



**BOC-PPA-DTI-ARTA JOINT MEMORANDUM CIRCULAR NO. 01¹
Series of 2020**

FOR : ALL IMPORTERS, EXPORTERS AND THEIR AUTHORIZED REPRESENTATIVES, FREIGHT FORWARDERS OR LOGISTICS COMPANIES, CARGO TRUCK OPERATORS, CONTAINER YARD OPERATORS OF CONTAINER FREIGHT STATION DOCK, INTERNATIONAL SHIPPING LINES, AND OTHER ENTITIES TRANSACTING BUSINESS AT THE MANILA SOUTH HARBOR, MANILA HARBOUR CENTRE, AND MANILA INTERNATIONAL CONTAINER TERMINAL

SUBJECT : MANDATORY ONLINE FILING, PROCESSING, AND PAYMENT OF PORT CHARGES, CARGO HANDLING CHARGES, OTHER CARGO HANDLING-RELATED CHARGES, PERMITS AND ANCILLARY FEES, AND CUSTOMS TAXES AND DUTIES

DATE : 5 AUGUST 2020

I. BACKGROUND AND LEGAL BASIS

The declaration of a State of Calamity by President Rodrigo Roa Duterte through Presidential Proclamation No. 929 on March 16, 2020 and the imposition of an Enhanced Community Quarantine (ECQ) in Luzon as a consequence of the spread of the Corona Virus Disease (“COVID-19”), resulted to a lot of streamlining efforts by various government agencies in procedures involving critical government services. These efforts were initiated as the need to reduce and/or avoid person-to-person contact in processing necessary permits and authorizations have become increasingly necessary.

Similar efforts have also been made pursuant to Republic Act No. or the Ease of Doing Business and Efficient Government Service Delivery Act of 2018 (the “Ease of Doing Business Act”).

Despite the streamlining efforts of concerned government agencies and private sector companies in the creation of online permitting platforms and digital payment system, numerous persons still continue to come to the offices at the port terminals to conduct

¹ This JMC was drafted and consultations were made with, and through the joint efforts of the **Philippine Ports Authority (PPA)**, **Bureau of Customs (BOC)**, **Department of Trade and Industry (DTI)**, **Anti-Red Tape Authority (ARTA)**, **International Container Terminals Services Inc. (ICTSI)**, **Asian Terminals Inc. (ATI)**, **Harbour Centre Port Terminal Inc. (HCPTI)**, and all the public and private stakeholders including but not limited to the **Bureau of Internal Revenue (BIR)**, **Philippine Chamber of Commerce and Industry (PCCI)**, **Land Bank of the Philippines (LBP)**, **Philippine Clearing House Corporation (PCHC)**, **Chamber of Customs Brokers, Inc. (CCBI)**, **Federation of Filipino Chinese Chambers of Commerce and Industry, Inc. (FFCCCI)**, **UPPAF-Regulatory Reform Support Program for National Development (RESPOND)**, **Association of International Shipping Lines, Inc. (AISL)**, and **Academy of Developmental Logistics, Inc. (ADLI)**

face-to-face transactions, thereby creating a health hazard to the personnel staffed in these offices, as well as the transacting public.

Given the potential for the continued spread of COVID-19 and the importance of keeping the Philippine seaports open to foreign and domestic trade, there remains a need to drastically limit the movement of people to the offices located in the Ports of Manila area, prohibit the continuation of face-to-face transactions and migrate all port area transactions to online platforms, including payments.

Mindful of the dangers of the continued spread of the COVID- 19 pandemic, and in compliance with the provisions of RA 11032 and Administrative Order No. 23 or “Eliminating Overregulation to Promote Efficiency of Government Processes” issued by the President on 21 February 2020, this Joint Memorandum Circular is hereby issued.

II. PURPOSE

This Joint Memorandum Circular (JMC) is issued to further simplify the procedures in processing applications for port permits, licenses, and gate passes for the release of cargoes at the ports, by imposing a mandatory requirement for: (a) online filing and processing of these applications; and (b) online payment of port dues, fees, terminal handling and related charges, customs duties and taxes, and shipping lines charges,² pursuant to the Ease of Doing Business Act.

This JMC is also intended to limit the handling of person-to-person transactions at the offices of the Bureau of Customs (BOC), Philippine Ports Authority (PPA), International Container Terminals Services Inc. (ICTSI), Asian Terminal Inc. (ATI), Harbour Centre Port Terminal Inc. (HCPTI), and other port operators at the Ports of Manila to curb the unabated spread of the COVID-19 virus.

The mandatory requirements of this JMC shall also apply to online filing of applications and payment of fees with the BOC and other port operators.

III. COVERAGE

The mandatory use of online platforms shall be adopted by BOC, PPA, ICTSI, ATI, HCPTI and other port operators at the international ports of Manila and shall apply to the following transactions:

1. Applications for import and export transactions, and the necessary permits, clearances and gate passes at these ports for the release of cargoes, including the submission of documentary requirements;
2. Processing of these applications by BOC, PPA, ICTSI, ATI and HCPTI;
3. Payment of port charges and fees, including the following:
 - a) Port charges
 - Port dues
 - Dockage-at-berth

² International shipping lines, through the Association of International Shipping Lines, Inc. (AISL), are hereby directed to devise and launch their online payment system within sixty (60) days from the effectivity of this JMC.

- Dockage-at-anchorage
 - Dockage (domestic)
 - Lay-up fee (foreign)
 - Lay-up fee (domestic)
 - Wharfage
 - Storage charges
 - Penalty storage charges
- b) Cargo handling charges**
- Cargo charges (arrastre)
 - Vessel charges (stevedoring)
- c) Other cargo handling-related charges, which shall include but not limited to, equipment rental, miscellaneous charges, extra labor services, and other related services; and**
- d) Other permits and ancillary fees.**

Payment of customs duties, taxes, import and export related fees and charges shall continue to be paid to the BOC through its Payment Application Secure System Version 5.0 (PASS5) system. Other fees and charges collected by the BOC, such as registration and renewal fees, as well as miscellaneous fees, shall also be paid online, subject to the issuance by the BOC of a Customs Memorandum Circular laying out the specific guidelines for online payment of these fees within sixty (60) days from the effectivity of this JMC.

IV. GUIDELINES

1. Processing of Applications

All port users including but not limited to, importers, exporters and their authorized representatives, freight forwarders, logistics companies, cargo truck operators, container yard operators, and other stakeholders (hereinafter referred to as “Clients”) shall file their applications for permits and clearances, including documentary requirements, for the release of cargoes from the different international ports of Manila through the online platforms of BOC, PPA, ICTSI, ATI and HCPTI. These may be accessed from the following sites:

- **BOC’s Electronic 2 Mobile (e2m) system:** <https://www.customs.gov.ph>
- **PPA’s e-Permit Management System:** <https://epms.ppa.com.ph/epms/>
- **ATI:** <https://asianterminals.com.ph> (downloadable registration forms are available via ATI Webtrack)
- **ICTSI’s Advanced Customer Transaction System (ACTS):** <https://acts.ictsi.com>
- **HCPTI:** <http://uport.harbourcentre.com.ph/Login/Default.aspx>

BOC, PPA, ICTSI, ATI and HCPTI may designate other official online sites where Clients may file and monitor their applications, and make payments of the necessary customs duties, taxes, fees and other charges as may be covered by subsequent circulars.

