges:

PPA MC No. 07-94 – 1994 Port Tariff Rates and PPA MC No. 03-95 – Implementing Guidelines on the Proper Assessment and Collection of the 1994 PPA Port Tariff

1. Duly BOI-registered firms as well as those granted special exemptions by law enacted or decreed after 1 January 1976 shall be exempted from payment of port charges until otherwise revoked or amended.

2. Vessels for drydocking or repair at any duly authorized drydocking shipyard facilities shall be exempted from dockage/usage fees from the time it calls at a shipyard facility up to the time the drydocking or repair is completed. 3. Vessels (foreign or domestic certified for shipbreaking at a duly accredited shipbreaking yard shall be exempted from all vessel charges. Scraps resulting from shipbreaking of foreign vessels which are re-exported or sold locally shall be exempted from wharfage. Scraps resulting from shipbreaking of domestic vessels shall likewise be exempted from wharfage. 4. Vessels in distress or those calling at any port for humanitarian reasons shall also be exempted from all vessels charges. 5. Donations from international or local organizations duly authorized or registered by the DSWD or the Office of the President shall be exempted from wharfage and storage charges provided, there is evidence that the same is requested for release/delivery within seven (7) days from notice of arrival. 6. Foreign naval and other state vessels not engaged in commercial shipping services shall be exempted from the payment of all vessel charges in the foreign government owning such vessel also grants reciprocal privileges to vessels owned by the Philippine government which are similarly situated.				
2.Submits the Dockage Report and other documentary requirements to the PMO Assessment Section. * If in any case, a face-to-face transaction is not possible, the client will have to wait for the email from the Assessment Section of their respective Computation Sheet and/or PPA Invoice.	2.Provides assessment by checking and verifying the completeness of the submitted documents and entries on the Dockage Report. Checks for any violation, hold departure order, or such other similar orders or issuances, and compute charge/s against the vessel, if applicable. Prepares Computation Sheet and/or PPA Invoice for revolving fund payment. Informs client to proceed to the collection/ cashier	None	5 mins.	PPA Cashier/ Collection Representative / Authorized Representative PMO – Assessment Section

	section for payment. * For clients that could not physically appear, Assessment Section will send the Computation Sheet and/or PPA invoice to the client via email.			
3.Proceeds to PMO Collection Section present the Computation Sheet and/or PPA Invoice for payment of port dues. * Client may opt to pay via e-payment facilities or through banks, e-payment Confirmation Receipt or Validated Deposit Slip as proof of payment shall be forwarded to the Treasury Department via email (treasury@ppa.com.ph).	3.Cashier checks the Computation Sheet and/ or Vessel Invoice and Dockage Report. Check for BIR Form 2307. Receives payment and issues Official Receipt. * For payments coursed via e-payment facilities or through banks, proper verification prior to receipting shall be done. The Treasury Department will forward the client's official receipt via email.	<u>For Domestic Vessel:</u> (Dockage (Domestic)) + (Lay-up Fee) + (Share on Pilotage + 12% VAT) + (VTMS Fee +12% VAT (only if applicable)) - Usage Fee (GRT x .80 x No. of Days) - Lay-up Fee (GRT x .80 x No. of Days x 50%) - PPA Share on Pilotage (Prescribed Rate x 10%+12% VAT) <u>For Foreign Vessel:</u>	5 mins.	PPA Cashier/ Collection Representative / Authorized Representative PMO-Collection Section

		(Port Dues + Dockage-at-Berth + Dockage-at-Anchorage + (PPA Pilotage + 12% VAT) + (VTMS Fee (only if applicable)) - Port Dues (GRT x 0.081 x US$ rate) - Dockage Fee at Berth (GRT x .039 x No. of days x US $ rate) - Dockage Fee at Anchorage (GRT x .020 x No. of days x US $ rate) - PPA Share on Pilotage (Pilotage rate x US $ rate x 10%)		
4.Proceeds to PMO PSD-Marine Section and presents the Official Receipts as proof of payment and	4.Performs Vessel Departure Clearance procedure.	None	5 mins.	PPA Harbor Operations Officer/ Authorized representative

original documentary requirements for vessel departure clearance.	Checks/ verifies the completeness of the submitted documents. If in order, for domestic vessels, stamps **"Port Clearance Granted per EO 493…."** and affixes signature on the Vessel's Roll book, Outward Coasting and Passenger Manifest. For foreign vessels, stamps **"Port Charges Paid"** on the outward foreign manifest. For vessels that are exempted from port charges, PPA stamps **"Port Charges Exempt"**			PMO-PSD Marine Section
5.Vessel leaves port before the expiration of the clearance or otherwise the same shall be revalidated.	5.Ensures the vessel's departure at the port. As per a report from the vessel, records the time of departure on the Vessel's Logbook and affixes his signature.	None	None	PPA Harbor Operations Officer/ Authorized representative PMO-PSD Marine Section
	TOTAL:	**<u>For Domestic Vessel:</u> (Dockage (Domestic)) + (Lay-up**	**20 mins.**	

