REVISED PROCEDURE IN BILLING AND COLLECTION OF CHARGES AGAINST CARGOES AT MICT

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I

Authority

1. Letter of President Aquino to Sec. R. Reyes dated 18 May 1988;

2. Supplemental Agreement to ICTSI Management Contract dated 19 May 1988;

3. PPA Board Resolution No. 1028;

4. Letter of Executive Secretary Macaraeg to DOTC Secretary Orbos dated 12 September 1990;

5. Sec. 3.07 of ICTSI Management Contract.

II

Objectives

1. To streamline the procedures in billing and collection of charges at MICT to reduce processing time of documents;

2. To enforce the intent of Sec. 3.07 of ICTSI Management;

3. To provide safeguards/control mechanisms in billing and collection of charges such as counter-checking, reconciliation, validation, reporting and liquidation; and

4. To clarify processing responsibilities.

III

Procedure

In line with the Authority's goal of improving revenue collection efficiency, keep abreast with information technology applications of concerned government and private entities, among others, the following procedure is hereby prescribed for the payment of charges against cargoes at MICT:

REVISED PROCEDURE IN BILLING AND COLLECTION OF CARGO CHARGES AT MICT

1

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Broker/declarant secures QUE No. from ICTSI Security Guard/or any assigned personnel under the supervision of billing; and documentation head

2

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Broker/declarant submits to ICTSI teller the following documents:

* Duly processed IEIRD-Original copy or other types of delivery or transfer permit (BOC Document)

* Duly processed IEIRD — Photocopy

* Processed Container Release Order (CRO)

(Shipping Line Document)

3

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ICTSI Teller upon receipt of the above thru the On Line Release System (OLRS) prepares/computes the bill, collect total amount appearing in the bill (Total Amount Constitutes Arrastre, Storage, Weighing,

Reefer = Total due to ICTSI Plus Wharfage

Due to PPA = Total Amount Collected)

If payment is in Manager's Cheque, the cheque shall be split into:

— Total Due to ICTSI

— Total Due to PPA (Wharfage)

4

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ICTSI Teller upon receipt of payment issues CCR, distributed as follows:

Copies Released to Customer

— Gatekeeper/records copy

— Customer Copy

— BOC Copy

Copies Retained by Teller

— Cash/Accounting Copy

— PPA Copy

5

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ICTSI turns over to PPA all wharfage charges collected hourly supported with Collection Turnover Sheet, CCR-PPA Copy & photo copy of IEIRD (Three (3) ICTSI tellers to turnover alternately to PPA Cashier)

6

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PPA issued PPA Official Receipt (OR) in the name of the Customer. Releases OR to Customers within the

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day.

7

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PPA furnishes ICTSI copy of OR for reconciliation purposes

8

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ICTSI provides PPA with print out of all collection transactions daily for counter-checking

9

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ICTSI submits to PPA Monthly Manifests Liquidation not later than the 5th day of the succeeding month.

IV

Implementation

The MICT Field Office, PDO Manila, the Management and Information Services Department and the Treasury Department are hereby directed to coordinate the details with ICTSI for the smooth implementation of this revised procedure.

V

Repealing Clause

All PPA issuances, memoranda, circulars, orders, rules and regulations or parts thereof inconsistent with or contrary to any of the provisions of this Order are hereby modified or repealed.

VI

Effectivity

This Order takes effect immediately.

Adopted: 11 Mar. 1996

(SGD.) CARLOS L. AGUSTIN
General Manager

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