2. Payment of Fees

Payment of fees shall be done by the Client online through the accredited banks and payment channels of BOC, PPA, ICTSI, ATI, and HCPTI.

BOC, PPA, ICTSI, ATI and HCPTI shall be notified of the payment of the applicable duties, taxes, fees or charges either by: (a) the submission by Client of the proof of payment or deposit to the collecting agency through any of the available digital messaging platforms, such as, but not limited to, e-mail, Viber, Telegram, and Facebook Messenger; or (b) the automatic recognition through the collecting agency's online payment system, if any.

The provisions of PPA Memorandum Circular No. 15-2020³, BOC Customs Memorandum Order No. 08-2020⁴, HCPTI Circular No: HC-FIN-AMD-2020-0014⁵, and other related-issuances on other specific procedures for online payments shall still apply.

3. Issuance of Official Receipts (OR)

Upon receipt of the notification or recognition of payment, as the case may be, BOC, PPA, ICTSI, ATI and HCPTI shall transmit a scanned and/or digital copy of the Official Receipt (OR) to the Client through any of the available digital messaging platforms. The scanned and/or digital copy of the OR shall be sufficient proof of liquidation, billing, payment and other related purposes. As such, there may be no need to secure the hard copy from issuing agencies at the time of transaction. However, Clients may secure the hard copy of scanned ORs for BIR or other legal purposes, at their option.

BOC, PPA, ICTSI, ATI and HCPTI shall designate in an issuance or other form of notification to the public the specific online platforms where the proofs of payment or deposit and the related OR will be transmitted, and the related procedures for the same. This shall include designated times and periods for securing the hard copies of the scanned ORs.

4. Issuance of Gate Pass

Gate pass shall be processed electronically and printed offsite at the office/premises of the client. However, for general, break-bulk, bulk and/or other non-containerized cargoes, gate pass shall be issued only upon the actual loading of the cargoes in their respective trucks.

The gate passes should only be validated by the 192 BOC - Piers & Inspection Division (PID) on instances that there is derogatory information that need to be validated after the container/shipment has been cleared by BOC but has not yet left the port.

³ Attached hereto as "**Annex A**".

⁴ Attached hereto as "**Annex B**".

⁵ Attached hereto as "**Annex C**".

5. Protocol in Case Online System Goes Offline

To ensure the unhampered and complete services of BOC, PPA, ICTSI, ATI, and HCPTI, during the unavailability of their respective online system due to technical problems, the following protocols shall be observed:

5.1. PHILIPPINE PORTS AUTHORITY

5.1.1. *If internet payment gateway (Landbank ePP) is inaccessible:*

5.1.1.1. Port User/Client has the option to pay through bank-to-bank transaction following the procedure *to wit*:

5.1.1.1.1. Port User/Customer with Manila offices may deposit or transfer payments to the following PPA Head Office centralized collection accounts:

Landbank of the Philippines

Account Number: 0281-5088-90

Branch: South Harbor Port Area Manila

Swift Code: TLBPHMM

Philippine Veterans Bank

Account Number: 0042-004939-100

Branch: PPA Bldg. A. Bonifacio Drive
South Harbor Manila

Swift Code: PHVBPHMM

5.1.1.2. Send the scanned copy of validated deposit slip / bank confirmation receipt together with the order of payment or computation sheet, whichever is applicable, to treasury@ppa.com.ph for the issuance of PPA official receipt (OR).

5.1.1.3. The copy of PPA OR will be issued through the email, or any digital platform (e.g. Viber, Telegram, Facebook Messenger, etc.) enrolled by the payor upon confirmation that deposit/cash transfer was credited to PPA account.

5.1.2. *If PPA e-Payment/FIRST is inaccessible:*

5.1.2.1. Port User/Client has the option to pay through bank-to-bank transaction following the procedure above or through PPA cashier using manual receipt.

- 5.1.2.2. The PPA manual receipt shall be issued for transactions done during downtime.
- 5.1.2.3. All manually issued receipts shall be recorded using the Non-Computerized Port (NCP) template provided for the purpose.
- 5.1.2.4. Once the system is back online, the NCP template containing records of manually issued receipts shall be uploaded in PPA's Accounting and Financial Management System (AFMS) to capture financial transactions for proper recording and reporting of revenue.

5.1.3. Additional Payment Method:

- 5.1.3.1. PPA also offers Decentralized Revolving Fund (RF) payment scheme for invoices/billing of cargo and vessel charges in accordance with PPA Memorandum Circular No. 15-2015⁶.

This facility provides automatic payment processing provided that minimum cash deposit equivalent to the client's average 15-day transaction volume is maintained.

5.2. BUREAU OF CUSTOMS

5.2.1. In case E2M system is offline:

- 5.2.1.1. The Bureau shall require the Philippine Clearing House Corporation (PCHC) to submit a list of ALL PAID entries as confirmed and remitted by the Authorized Agent Bank (AAB).
- 5.2.1.2. The submitted list from PCHC shall be validated by MISTG PAS5 point person in the BOC E2M System. A report with additional information shall be prepared for easy matching of Port Operators data.
Point of Contact: BASILISA ABSALON
Alternate: PHILAR LORENZANA
- 5.2.1.3. The MISTG Site Managers shall submit the list to the Collection District Concerned.

Point of Contact: MISTG Site Managers⁷

⁶ Attached hereto as "Annex D".

⁷ Complete list of MISTG Site Managers is hereto attached as "Annex E".

- 5.2.1.4. The Collection District Concerned shall authorize the Manual Release through the coordination with the Port Operator.

Point of Contact: District Collectors⁸, BOC; Port Operators, ATI/ICTSI/HCPTI

Should there be any concerns on the Payment system, please coordinate with **Ms. Basilisa Absalon** at basilisa.absalon@customs.gov.ph or with **BOC-MISTG helpdesk** at mistg-hepdesk@customs.gov.ph

5.3. INTERNATIONAL CONTAINER TERMINAL SERVICES, INC.

In case of system offline at ICTSI, clients have the following options to pay their transactions:

5.3.1. Advance Deposit Receipt (ADR)

Clients can deposit to ICTSI accounts at partner banks. Clients will be given an ADR number to use in ACTS to pay port fees (similar to wallet/load/prepaid).

If ACTS is down, clients can notify ICTSI that they wish to settle fees using funds in their ADR. MICT Gate pass and e-OR will then be sent via email.

5.3.2. Online Bank Apps

Clients can use Online Bank Apps of partner banks to transfer money to ICTSI Accounts. Client sends transaction reference number. MICT Gate pass and e-OR will then be sent via email upon verification of payment.

5.3.3. Over-The-Counter

Clients can go to ICTSI-partner banks and deposit to ICTSI Accounts over the counter. Clients sends a copy of the deposit slip/proof of payment. MICT Gate pass and e-OR will then be sent via email upon verification of payment.

