

**[PPA MEMORANDUM CIRCULAR NO. 25-2004,
August 26, 2004]**

**PRESCRIBING GUIDELINES ON THE USE OF THE RO-RO
TERMINAL FEE CASH TICKET AT THE STRONG REPUBLIC
NAUTICAL HIGHWAY (SRNH) FERRY PORTS**

As part of continuing moves to improve port services, in general, and in order to facilitate the assessment and payment of the applicable Terminal Fees stipulated under PPA Memorandum Circular No. 17-2003, the following general guidelines governing RO-RO operations at the SRNH ports and the issuance, use and liquidation of the RO-RO Terminal Fee (RTF) cash tickets are hereby prescribed for the guidance of and compliance by all concerned:

I. Provision of Facilities and Procedures

As a rule, the Port Manager having control over the RO-RO ferry ports, included under Phases I and II of the Strong Republic Nautical Highway (SRNH) and other ports which may subsequently be added or made part thereof, shall be responsible in ensuring that the following standard measures, among others, are put in place immediately:

- A. Provision of exclusive entry lane for RO-RO vehicles at the port's gate;
- B. Provision of a single Toll Booth for the collection of Terminal Fee and Freight, where possible;
- C. Provision of Lane Meter reference points at both the entry and exit gates for RO-RO vehicles that are color-coded to correspond with the different RTF cash ticket color; and
- D. Provision of single or multiple lane queuing/parking area.

II. The RO-RO Terminal Fee (RTF) Cash Ticket and Its Applicability

For purposes of this Memorandum Circular, the RO-RO Terminal Fee (RTF) cash ticket shall be inclusive of the Value-Added Tax (VAT) and shall be printed and issued in four (4) color-coded denominations corresponding to each vehicle type listed under PPA MC 17-2003, as follows:

Vehicle Type	Lane Meter	Denomination	Color
Type 1	1-3	P 55.00	Blue
Type 2	>3-5	110.00	Yellow

Type 3	>5-7	220.00	Pink
Type 4	>7-Up	440.00	Green

The use of the RTF shall not apply to those ports where the existing rates for the Terminal Fee are lower than those prescribed in PPA MC 17-2003. However, the Port Manager having control over such ports shall institute similar operational and audit procedures provided hereunder.

III. General Procedures on the Issuance and Use of the RTF

A. At the Port of Loading (Origin)

1. RO-RO vehicle enters main or secondary gate, as applicable.
2. The Service Provider (SP) indicates the vehicle type on piece of paper.
3. The SP-issued classification is given to PPA Collecting Officer
4. PPA Collecting Officer collects the amounts due and indicates on the RTF (Customer and Gate Copies), the date issued (using Dater machine) and the RO-RO vehicle's Plate Number before handing it to the Driver.
5. RO-RO Vehicle Driver proceeds to the Parking or Queue area to await vessel arrival and the start of loading operations.
6. RO-RO Vehicle Driver pays the freight to the shipping line.
7. Upon vessel arrival and start of loading operations, RO-RO Vehicle Driver proceeds to the RO-RO ramp and awaits signal from ship's crew to drive onto the ship to its directed position on deck.
8. The RO-RO vessel departs for the port of destination.

(Note: Steps 2 & 3 above are expected to be removed once appropriate lane-meter markers have been properly installed at the designated special entry lane for RO-RO vehicles as specified in Sections A & C, Article I herein.)

B. At the Port of Discharge (Destination)

1. Once the vessel is properly berthed at the destination port and the vessel's ramp has been lowered, the RO-RO vehicle driver drives