3. Entry of Cargoes

Facilitate assessment, collection of cargo charges, and approval of cargo entry, to ensure that all cargoes are properly documented and allowed into the port for loading to the vessel.

Office/Division:	Port Services Division-Terminal Section/ Finance Division/ Assessment & Collection
Classification:	Simple
Type of Transaction:	G2B-Government to Business G2C-Government to Citizen
Who may avail:	Shippers, Consignee, Shipping Line Representative

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
A. Domestic Cargoes	
1. Bill of Lading (3 copies) (Original Copy/Electronic Copy/Scanned Copy/Photocopy)	Cargo Handling/Terminal Operator
2. Cargo Handling/Terminal Operator Official Receipt (1 – original copy)	Cargo Handling/Terminal Operator
3. Computation Sheet and/or PPA Invoice for revolving fund payment (3 copies) (Original Copy/Electronic Copy)	PPA PMO Assessment Section
4. PPA Official Receipts for payment of Wharfage Charges (1 – original copy)	PPA PMO Collection Section
5. BIR Form 2307 (if applicable) (1 - photocopy/electronic copy)	Shipping Lines
B. Foreign Cargoes	
1. Bill of Lading (3 copies) (Original Copy/Electronic Copy/Scanned Copy/Photocopy)	Shipping Lines
2. Cargo Handling Operator/Terminal Operator Official Receipt (1 – original copy)	Cargo Handling/Terminal Operator
3. Computation Sheet and/or PPA Vessel Invoice for revolving fund payment (3 copies) (Original Copy/Electronic Copy)	PPA PMO Assessment Section
4. PPA Official Receipts for payment of Wharfage Charges (1 – original copy)	PPA PMO Collection Section
5. BIR Form 2307 (if applicable) (1 - photocopy/electronic copy)	Shipping Lines

6. Export Declaration (if applicable) (3 copies) (Original Copy/Electronic Copy/Scanned Copy/Photocopy)		Bureau of Customs		
C. RoRo- Cargoes under RRTS				
1. Shipping Line Lane Meter Official Receipt (1 – original copy)		Shipping Lines		
2. PPA RoRo Terminal Fee (1 – original copy)		PPA Terminal Fee Counter		
Client Steps	**Agency Action**	**Fees to be paid**	**Processing Time**	**Person Responsible**
1. Upon settling all the requirements with the Cargo Handler proceeds to the PMO Assessment Section with the following documents: a) 3 copies Bill of Lading or Pro-forma Bill Lading b) Export Declaration (foreign) c) 3 copies Cargo Handling Operator Official Receipt *For cargoes under RRTS:* After payment of the Lane Meter Vehicle Fee to the Shipping Lines, proceeds to the PPA/Terminal Operator	1.Provides assessment by checking and verifying the completeness of the submitted documents. Encodes the cargo details. Prepares Computation Sheet and/or PPA Invoice for revolving fund payment. * For clients that could not physically appear, Assessment Section will send the Computation Sheet and/or PPA invoice to the client via email. Informs client to proceed to the collection/ cashier section for payment.	None	1 hr. and 15 mins.	PPA Cashier/ Collection Representative / Authorized Representative PMO Assessment Section

RoRo Terminal Fee (RRTF) Counter or the Cashier/ Collection Representative/ Authorized Representative for payment of terminal fee based on vehicle type. * If in any case, the face-to-face transaction is not possible, submission of documentary requirements to the Finance Assessment Section may also be via email.				
2. Proceeds to PMO Collection Section and presents the Computation Sheet and/or PPA Invoice for payment of wharfage dues and 3 copies of BIR Form 2307, if any. * Client may opt to pay via e-payment facilities or through banks, e-payment Confirmation Receipt or Validated Deposit Slip as	2. Cashier checks the Computation Sheet and/or PPA Invoice. 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	**Domestic Wharfage**: <u>Non-Containerized:</u> Php 9.00 per Metric Ton Php 7.00 per revenue Ton <u>Containerized:</u> 10 ft: Php 63.00 20 ft: Php 126.00 35 ft: Php 157.00 40 ft:	5 mins.	PPA Cashier/ Collection Representative PMO Collection Section

proof of payment shall be forwarded to the Treasury Department via email (treasury@ppa.com.ph).	client's official receipt via email.	Php 189.00 45 ft: Php 221.00 **Foreign Wharfage**: <u>Non-Containerized</u> <u>:</u> Php 18.35 per Metric Ton Php 15.25 per revenue Ton <u>Containerized</u> <u>:</u> 20 ft: Php 259.70 35 ft: Php 329. 40 ft: Php 391.05 45 ft: Php 458.25		
For cargoes under RRTS: Pays the corresponding amount of terminal fee	Issues the RRTF	RRTF inclusive of VAT Type 1: Php 65.00 Type 2: Php 129.00 Type 3: Php 258.00 Type 4: Php 516.00		