5.3.4. Transfers using Instapay in Bank Apps

Clients can use Online Bank Apps of any bank that has Instapay to transfer money to ICTSI Accounts. Client sends transaction reference number. MICT Gate pass and e-OR will then be sent via email upon verification of payment.

⁸ Complete list of BOC District Collectors is hereto attached as “Annex F”.

(N.B. Instapay has fixed transfer fees and a maximum daily transfer amount)

**In all cases, clients need not pay onsite. Instead, clients shall send their deposit slips and other proof of payment to customercare@icts.com.*

***For more information, please refer to the FAQs section of the ACTS online portal.*

5.4. ASIAN TERMINALS INC.

5.4.1. In case ATI's E-payment facility is offline, clients can deposit their payments to the following ATI bank accounts:

Metrobank

Account Name: ASIAN TERMINALS INC.
Currency: PHP
Account Type: PHP Checking-Corporate

Banco de Oro

Account Name: ASIAN TERMINALS INC.
Account Type: SA
Currency: PHP

5.4.2. Send the scanned copy of the deposit slip through e-mail to MS. MAYBEL LOMEDA at maybell@asianterminals.com.ph for the issuance of official receipt (OR).

5.4.3. ATI also offers **Revolving Fund Facility** which entails faster processing as it eliminates the time spent on manual verification of deposits with the bank/ATI Treasury.

5.4.3.1. Clients just need to send through e-mail (maybell@asianterminals.com.ph) an *authorization* to debit their funds for the shipments they wish to pay for.

5.5. HARBOUR CENTRE PORT TERMINAL, INC.

For purposes of this JMC, **HCPTI Circular No: HC-FIN-AMD-2020-001** which provides for the guidelines for the payment of HCPTI fees through bank transfer and/or bank deposit has been **amended** insofar as payment of HCPTI fees through bank transfer and/or bank deposit is now mandatory.

In case of system downtime, clients may send their respective concerns through e-mail to the following department and point persons:

Berthing application and documentation submission:

berth@harbourcentre.com.ph
commandcenter@harbourcentre.com.ph
planning@harbourcentre.com.ph

Billing and payment:

MARIANE HIZON

mariane_hizon@harbourcentre.com.ph / 0917-8268108

RAM BAUTISTA

ramon_bautista@harbourcentre.com.ph / 0917-5286104

U-PORT system: servicedesk@harbourcentre.com.ph

V. HELP DESK

For assistance, clients may call / log-in to the following 24/7 help desks:

- **PPA:** (02) 8527-8356 local 510
- **BOC:** 1532 or (02) 8705-6000
BOC CARES - <https://client.customs.gov.ph/index.php>
BOC-MISTG - mistg-hepdesk@customs.gov.ph.
- **ICTSI:** (02) 8245-4101
- **ATI:** (02) 8528-6000
- **HCPTI:** (02) 8516-7888

VI. TRANSITORY PROVISIONS

This Circular shall be fully implemented and complied with within sixty (60) days from its effectivity ("Transitory Period"). As such, the entities concerned shall calibrate their online system and platforms to ensure smooth implementation of this Circular. Likewise, the transacting public shall, within the said period, accustom themselves in doing transactions online.

After the Transitory Period, manual and/or face-to-face filing of application and payment shall no longer be accommodated except for such justifiable reasons such as when the online system is not functional or when payment channels are offline.

VII. SEPARABILITY CLAUSE

If any portion or provision of this Circular is declared unconstitutional or invalid, the other portions hereof which are not affected thereby, shall continue to be in full force and effect.

VIII. EFFECTIVITY

This Circular shall take effect immediately upon the filing of the copy thereof to the University of the Philippines-Office of the National Administrative Register (UP-ONAR) and shall remain effective until otherwise revoked.

REY LEONARDO B. GUERRERO
Commissioner
Bureau of Customs

ATTY. JAY DANIEL R. SANTIAGO
General Manager
Philippine Ports Authority

RAMON M. LOPEZ
Secretary
Department of Trade and Industry

ATTY. JEREMIAH B. BELGICA
Director General
Anti-Red Tape Authority

Concurred by:

MR. WILLIAM KHOURY
Executive Vice President
Asian Terminals Incorporated

MS. ARLYN L. McDONALD, CPA
Chief Financial Officer
International Container Terminal
Services Incorporated

MR. MARK ROY L. BOADO
Vice-President, Corporate Affairs
Harbour Centre Port Terminal, Inc.

Witnessed by:

ATTY. TERESITA M. ANGELES
*Assistant Commissioner, Client Support
Service*
Bureau of Internal Revenue

SVP MARILOU L. VILLAFRANCA
Head, LBP North NCR Branches Group
Land Bank of the Philippines

AMBASSADOR BENEDICTO V. YUJUICO
President
**Philippine Chamber of Commerce and
Industry**

MR. EMMANUEL E. BARCENA
President and CEO
Philippine Clearing House Corporation

MR. ADONES C. CARMONA
National President
Chamber of Customs Brokers, Inc.

DR. HENRY LIM BON LIONG
President
**Federation of Filipino Chinese
Chambers of Commerce and Industry, Inc.**

ATTY. MAXIMINO CRUZ
General Manager
**Association of International Shipping Lines,
Inc.**

MR. SAMUEL C. BAUTISTA
Chief Learning Officer
Academy of Developmental Logistics, Inc.

DATE SIGNED: 5 AUGUST 2020

ANNEX A



April 7, 2020

PPA MEMORANDUM CIRCULAR

No. 15 -2020

TO : All Port Managers
Department Managers
Port Users
Others Concerned

SUBJECT : Guidelines in the Processing of PPA Permits During the Enhanced Community Quarantine (ECQ) Due to COVID-19 Pandemic

1. Legal Bases

- 1.1 Republic Act No. 11469 (An Act Declaring the Existence of a National Emergency Arising from the Coronavirus Disease 2019 (COVID-19) Situation and a National Policy in Connection Therewith, and Authorizing the President of the Republic of the Philippines for a Limited Period and Subject to Restrictions, to Exercise Powers Necessary and Proper to Carry Out the Declared National Policy and for Other Purposes)
- 1.2 Inter-Agency Task Force for the Management of Emerging Infectious Disease Resolution No. 15, Series of 2020, March 24, 2020 (Resolution Relative to the Management of the Coronavirus Disease 2019 (COVID-19) Situation)
- 1.3 Memorandum from the Executive Secretary dated 16 March 2020 (Community Quarantine Over the Entire Luzon and Further Guidelines for the Management of the Coronavirus Disease 2019 (COVID-19) Situation)
- 1.4 Anti-Red Tape Authority (ARTA) Advisory No. 01, Series of 2020 (Advisory for the Adoption of Fast-Track Measures During the COVID-19 State of Calamity)

2. Objectives

- a. To simplify procedures and documentary requirements in order to speed up processing of PPA permits and applications during ECQ.
- b. To ensure that all operators and service providers in the port are authorized to provide or perform port services during ECQ.

- c. To minimize disruption in port operations, expedite port business processes and ensure the unhampered flow of essential goods.

