4. Withdrawal of Cargoes

Facilitate assessment, collection of cargo charges, and approval of cargo withdrawal, to ensure that only cargoes that are properly documented are allowed withdrawal/release from the port.

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)	Shipping Lines
2. Cargo Handling/Terminal Operator Official Receipt (1 – original copy)	Cargo Handling/Terminal Operator
3. Cargo Handling/Terminal Operator Gate Pass (1 – Original Copy/Electronic Copy/Scanned Copy/Photocopy)	Cargo Handling/Terminal Operator
4. Computation Sheet and/or PPA Invoice for revolving fund payment (3 copies) (Original Copy/ Electronic Copy)	PPA PMO Assessment Section
5. PPA Official Receipts for payment of Wharfage Charges (1 – original copy)	PPA PMO Collection Section
6. 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/Terminal Operator Official (1 – original copy)	Cargo Handling/Terminal Operator
3. Cargo Handling/Terminal Operator Gate Pass (1 – Original Copy/Electronic Copy/Scanned Copy/Photocopy)	Cargo Handling/Terminal Operator
4. Computation Sheet and/or PPA Vessel Invoice for revolving fund	PPA PMO Assessment Section

payment (Original Copy/ Electronic Copy)	
5. PPA Official Receipts for payment of Wharfage Charges (1 – original copy)	PPA PMO Collection Section
6. BIR Form 2307 (if applicable) (1 - photocopy/electronic copy)	Shipping Lines

Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Upon settling all the requirements with the Bureau of Customs (BOC) and/or Cargo Handler, proceeds to the PMO Assessment Section with the following documents: a) 3 copies Bill of Lading or Pro-forma Bill Lading b) 3 copies Cargo Handling Operator Official Receipt c) Cargo Handling Gate Pass *For cargoes under RRTS: RoRo cargoes are immediately allowed release from the port upon discharge from the vessel.*	1.Provides assessment by checking and verifying the completeness of the submitted documents. Encodes/ checks 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

* If in any case, the face-to-face transaction is not possible, submission of documentary requirements to the Finance Assessment				
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 proof of payment shall be forwarded to the Treasury Department via email (treasury@ppa.com.ph).	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 client's official receipt via email. Stamps **"OK for Release"** in the Cargo Handling Gate Pass.	**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: Php 189.00 45 ft: Php 221.00 **Import Wharfage**: <u>Non-Containerized:</u> Php 36.65 per Ton	5 mins.	PPA Cashier/ Collection Representative / Authorized representative PMO Collection Section

		Php 30.55 per revenue Ton <u>Containerized:</u> 20 ft: Php 519.35 35 ft: Php 656.85 40 ft: Php 779.05 45 ft: Php 916.50		
3. Presents the transaction documents and proof of payment of cargo charges to the PMO PSD Terminal Section for verification/ validation.	3.Inspects transaction documents and proof of payment.	None	5 mins.	Terminal Operations Officer/ Authorized representative PMO PSD - Terminal Section
4. Proceed to the guard on duty for the exit of cargoes from the port.	4.Checks the "OK" stamp and signature in the transaction documents and allows the exit of cargoes from the port.	None	None	PPA PMO-Security Personnel
	TOTAL:	**<u>Domestic Wharfage:</u> (Cargo Volume/Weigh/No. of box X Rate) <u>Foreign Wharfage:</u>**	**1 hr. and 25 mins.**	

	(Cargo Volume/Weigh/No. of box X Rate)		

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.