

**[PPA PMO-SOUTH HARBOR MEMORANDUM
CIRCULAR NO. 02-98, July 01, 1998]**

**GUIDELINES AND PROCEDURES ON THE MONITORING OF PORT
ANCILLARY SERVICE OPERATIONS AT SOUTH HARBOR**

1. AUTHORITY

1.1 Sections 8(8.1, 8.2, 8.3) and 9 of PPA Administrative Order No. 08-96

1.2 PPA Memorandum Circular No. 07-97

2. OBJECTIVES

2.1 To rationalize and effectively regulate the operations of port ancillary services.

2.2 To ensure the collection of PPA revenues accruing from the operations of port ancillary services.

3. SCOPE

3.1 This Circular shall apply to all port ancillary services operating at government facilities of PPA at South Harbor including the government berths at Pasig River.

4. GENERAL GUIDELINES

4.1 Any person, firm or entity with intention to engage in any port ancillary service inside South Harbor shall first secure an annual Permit to Operate (PTO) issued by the Port Management Office-South Harbor (PMO-SH).

4.2 Every operator of port ancillary services shall secure, aside from the annual PTO, an appropriate Port Ancillary Service Operations (PASO) Permit (facsimile of the form included as Attachment i hereof) which shall be issued on a per service type/service delivery basis, after payment of the corresponding government share, in proper cases, and such other prescribed fees.

4.3 The rates of PPA share and fees for filing/applying for PASO Permit, as well as documentary requirements therefor, shall be as hereunder listed.

<u>Type of Service</u>	<u>PASO Permit Fee per Service Type/Service Delivery</u>
4.3.1 Vessel-Related	
4.3.1.1 Ship/Vessel Maintenance	P20.00 plus corresponding BIR documentary stamp, VAT
4.3.1.2 Waste Disposal	-do-

4.3.1.3 Equipment Hire	-do-
4.3.1.4 Bunkering	-do-
4.3.1.5 Chandling	-do-
4.3.1.6 Water Supply (Not using pipeline of PPA)	-do-
4.3.1.7 Cleaning	-do-
4.3.1.8 Fumigation	-do-
4.3.1.9 Laundering	-do-
4.3.1.10 Tank Cleaning	-do-
4.3.1.11 Oil Sludge Collection	-do-

4.3.2 Non-Vessel Related

4.3.2.1 Cargo Checking	-do-
4.3.2.2 Equipment Hire	-do-
4.3.2.3 Cargo Surveying/Adjusting	-do-
4.3.2.4 Container Repair	-do-

4.3.3 Other Services

4.3.3.1 Travel & Tours	P100.00 plus corresponding BIR documentary stamp, VAT
4.3.3.2 Video/Film Shooting	-do-
4.3.3.3 Postal/Philatelies	-do-
4.3.3.4 Banking/Money Changing	-do-
4.3.3.5 Communications/Phone Patch	-do-

4.4 The application for a PASO Permit shall be supported with legible copies of the documents respectively listed hereunder:

4.4.1 For Services Subject to Regulatory and Permit Fee

4.4.1.1 Copy of Valid Annual Permit to Operate

4.4.1.2 Bureau of Customs Permit (for bunkering services)

4.4.1.3 Copy of Purchase Order/Service Contract between the Operator and the Master of the Vessel or Shipping Agent

4.4.2 For Services Subject to Ten Percent (10%) Government Share and Permit Fee

4.4.2.1 Copy of Valid Annual Permit to Operate

4.4.2.2 Copy of Service Contract/Job Order between the Operator and the Master of Vessel or Shipping Agent

4.4.2.3 Cargo Manifest (for cargo checking services)

4.5 The application for PTO shall be accompanied with a statement of the port ancillary service operator's complete transactions for the previous two (2) years preceding said application in the prescribed form (form included as Attachment 2 hereof) which shall be validated jointly by personnel of the Terminal/Marine Operations and Finance Sections of PMO-SH.