3. Coverage

These guidelines shall apply to the following permits and authorities:

- 3.1 Private Port Applications (Permit to Construct and Certificate of Registration/Permit to Operate)
- 3.2 Short-Term Lease Contract (Permits to Occupy)
- 3.3 Accreditation Certificates
- 3.4 Hold Over Authority (HOA)
- 3.5 Other Permits Issued by the PMOs

4. Guidelines

4.1 Emergency Approval and Extensions and Approvals.

The validity of all permits that expired before March 17, 2020 and will expire during the effectivity of ECQ are deemed extended until June 30, 2020 or until the lifting of the ECQ implementation whichever comes later.

For COR/PTOs that expired and are expiring during the ECQ period, validity of the same are hereby extended until June 30, 2020 or until the lifting of the ECQ, whichever comes later.

All Applications for accreditation received by the PMOs from applicants prior to March 14, 2020 are deemed approved for the purpose of doing business in the ports under PPA's jurisdiction until June 30, 2020 unless extended by PPA. Applications for Permit to Operate (PTO) can be processed for those with pending issuance of Accreditation Certificates.

All HOA to operate CH services that expired/are expiring during the ECQ period are deemed extended until June 30, 2020, unless extended by PPA.

4.2 Electronic Submission

Nothing in these guidelines may prevent an applicant from submitting an application for PTO, Accreditation, COR/PTO, and similar permits for PPA

processing and approval using the standard, normal processes prescribed in existing regulations.

All applications including submissions of digital copies of supporting documents through email listed in **Annex "A"** and other online platforms shall be accepted and considered compliant, subject to post audit and/or verification process.

Applications for Accreditation which have been filed online may be considered for the issuance of PPA PMO Permits and Security Passes and Permittees shall be allowed to provide port services for a period of ninety (90) days or until the lifting of the ECQ, whichever comes first.

All inquiries, follow-ups and updates on the status of Accreditation Permits shall be lodged at the PMOs, where on-line applicants may be directed to the status trail provided in the system.

Only short-term leases shall be processed during the ECQ period.

The Permit-to-Occupy (PTOc) subject to 4th renewal shall be processed at the concerned PMO. However, at the end of the ECQ period, all requests for renewal of PTOc (4th renewal) shall be filed at the concerned PMO and approved by the Head Office.

Approvals shall be issued via email subject to modification, suspension, or cancellation when circumstances so warrant.

4.3 Extension of Permits after ECQ

Upon expiration of extended permits, applications for renewal of said permits shall be given a grace period of 30 days from the effective date of lifting of the ECQ or from the effective date of expiry granted by PPA, without the imposition of surcharge, interest and penalty charges. Thereafter, surcharge, interest and penalty charges shall accrue.

4.4 Suspension or Revocation of Permits/Authorities

PPA reserves the right to cancel suspend and revoke any extended permit or authority provided in this guidelines when circumstances so warrant.

4.5 Payment of Fees

PPA encourages payment of fees through electronic payments and on-line systems of participating banks listed in **Annex "B"**. Manual payments are still acceptable subject to ECQ measures which may result in transaction delays.

Port users may also avail of other payment facilities listed in **Annex "C"**.

5. EFFECTIVITY

This Order takes effect immediately.


JAY DANIEL R. SANTIAGO
General Manager

ANNEX A

	PMO	CONTACT PERSON	EMAIL ADDRESS
1	NCR North	Annie Lee F. Manese	alfmanese@ppa.com.ph
2	NCR South	Eligio P. Fortajada	epfortajada@ppa.com.ph
3	Northern Luzon	Marieta G. Odicla	mgodicla@ppa.com.ph
4	Bataan/Aurora	Allan M. Rojo	amrojo@ppa.com.ph
5	Batangas	Joselito O. Sinocruz	josinocruz@ppa.com.ph
6	Marquez	Francisquiel O. Mancile	fomanicle@ppa.com.ph
7	Mindoro	Elvis R. Medalla	ermedalla@ppa.com.ph
8	Palawan	Elizade M. Ulson	emulson@ppa.com.ph
9	Bicol	Ma. Magnolia S. Requejo	mmsrequejo@ppa.com.ph
10	Masbate	Oliver S. Rodulfo, Jr.	osrodulfojr@ppa.com.ph
11	Panay/Guimaras	Eduardo P. Goles	epgoles@ppa.com.ph
12	Negros Occidental/ Bacolod/Banago/Bredco	Loven S. Serran	lsserran@ppa.com.ph
13	Western Leyte/Biliran	Bernard C. Calledo	bccalledo@ppa.com.ph
14	Negros Oriental.Siquijor	Sarah R. Mijares	srmijares@ppa.com.ph
15	Bohol	James J. Gantalao	jjgantalao@ppa.com.ph
16	Eastern Leyte/Samar	Manuel A. Boholano	maboholano@ppa.com.ph
17	Misamis Occidental/ Ozamiz	Subanrio I. Lim	silim@ppa.com.ph
18	Zamboanga del Norte	Salvador L. Delina	sldelina@ppa.com.ph
19	Surigao	Froilan U. Caturla	fucaturla@ppa.com.ph
20	Agusan	Mildred J. Padilla	mjpadilla@ppa.com.ph
21	Misamis Oriental/ Cagayan de Oro	Isidro V. Butaslac, Jr.	ivbutaslacjr@ppa.com.ph
22	Socsargen	Cesar M. Dataya	cmdataya@ppa.com.ph
23	Davao	Analee G. Aguila	agaguila@ppa.com.ph
24	Lanao del Norte/Iligan	Medardo I. Sosobrado	misosobrado@ppa.com.ph
25	Zamboanga	Arcidi S. Jumaani	asjumaani@ppa.com.ph

LIST OF PARTICIPATING BANKS IN PPA e-PAYMENT

1. Asia United Bank
2. BPI Direct Banko
3. CTBC Bank
4. Citystate Savings Bank
5. DBP
6. Enterprise Bank
7. Entreprenuer Bank
8. Equicom Savings Bank
9. **Land Bank of the Philippines**
10. MASS SPECC
11. Malayan Bank
12. Maximum Savings Bank
13. Overseas Filipino Bank
14. PBCom
15. Philippine Business Bank
16. PVB
17. Philtrust Bank
18. Sterling Bank of Asia
19. Sun Savings Bank
20. Tiaong Rural Bank
21. Wealth Bank

ANNEX C

OTHER PAYMENT FACILITES OF PPA

1. Bank to bank Payment System

The port customers with Manila Offices may deposit or transfer their payments to the following PPA Head Office centralized collection accounts:

Land Bank of the Philippines

Account No. : 0281-5088-90
Branch : South Harbor, Port Area, Manila
Swift Code : TLBPPHMM

PVB

Account No. : 0042-004939-100
Branch : PPA Bldg, A. Bonifacio Drive South Harbor
Branch, Manila
Swift Code : PHVBPHMM

The duly validated Bank Deposit Slip or Bank Confirmation Receipt, supported with PPA Bill of Charge, Invoice or Order of Payment, will be sent thru e-mail at treasury@ppa.com.ph and will serve as proof of payments of PPA fees for the account of other PMOs.

