



International
Container Terminal
Services, Inc.

PAYMENT PROCESS USING ADVANCE DEPOSIT RECEIPTS (ADR)

Procedures:

1. **Issuance of Advance Deposit Receipt (ADR)** - customers may deposit funds to ICTSI through the following:
 - a. Through deposits or fund transfers to ICTSI bank accounts:

Bank	Address	Branch	Bank Account No.
BANCO DE ORO UNIVERSAL BANK	1033 Carmen Planas St., Tondo	P. Rada	4110004384 (SAVINGS)
	707 Churucca St. T.M. Kalaw Ave., Ermita	T.M. Kalaw	4510053927 (SAVINGS)
BANK OF THE PHILIPPINE ISLANDS	G/F, BPI Main Bldg. Muralla St.	Intramuros	4955816116 (SAVINGS)
CITIBANK N.A.	8741 Paseo de Roxas St.	Paseo	600313037 (SAVINGS)
LANDBANK OF THE PHILS.	Bureau of Customs Ext. Office, MICT North Harbor	BOC - MICP	001852-1000-40 (SAVINGS)
METROPOLITAN BANK AND TRUST CO.	Champ Bldg., Anda Circle, Bonifacio Drive, Port Area	Port Area	1513041608897 (SAVINGS)
RIZAL COMMERCIAL BANKING CORP.	550 U.N. Avenue, Ermita	Ermita	9008095030 (SAVINGS)
ROBINSONS BANK	Ermita, Manila	Ermita	101-23-000448-7 (SAVINGS)
UNION BANK OF THE PHILIPPINES	MICT, Port of Manila	ICTSI Port Area	001570000510 (CURRENT)
UNITED COCONUT PLANTERS BANK	G/F, Travellers Life Bldg., T.M. Kalaw Ave.	T.M. Kalaw	00102-127814-5 (SAVINGS)
	G/F, Travellers Life Bldg., T.M. Kalaw Ave.	T.M. Kalaw	00102-149877-7 (SAVINGS)

Advise the name to whom the ADR shall be issued and submit a copy of the deposit slip or bank transfer confirmation to the following:

- **Customer Care** customercare@ictsi.com
- **Billing Department** MICTBillingGroup@ictsi.com
- **Cash Department** JRobin@ICTSI.com, VAraullo@ICTSI.com, aobrero@ictsi.com

After the deposit has been validated and confirmed by the Cash Department, the corresponding scanned copy of the ADR shall be issued to the customer by the Billing Department to the customers' email for ACTS online use.

Hardcopy of the ADR is also available for pickup at the Billing Office (GF Eastwing, MICT Admin Bldg.) in case customer wants to use it onsite.

b. Through deposit of Cash, Manager's check or Company check onsite

Customer may proceed to the Billing Office (GF Eastwing, MICT Admin Bldg.) to deposit cash or manager's check for ADR issuance.

The ADR shall be issued immediately onsite to the customer upon deposit of cash or manager's check.

For all check deposits, this would still be subject to clearance and confirmation from MICT Cash Department before issuance of ADR. After the check has been cleared, the corresponding ADR shall be issued to the customer. The customer may opt to wait for the original copy of the ADR or just receive the scanned copy via email.

2. **Use of Advance Deposit Receipt as Payment** - customers may use the issued ADRs as payment for ACTS onsite and online transactions.

a. Payment through onsite UBP tellers

Once customer queue is called by the UBP teller onsite, broker/processor shall present the ADR document to the teller as payment.

At initial transaction, the UBP teller may require the broker/processor to present the original copy of the ADR. Once a portion of the AR amount is used, an ADR Balance Statement will be issued to the processor/broker reflecting the amount of processed transaction and the remaining balance on the AR amount.

On your subsequent transactions, processor may just need to present the ADR Balance Statement issued from the last transaction.

The official receipt shall be issued upon use of the ADR per transaction.

b. Payment through ACTS Online

The following charges may be paid thru ACTS Online 24x7:

- Arrastre charges
- Wharfage
- Storage charges and storage penalty
- Additional storage (for expired storage paid thru date)

On the payment page of ACTS Online, customer to select "Advance Deposit Receipt" as mode of payment. The system will require the customer to input the (1) Customer TIN and (2) ADR reference number before payment. The system will allow processing of ADR payment once this 2-input validation matched per records.

An ADR Balance Statement shall be issued to customer after every transaction online.

Electronic Gatepass Printing (Imports)

Gatepass for import transactions paid thru ACTS Online can be downloaded through the “Services Inquiry” menu and customers can opt to print by selecting “Print Gatepass”. Please take note though that in transacting at MICT Gates, the customer can just forward the downloaded e-gatepass or text the container number and gatepass number to the **authorized truck driver**. The truck driver does not need the physical copy of the gatepass.

Electronic Official Receipt Printing

After processing of payment, customer should be able to download the **electronic official receipt (e-OR)** in PDF format under the Transaction Summary.

Withholding Taxes

Withholding on the payment transaction is now available for ACTS online payments through issuance of electronic BIR Form 2307. ACTS will automatically generate the BIR Form 2307 using the electronic signature (e-signature) registered in the system. Customers may avail the withholding tax on online payments through the following options:

Option 1. One-time Online EWT Registration

Consignee/Shipper/Processor registers the information and e-signature of the BIR Form 2307 authorized signatory. Once registered, a filled-out and signed BIR Form 2307 will be automatically generated after every successful payment transaction.

1. Click the BIR 2307 (EWT Application) link on the ACTS Online Login page.
2. Fill out the mandatory fields, marked with (*), on the page. Click 'Register'.
3. Click 'I agree with the Terms of Use' to proceed.
4. If registration requirements are complete, it will show a screen informing that the application has been submitted for review.
5. An email notification will also be sent to the indicated email address in the registration.
6. If registration is approved, a confirmation email will be sent and user can then download their e-OR together with the completed BIR Form 2307 after every transaction.

Option 2. Transactional Online EWT Registration

Consignee/Shipper/Processor fills out the information and electronic signature of the BIR Form 2307 authorized signatory every payment transaction. Once all information including e-signature is submitted, a filled-out BIR Form 2307 is generated together with the e-OR.

1. Once user is on the Payment Confirmation page of the online payment process, user clicks on 'Confirm'. The CWT Signatory Information page will pop up and user will fill out all the mandatory fields marked with (*).
2. Once filled out, click 'I certify and agree to the terms of use....' And click 'OK'. Below message will pop up if system has successfully saved the information. If successful, user can then download the E-OR with BIR Form 2307.

Guidelines on Uploading E-Signature

1. Sign on a blank white piece of paper.
2. Ensure that the signature is clear and covers at least 80% of the area/page.
3. Scan the document and save it as image format.
4. Crop your signature and save the file. Only .bmp,.gif,.jpg and .png file versions are acceptable.