3. Proceeds to PMO PSD Terminal Section and presents the PPA Official receipts and other requirements for stamping of "OK for Loading" *For cargoes under RRTS:* Presents the RRTF Ticket to the guard on duty/ personnel in charge for entry to the RoRo marshaling yard prior to loading into the vessel.	3.Checks/ verifies the accuracy of submitted documents. If in order, stamps **"OK for Loading"** in the Bill of Lading.	None	5 mins.	PPA Terminal Supervisor/ Sr. Terminal Operations Officer/ Terminal Operations Officer/ Authorized Representative PMO PSD - Terminal Section
TOTAL:		**Domestic Wharfage:** **(Cargo Volume/ Weigh/No. of box X Rate)** **Foreign Wharfage:** **(Cargo Volume/ Weigh/No. of box X Rate)**	**1 hr. and 25 mins.**	

Please see below the schedule of cargo charges

CHARGES ON CARGOES

1. All non-containerized foreign cargoes coming in (imported), going out (exported), or transshipped through a government-owned wharf shall be charged **WHARFAGE** for the use of port facilities based on the total metric or revenue tonnage whichever is applicable, rounded off to the nearest ton, as follows:

If Imported		
a.	Cargoes in Sack/Bags/Bulk/Uncrated Live Animals/Steel Products Logs and Lumber/Heavy Lift Per Metric Ton	P36.65
b.	Others Per Revenue Ton	P30.55
If Exported		
a.	Cargoes in Sack/Bags/Bulk/Uncrated Live Animals/Steel Products Logs and Lumber/Heavy Lift Per Metric Ton	P18.35
b.	Others Per Revenue Ton	P15.25
Foreign Transhipment A single charge per metric or revenue ton payable by the shipping agent		
a.	Cargoes in Sacks/Bags/Bulk/Steel Products, Logs and Lumber/Heavy Lift Per Metric ton	US$0.833
b.	Others Per Revenue Ton	US$0.694
PROVIDED that the minimum charge shall be P10.00		

2. All containerized foreign cargoes (FCL or LCL singles) shall be charged **WHARFAGE** per box as follows:

PROVIDED, that if cargoes in a box are owned by more than one (1) shipper/consignee, that is, LCL containers, the **WHARFAGE** for non-containerized cargoes shall apply; and PROVIDED FURTHER that **NO WHARFAGE** shall be charged on empty containers, I.e., without contents of any sort.

3. All non-containerized domestic cargoes shall be charged **WHARFAGE** as they enter or leave a government-owned wharf based on their total revenue or metric tonnage rounded off to the nearest ton, as follows:

If Imported	
20 - ft	P519.35
35 - ft	P656.85
40 - ft	P779.05
45 - ft	P916.50
If Exported	
20 - ft	P259.70
35 - ft	P329.95
40 - ft	P391.05
45 - ft	P458.25
Foreign Transhipment	
Per TEU	US$ 1.00

Domestic Wharfage Fee	Jan. 01, 2007	Jan. 01, 2008	Jan. 01, 2009
Non-containerized Cargoes Cargoes in Sacks/Bags/Bulk/ Uncrated Live Animals /Steel Products/Logs and Lumber/ Heavy Lift Per Metric Ton	P6.00	P7.00	P9.00
Others Per Revenue Ton	P5.00	P6.00	P7.00
Minimum Charge	P10.00	P12.00	P15.00
10' Box or shorter	P43.00	P52.00	P63.00
20' Box	P86.00	P105.00	P126.00
35' Box	P107.00	P131.00	P157.00
40' Box	P129.00	P157.00	P189.00
45' Box	P151.00	P184.00	P221.00

3.1 Domestic cargoes, whether containerized or not, that are loaded/discharged at anchor without using any government wharf or at officially registered private ports shall be charged one-half (1/2) of the usual Domestic Wharfage Fee.

Provided that if cargoes in a box are owned by more than one shipper/consignee (LCL), the **WHARFAGE** for non-containerized cargo shall apply. PROVIDED FURTHER, that **NO WHARFAGE** shall be charged on an empty box, i.e., without contents of any sort.

The **WHARFAGE** for all foreign and domestic cargoes whether containerized or not that are loaded or discharged from a vessel at anchor without using any government wharf or at an officially registered private port whether operated exclusively or commercially shall be one-half (1/2) of the corresponding charge a government-owned port.