PPA Official Receipt will be issued upon confirmation that the said deposit/cash transfer was credited to PPA account and will be electronically sent at the e-mail address of the payor.

2. Cash Payment at PPA-Treasury Department (TD)

Mondays to Fridays, 8:00 A.M. to 5:00 P.M.

3. Cash Payment at PMOs NCR South and North

Saturdays and Sundays, 8:00 A.M. to 5 P.M.

ANNEX B



Republic of the Philippines
Department of Finance
BUREAU OF CUSTOMS
1099 Manila

Date 11 MAR 2020

CUSTOMS MEMORANDUM ORDER (CMO)
NO. 08-2020

SUBJECT: GUIDELINES IN THE IMPLEMENTATION OF THE ZERO-CONTACT POLICY AT THE ASSESSMENT OFFICES IN THE BUREAU OF CUSTOMS.

Introduction. Pursuant to Rule V Section 1 of Joint Memorandum Circular No. 2019-001 series of 2019 implementing Republic Act 11032 or the Ease of Doing Business and Efficient Government Service Delivery Act of 2018, the following guidelines in the implementation of the Zero-Contact Policy in the Bureau of Customs shall be observed.

Section 1. Scope and Coverage. This Order shall apply to all licensed customs brokers, declarants, importers, customs broker's representatives and other stakeholders (hereinafter referred as Client) dealing directly with the Bureau such as the processing of the goods declaration filed with the assessment offices in the Bureau of Customs, stakeholder engagement meeting, and other official events and activities.

Section 2. Objectives.

- 2.1.** To observe transparency in government dealings and encourage honest and efficient delivery of government services to the transacting public.
- 2.2.** To promote a regime free of perception of graft and corruption by minimizing face-to-face transaction in the Bureau of Customs.
- 2.3.** To encourage the submission of the goods declaration and supporting documents through electronic form in line with the Bureau's thrust to re-engineer its systems and processes towards trade facilitation.

Section 3. Format of Goods Declaration and Supporting Documents.

Documents to be filed with the Bureau shall be submitted in hard and in electronic Portable Document Format (PDF).

3.1. The hard copies of the goods declaration and the supporting documents (bill of lading, invoice, packing list, etc.) must be placed in a long brown envelope properly labeled using size 16 Arial font with the following details, all in capital letters (see Annex A):

- 3.1.1.** Date (ex. OCTOBER 2, 2019);
- 3.1.2.** Port Code and Goods Declaration Reference Number (Entry Number) following the format in the SAD (ex. P02A-C-12345-2019);
- 3.1.3.** Consignee (ex. INTERNATIONAL LOCAL TRADING INC);
- 3.1.4.** Importer's Email address (ex. ilti@gmail.com);
- 3.1.5.** Declarant (ex. JOSE DE LA CRUZ);
- 3.1.6.** Declarant's email address (ex. jdlic@gmail.com);
- 3.1.7.** List of Documents submitted separated by Comma (ex. SAD, INVOICE, PACKING LIST, BL, INSURANCE RECEIPT; and
- 3.1.8.** ONLINE TICKET NO. (if scanned copy is submitted online)

3.2. For electronic copies, only PDF file type shall be accepted and each document should be submitted as a separate file. The resolution of the electronic documents shall be at least 600dpi. The file name format shall be PORT CODE.REFERENCE NUMBER.DOCUMENT TYPE. Please see illustrative examples below.

- 3.2.1.** P02A-C-12345-2019.SAD (For SAD)
- 3.2.2.** P02A-C-12345-2019.INVOICE
- 3.2.3.** P02A-C-12345-2019.BL (For Bill of Lading)
- 3.2.4.** P02A-C-12345-2019.IP.DTI (IP stands for Import Permit, DTI is the issuing agency)
- 3.2.5.** Examples of other document types: PACKINGLIST, TELTRANS (Telegraphic Transfer), LC (Letter of Credit), LPSR (Load Port Survey Report), etc.

Section 4. Procedures.

- 4.1.** The Client shall submit the hardcopy of Goods Declaration and corresponding attachments (Bill of Lading, Invoice, Packing List, etc.) at the Customer Care Center (CCC) which shall be established in all Ports. The CCC shall serve as the Port's receiving unit of all submitted import documents. If CCC is not yet operational at the Port, the documents shall be submitted at the Entry Processing Unit (EPU) or equivalent unit.

Soft copies of the scanned documents shall be submitted either by electronic mail through the Customer Care Portal System (CCPS), or in an external drive (USB flash drive) to be delivered simultaneously with the hard copy. The external drive shall be returned to the Client after downloading the files contained therein.

- 4.2.** Upon receipt of the hard copies of the documents filed by the Client, the CCC or equivalent unit shall check the completeness of the documents submitted as labeled in the submitted envelope.
- 4.3.** If the same are complete and in order, the CCC/EPU shall enter the required data fields in the Goods Declaration Verification System (GDVS). The EPU shall forward the documents to the Section Chief in the case of Port of Manila (POM) and Manila International Container Port (MICP), or to the FED Chief or its equivalent unit for other ports.
- 4.4.** If the documents are incomplete based on the checklist enumerated in Annex "A" hereof, the CCC Evaluator or EPU document processor shall not accept the envelope containing the documents to process the goods declaration and shall inform the Client or his/her representative about the lack of documents and return the envelope to the client.
- 4.5.** If there is a need for the submission of additional documents, the Client shall be asked to submit the soft copy through the CCPS and/or USB and the hard copies to the CCC (if applicable) or EPU/equivalent unit in a brown envelope and clearly labeled indicating the following details:

- 4.5.1.** Date of submission
 - 4.5.2.** Goods Declaration No. (format: P02A-C-12345-2019)
 - 4.5.3.** Consignee (all capital letters)
 - 4.5.4.** Declarant (all capital letters)
 - 4.5.5.** Ticket No.
 - 4.5.6.** List of Documents, separated by comma
- 4.6.** Upon receipt of the Goods Declaration, the assigned COO III (Examiner) shall process the same in accordance with provisions under CMO 1-2020.
- 4.7.** The COO III shall open a ticket addressed to the Client using the CCPS on the following instances:
- 4.7.1.** Notification to the Client for the schedule of the physical examination of the shipment, if required;
 - 4.7.2.** Submission by the Client of additional documents and/or explanation on the circumstances surrounding the transaction needed to complete the examination and assessment process.
 - 4.7.3.** If the shipment is assessed with additional duties and taxes; or
 - 4.7.4.** If the shipment is subject to clearance by the Import Assessment Service (IAS), Enforcement and Security Service Motor Vehicle Monitoring and Clearance Office (EMVMCO), other BOC units, or other regulatory agencies.
- 4.8.** For entries subject of clearance by BOC offices/units, the COO III shall open a ticket and indicate in the details box the following remarks: "For IAS (or BOC office/unit concerned) Clearance. Indorsement letter to IAS (or BOC office/unit) is being prepared". The ticket will be assigned to the District Collector Office.

The Ticket Number shall always be indicated as reference in the Indorsement to IAS or other BOC offices/units concerned to be signed by the District Collector.