	Fee) + (Share on Pilotage + 12% VAT) + (VTMS Fee +12% VAT (only if applicable)) **<u>For Foreign Vessel:</u>** **(Port Dues + Dockage-at-Berth + Dockage-at-Anchorage + (PPA Pilotage + 12% VAT) + (VTMS Fee (only if applicable))**		

Please see below the schedule of vessel charges

CHARGES ON VESSEL

1. Vessels engaged in foreign trade, including those engaged in barter trade, that enter any port, whether private or government, shall be charged PORT DUES on each call based on GRT, as follows:

US$0.081

2. Vessels engaged in foreign trade, including those engaged in barter trade, that berth at any port of call shall also be charged **DOCKAGE at BERTH** per GRT per calendar day or fraction thereof, as follows, provided that, for purposes of computation, a maximum of 50,000 GRT shall be used:

At a Government Port	US$0.039/GRT
At a Private Port officially registered with PPA	US$0.020/GRT

3. Vessels engaged in foreign trade that do not berth but drop anchor at either a government or privately-owned port, whether operated exclusively or commercially, shall also be charged **DOCKAGE at ANCHORAGE** of one-half (1/2) of the corresponding dockage at berth at a government port, subject to the same maximum 50,000 GRT, as follows:

US$0.020

4. Pursuant to the terms of the BIMP-EAGA agreement, vessels carrying the flag of Indonesia, Brunei, and the Philippines which are accredited to operate under the BIMP-EAGA program shall be entitled to the following special port charges against vessels:

PORT DUES	US$0.040 per GRT
DOCKAGE	US$0.020 per GRT per day or fraction thereof

5. Vessels engaged in domestic trade that berth or drop anchor at any government port shall be charged a **DOMESTIC DOCKAGE FEE (USAGE FEE),** as follows:

	Jan. 01, 2007	**Jan. 01, 2008**	**Jan. 01, 2009**
6 to 100 GRT per calendar day or fraction thereof	P61.00	P72.00	P82.00
Over 100 GRT per GRT per calendar day or fraction thereof	P0.60	P0.70	P0.80

5.1 Domestic vessels calling at officially registered private ports shall be charged at one-half (1/2) of the Domestic Dockage Fee at a government port.

5.2 Registered bay and river trade vessels shall also be charged one-half (1/2) of the required Domestic Dockage Fee but in no case less than or more than the following charges for a calendar day or fraction thereof:

	Jan. 01, 2007	**Jan. 01, 2008**	**Jan. 01, 2009**
Not less than	P61.00	P72.00	P82.00
Not more than	P308.00	P360.00	P413.00

5.3 Lay-up fee for domestic vessels shall be one-half (1/2) of the applicable Domestic Dockage Fee.

6. Yachts/pleasure crafts staying at a duly registered marina that comply with PPA rules on private ports, specifically on payment of privilege fees shall not be liable to the payment of **DOMESTIC DOCKAGE FEE** (Usage Fee).

7. Yachts/pleasure crafts from 6 GRT up to 100 GRT calling at government ports shall be liable to the payment of **DOMESTIC DOCKAGE FEE (Usage Fee)** at P40.00 per calendar day or fraction thereof. Pleasure crafts of more than 100 GRT shall be charged at P0.40 per GRT Per calendar or fraction thereof.

8. Idle vessels occupying dockside berth at any government port despite a shifting order from the Port Manager or his authorized representative to give way to an incoming operating vessel, shall be assessed a charge of 300% of applicable dockage fee for foreign vessels and 500% of the applicable **DOMESTIC DOCKAGE FEE** (Usage Fee) for domestic vessels, provided, that the payment of such assessed fees shall be made by the owners, agents or representatives prior to actual departure from the berth.

9. Vessels occupying dockside berth at any government port, but are subject to a restraining order, injunction, writ of attached, and other similar orders by a competent court or authority shall be assessed a charge of 600% of the applicable dockage for foreign vessels, and 1,000% of the applicable **DOMESTIC DOCKAGE FEE** (Usage Fee) for domestic vessels; provided, that the payment of such assessed fees shall be made by the party granted the favorable judgment or order, and, provided further, that the same is made immediately after the court or competent authority's decision.

NOTE:

By virtue of PPA MC No. 09-2018: “Removal of the 50,000 Gross Tonnage Cap” pursuant to PPA Board Resolution No. 2696, the 50,000 Gross Tonnage cap in the assessment of vessel charges for the foreign vessels is hereby lifted.

As such, all foreign and domestic vessels calling at PPA ports shall be assessed vessel charges (port dues, dockage-at-berth, dockage-at-anchorage, usage fee, and lay-up fee) with **no maximum limit**.