- 4.10.** The District Collector or his/her representative shall attach a scanned copy of the indorsement to the ticket. Scanned copy of SAD and other import documents shall be forwarded to IAS or the concerned BOC offices/units either through email or as attachment to the ticket.

- 4.11. The ticket shall then be transferred to IAS with the following remarks in the details box: "Hard Copy in Transit to IAS (or BOC office/unit). Scanned copies of Indorsement and SAD/Import Documents are attached/forwarded through email for advance information and evaluation of IAS (or BOC office/unit concerned)."
- 4.12. The IAS or the BOC office/unit concerned shall immediately claim the ticket and indicate in the details box the following remarks: "Acknowledging receipt of scanned copies". The receiving Office concerned shall input its findings in the same ticket previously opened by the COO III.
- 4.13. After evaluation, the IAS or the BOC office/unit concerned shall attach the scanned copy of Clearance in the ticket with the following remarks: "Please see attached scanned copy of IAS (or BOC office/unit) Clearance. Hardcopy of the said clearance is in transit to concerned District." IAS or the BOC office/unit concerned shall then immediately transfer the ticket to the assigned COO III.
- 4.14. Upon receipt of original documents, the COO III shall claim the ticket and enter the following: "IAS (or BOC office/unit) Clearance received".
- 4.15. After compliance and resolution of the issues and concerns, the COO III shall forward the ticket to the COO V (Appraiser) for closing with resolved status.

Section 5. Status Verification by Importer/Broker/Authorized Representative. At any time, Clients may verify the status of their goods declaration using the GDVS link or the Clients may open a ticket in the CCPS. Only one ticket per goods declaration number is allowed. Otherwise, duplicate tickets will be closed.

- 5.1. If the client will create a ticket to follow-up the status of his goods declaration, he should select Goods Declaration as the Help Topic and provide the correct Port so that the ticket will be routed to the appropriate office. Under Summary Box, the Client should input the Goods Declaration Reference No. (Entry Number) and then input the Consignee name and other importation details in the details box.

- 5.2. The ticket created by the Client will be forwarded to the Office of the Chief, Formal Entry Division for subsequent referral to the assigned COO III/COO V.
- 5.3. After compliance and resolution of the issues and concerns, the COO III shall forward the ticket to the COO V for closing with resolved status.

Section 6. Opening of Appointment Ticket. If a Client or BOC Officer requests for personal appearance due to valid reasons, such as witnessing of actual physical examination, a ticket shall be opened using the "Appointment" as the Help Topic.

Requests for visits shall be subject to the approval of the District Collector upon recommendation of the Chief FED. No appointment ticket shall be granted if the purpose is to follow up the status of a Goods Declaration as this can be done through the online portal and/or GDVS.

The Appointment Ticket will be routed first to the Chief, FED for recommendation, then to the Office of the District Collector for approval, and finally to the District Commander ESS for verification. Upon entering the assessment office, the client should inform the Customer Care Center, if applicable, or the ESS personnel on duty of the ticket number for verification in the system and subsequent issuance of an Access Pass ID.

No stakeholders inside the Assessment Area shall be allowed except those with approved appointments tickets and Access Pass ID.

The Appointment Ticket shall also be used for stakeholder engagement meeting, and other official events and activities to be conducted within the premises of the Bureau. The requesting office shall be responsible for the creation of the Appointment Ticket for the invited guests or resource persons and shall ensure that the Access Pass ID is already available upon their arrival.

Section 7. Creation of Alternate Link. In the event of system malfunction or the CCPS link (client.customs.gov.ph) becomes inaccessible, an alternate link will be provided as a redundant and backup system where the importer/declarant may follow-up or inquire on the status of the goods declaration filed with the EPU.

Section 8. Creation of Port Transition Team. For the smooth implementation of the Zero-Contact Policy as espoused in this Order, the District Collectors are hereby directed to create their respective Port Transition Teams to address possible concerns that may be raised by both BOC personnel and external stakeholders and to receive feedback and monitor stakeholder satisfaction where knowledgeable employees shall at all times be made available for consultation and advice.

Section 9. Responsibilities of the District Collectors. All District Collector shall have the lead role in the conduct of information dissemination campaign for the Zero-contact policy of the Bureau and prepare and implement a comprehensive and strategic communication plan to educate and engage on a continuous basis all stakeholders and institute hotline numbers, information communication technology or other mechanisms by which stakeholders may adequately express their complaints, comments or suggestions.

Section 10. Repealing Clause. Provisions of other CMOs, orders and issuances in conflict with this CMO are hereby repealed or amended accordingly.

Section 11. Effectivity. This CMO shall take effect on 23 MAR 2020.



REY LEONARDO B. GUERRERO

Commissioner

MAR 11 2020



BOC-02-01244



ANNEX C

HARBOUR CENTRE PORT TERMINAL, INC.

TO : ALL HCPTI CLIENTS
FROM : HARBOUR CENTER PORT TERMINAL, INC.
DATE : MARCH 16, 2020
SUBJECT : GUIDELINES FOR THE PAYMENT THROUGH BANK TRANSFER AND/OR BANK DEPOSIT

GENERAL STATEMENT

This memo shall serve as guideline to clients for the optional payment of account through bank transfer and/or bank deposit.

GENERAL RULES

- 1) Deposit and/or transfer payment to HCPTI Metrobank account with bank details as follows:

Bank: Metrobank /Anda Circle Port Area Branch
Account Name: Harbour Centre Port Terminal, Inc.
Account No.: [REDACTED] 532-2

- 2) Once a deposit and/or bank transfer has been made, the client should send a scanned copy of the deposit slip and/or a screenshot of the fund transfer confirmation through email billing@harbourcentre.com.ph and copy TREASURY@harbourcentre.com.ph with the following payment reference:

Type of Charges

BL#

Number of days for Storage Charges

Billing Statement number for Post Billing

BIR Form 2307 (bring the original copy upon claiming the original billing and official receipt)

- 3) Once received, Accounts Management shall provide a copy to Treasury for bank verification of deposit and/or transfer.
- 4) Upon confirmation by Treasury, Accounts Management shall issue an Acknowledgement Receipt for the advance deposit made for cargo handling charges, dockage and mooring, storage, and other charges, and Official Receipt for settlement of post billings. Note that 'confirmation' shall mean that the amount was already credited under the HCPTI bank account, that is, checks still subject for clearing shall not be accepted until cleared.
- 5) A Billing Statement shall be prepared along with the issuance of the Official Receipt and releasing in OLRs provided that the following documents have been submitted:

- Import documents and other requirements for **Arrastre and Throughput**,
- Ship particular and VDC for **Dockage and Mooring**,
- Vessel Name, BL No., and number of days to be settled for **Storage** lifting, and
- Extra Services / Extra Charges Transmittal for **Other Charges**.

- 6) Client may pick up Original Billing Statement and Official Receipt at Accounts Management Section Office.

Ms. MARIANE G. HIZON

Accounts Management Manager

CIRCULAR NO: HC-FIN-AMD-2020-001

Last print by: mariane g. hizon



Management System
ISO 9001:2008
ISO 14001:2004
OHSAS 18001:2007



ANNEX D



NOV 20 2015

Bonifacio Drive, South Harbor, Port Area, Manila 1018, Philippines, P.O. Box 436, Manila, Philippines
Tel. No. (0632) 527-8356, Fax. No. (0632) 527-4855, <http://www.ppa.com.ph>



PPA Memorandum Circular
Number 15 - 2015

T O : The Port Managers
The RC Heads Concerned
All Shipping Lines/Shippers/Consignees
All Cargo Handling Operators
And All Other Port Users Concerned

SUBJECT : Amended Guidelines on Decentralized
Revolving Fund Payment Scheme

1. Authority

Section 6.a)(iii) Presidential Decree No. 857

2. Rationale

As a general rule, the Authority collects its fees and charges on a "Cash and Carry Basis". The exception to the cash and carry rule is the maintenance of a REVOLVING FUND (RF) to address the concerns of port users in the payment of fees and charges, such as, to facilitate the clearance of cargoes and vessel; to avoid incurrence of late charges and/or penalties; and to avoid the risks in carrying/handling substantial amount of cash; among others.

3. Coverage

These guidelines shall cover the privilege granted to port users for the decentralized payment of their invoices/billings for cargo and/or vessel charges.

4. General Policies

- 4.1. The Decentralized RF Facility is open to all port users for payment of their invoices/billings for cargo and/or vessel charges.
- 4.2. RF Customers availing of the Decentralized RF facility shall be required to maintain with PPA (or the servicing PMO, as applicable) a minimum cash deposit equivalent to its average 15-day transaction volume.
- 4.3. The Decentralized RF shall be replenished every week or when the RF balance reaches 20% of the required minimum deposit to ensure that their transactions are adequately covered by the Decentralized RF deposit balance.
- 4.4. An RF Invoice shall not be created in the System if the Decentralized RF balance is below the 20% threshold. In this case, the RF Customer will be automatically treated as Cash Basis Customer where transactions shall be required to be paid in cash.

VISION

By 2030, PPA shall have provided globally competitive port service in the Philippines characterized by increased productivity, efficiency, connectivity, comfort, safety, security and environmental sustainability.

MISSION

1. Provide reliable and responsive services in ports, sustain development of community and the environment, and be a model corporate agency of the government.
2. Establish mutually beneficial, equitable and fair relationship with partners and service providers.
3. Provide meaningful and gainful employment while creating a nurturing environment that promotes continuous learning and improvement.
4. Establish a world class port operation that is globally competitive adding values to the country's image and reputation.

4.5. The Decentralized Revolving Fund privileges shall be restored only when replenishment is made and the minimum required Decentralized RF balance is met.

5. Registration of the Decentralized RF Account

5.1. A customer availing of the decentralized RF facility shall accomplish a "Customer Registration Form (CRF)" (Annex A) and shall choose or indicate Decentralized RF Facility.

5.2. The RF Customer availing of the Decentralized RF facility shall be assigned a Debtor Code for each area of operation or Servicing PMO and shall maintain separate RF per servicing PMO.

5.3. The duly accomplished registration form shall be submitted to the Servicing PMO.

5.4. The concerned Operating Unit (OU)/Servicing PMO shall forward the accomplished CRF by fax or e-mail to HO-MISD to be enrolled into the system and assign RF Customer's Debtor Code.

5.5. The approved CRF indicating the Decentralized RF Customer's Code shall be sent by HO-MISD to the Servicing PMO, copy furnished RF Customer.

6. Mechanics

6.1. Initial Deposit to the RF Account

6.1.1. Upon approval of the Customer Registration Form (CRF), a port user with decentralized RF facility shall deposit the minimum maintaining balance of RF at any Servicing PMO for credit to its centralized account.

6.1.2. A port user with decentralized RF facility shall make the deposit to all its RF accounts in each and every enrolled area of operation or Servicing PMOs.

6.1.3. The Operating Unit (OU) shall issue a "Non-VAT Official Acknowledgment Receipt" evidencing the initial deposit made by the RF Customer and treated in the books as guaranty deposit under Guaranty Deposits Payable-Revolving Fund.

6.2. Creation of RF Invoice/Billing

6.2.1. Each servicing PMO shall create, generate and transmit the RF invoices to its RF Customer

6.2.2. RF invoices issued at an NCP port should be handled separately from the other NCP transactions utilizing the template. RF Template should be e-mailed within two days to the PMO for uploading into the FIRST OU Accounting Module, as detailed in the "Procedures on Loading of NCP Invoice Template", to keep the RF account always at its current balance.



6.3. Application/Charging of RF Invoice Against the Revolving Fund

6.3.1. The RF Invoice shall be created per transaction and charged/applied against the Decentralized Revolving Fund of the RF Customer.

6.3.2. The RF Customer, duly designated by BIR as Withholding Agent in its BIR Certificate of Registration is authorized to withhold 2% EWT, hence, upon the issuance and charging of the RF Invoice against the Decentralized RF, the corresponding 2% EWT shall be deducted and recorded in the books as Prepaid Tax-EWT.

6.3.3. The OU can view the Decentralized RF balances in the "RF Summary by Debtor" or "Listing of RF transactions" by OU and RF Customer.

6.4. Replenishment of Revolving Fund

6.4.1. An RF Customer shall make a deposit or replenishment of its Decentralized RF at least every week to ensure that their transactions are adequately covered by the RF balance.

6.4.2. For easier monitoring and reconciliation, replenishment shall be by batch of invoices.

6.4.3. The batch of invoices to be replenished shall be reflected in the List of Invoices by RF Customer as shown below:

Philippine Ports Authority							
PMO							
List of Invoices by RF Customer							
Date Covered:	From		To				
Customer Code:					Date Generated:	Run	
Customer Name:					Page	of	
Sequence No.	Transaction Date	Invoice Number	Port Charges		VAT Amount	EWT Amount	Total Amount
			Type	Amount			
1.							
2.							
3.							
4.							
5.							
6.							
Total							
<p>This List of Invoices by RF Customer is system generated and does not require signature.</p> <p>This electronic transmission is confidential. If you are not the addressee, you may not copy, forward, disclose or use any part of it. If you have received this message error, please delete it and all copies from your system and notify the sender immediately by return e-mail.</p>							

- 6.4.4. The Servicing PMO shall ensure that the BIR Form 2307 corresponding to the Expanded Withholding Tax in the "List of Invoices by RF Customer, which has been deducted and recorded during invoicing, shall be secured from the RF Customer.
- 6.4.5. The OU shall issue an "Official Receipt" for the replenishment. This will be used by the RF Customer for claiming their Input VAT.
- 6.4.6. For this purpose, the replenishment will also be recorded as Guaranty Deposits Payable Revolving Fund. However, the system will replicate in the Official Receipt "Payment Summary the EWT, the VAT Sales and VAT Amount/Zero Rated Sales/VAT Exempt Sales as indicated in the RF Invoices issued and charged against the Revolving Fund; recorded in the books; and summarized in the "List of Invoices by RF Customer".
- 6.4.7. The Servicing PMO shall periodically verify the RF balance of their respective RF Customers to ensure that it complies with the minimum maintaining balance.

7. Repealing Clause

This Memorandum Circular amends PPA Memorandum Circular No. 03-2010 and all orders, circulars, rules and regulations and other issuances inconsistent herewith are hereby repealed.

8. Effectivity

This Memorandum Circular takes effect 30 days after publication in a newspaper of general circulation.

For strict compliance.


JUAN C. STA. ANA
General Manager

Published in the Philippine Star - December 4, 2015

Effectivity Date January 3, 2016



**CUSTOMER REGISTRATION FORM
(For TRADE ACCOUNT)**

Reminders:

1. Please see reverse for the general instructions on how to fill out the form.
2. Asterisks (*) mandatory fields, fill-up.
3. Shaded items, no need to fill-up.
4. Accomplish one (1) copy per Customer.
5. Submit accomplished Customer Registration Form to Accounting Processor (for HO and PDO) or _____ (for PMO)
6. Attach required supporting documents with this form.

* Action: [C] Create / [R] Revise / [D] Delete

Customer Code :
(System Generated)

To be filled out by Customer

Customer Details

*1. Customer Name: _____

*2. Short Name: _____ *3. DTI Registration Number: _____

*4. Address: _____

5. Postal/Zip Code: _____ 6. Country: P F Philippines

*7. TIN: _____

8. Communications

*Contact Name: _____

*Contact Position: _____

*Telephone 1: _____ Fax No. : _____

Telephone 2: _____ E-mail : _____

9. Prepared by: _____ Date: _____

For PPA Accounting Use Only

*1. PPA Office: _____

* Customer Group: (check groups that apply)

- Ancillary Services Cargo Handling Operator Port Users Lessee Special Takeover Unit Government Others

2. Surcharge Indicator: Yes No 6. Bank Guarantee: Yes No

3. Surcharge Code: INT - 12% PENALTIES - 25% 7. Tax Code: 01 - Output VAT

4. E-Port: Yes No 8. Control Account: 8-71-800 - Receivable - Trade

5. Account Category: Cash Credit/ With Revolving fund 9. Payment Terms: C000 - CASH

Centralized RF Decentralized RF 10. Currency Type: PHP - Philippine Peso

11. Prepared By/Date: _____ Authorized By/Date: _____ Encoded By/Date: _____ Checked By/Date: _____

ANNEX E

BOC-MISTG SITE MANAGERS

NAME	SITE	EMAIL	CONTACT NUMBER
Manlapaz, Gil Jr. K.	Port of Manila (POM)	gil.manlapazjr@customs.gov.ph	(02) 8705-6062
Azurin, Winlove C.	Port of Manila International Container Port (MICP)	winlove.azurin@customs.gov.ph	(02) 8705-6093 / (02) 8705-6094
Cordova, Arnold I S.	Port of Ninoy Aquino International Airport (NAIA)	arnold.cordova@customs.gov.ph	(02) 8705-6080
Magallanes, Creos L.	PEZA-Cavite/Laguna	creos.magallanes@customs.gov.ph	(02) 8705-6088
Bernejo, Felipe A.	Port of San Fernando	felipe.bernejo@customs.gov.ph	(02) 8705-1061
Suyan, Gerry S.	Port of Clark	gerry.suyan@customs.gov.ph	(02) 8705-1115
Edillor, Mark E.	Port of Subic	mark.edillor@customs.gov.ph	(02) 8705-1009
Verdillo, Bienvenido N.	Port of Limay, Mariveles	bienvenido.verdillo@customs.gov.ph	(02) 8705-1005
Masalunga, Catherine D.	Port of Batangas	catherine.masalunga@customs.gov.ph	(02) 8705-1004
Romero, Demosthenes D.	Port of Cebu	demosthenes.romero@customs.gov.ph	(02) 8705-1017
Melo, Ronald R.	Sub-Port of Mactan	ronald.melo@customs.gov.ph	(02) 8705-1080
Aruta, Winston C.	Port of Tacloban	winston.aruta@customs.gov.ph	(02) 8705-1099
Gain, Mary Grace T.	Port of Iloilo	marygrace.gain@customs.gov.ph	(02) 8705-1098
Soria, Estrelleta O.	Port of Cagayan de Oro	estrelleta.oyao@customs.gov.ph	(02) 8705-1096 / (02) 8705-1094
Cruzat, Oliver C.	Port of Davao	oliver.cruzat@customs.gov.ph	(02) 8705-1086
Cañete, Jorie John T.	Port of Zamboanga	joriejohn.canete@customs.gov.ph	(02) 8705-1109
Trozo, Gemma	Port of Surigao	gemma.trozo@customs.gov.ph	(02) 8705-1002
Sevilla, Laurentino Jr. L.	Sub-Port of Dadiangas	laurentino.sevilajr@customs.gov.ph	(02) 8705-1093

ANNEX F

BOC DISTRICT COLLECTORS

NAME	DISTRICT	E-MAIL ADDRESS	CONTACT NUMBER
Atty. Romalino G. Valdez	Port of Batangas	Romalino.Valdez@customs.gov.ph	(043) 722-0705-07
John M. Simon	Port of Cagayan De Oro	john.simon@customs.gov.ph	563-6410
Atty. Erastus Sandino B. Austria	Port of Davao	erastussandino.austria@customs.gov.ph	(082) 235-1315
Noli Santua	Port of Iloilo	Noli.SantuaJr@customs.gov.ph	(033) 337 5830
Francia Guillermo	MICP	franciag@customs.gov.ph	(02) 247 0972
Carmelita Talusan	NAIA	Carmelita.Talusan@customs.gov.ph	(02)879-6003
Arsenia Ilagan	POM	arsenia.ilagan@customs.gov.ph	(02) 526-6652
Atty. Ma. Rhea M. Gregorio	Port of San Fernando	marhea.gregorio@customs.gov.ph	(072) 888-5581
Ciriarco Ugay	Port of Surigao	ciriaco.ugay@customs.gov.ph	(02) 962-0788
Atty. Francis T. Tollibas	Port of Tacloban	francis.tollibas@customs.gov.ph	+63917 527 2351
Arlenito Claveria	Port of Aparri	arientoantonio.claveria@customs.gov.ph	(078) 822-8873
Atty. Charlito Mendoza	Port of Cebu	CharlitoMartin.Mendoza@customs.gov.ph	(032) 353-0766 / (032) 350-3219
Ruby Claudia Mato Alameda	Port of Clark	rubyclaudia.alameda@customs.gov.ph	(045) 499-0831
Alexander M. Go	Port of Legazpi	alexander.go@customs.gov.ph	(054) 881-0518
Michael Angelo Dc. Vargas	Port of Limay	michaelangelo.vargas@customs.gov.ph	(047) 244-6034
Mariness T. Martin	Port of Subic	martinm@customs.gov.ph	(047) 252-3534
Sigmundfreud Z. Barte	Port of Zamboanga	segundosigmundfreud.barte@customs.gov.ph	(062) 992-6844