COMMODITY REGISTRATION FORM

Declaration and Data Privacy Consent: The information I have given is true, correct, and complete. By submitting this form, I authorize the Philippine Ports Authority to collect, use, process and retain my personal data in accordance with the PPA's Privacy Statement and for purposes specified in this form.

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.

To be filled out by Requesting PMO

Customer Details

Requesting PMO:

Address:

Postal/Zip Code: **Country:** PH Philippines

TIN:

Commodity Details

Commodity Name:

Commodity Description

Requested by: _____
Name of Employee
Date: _____

Approved by: _____
Department/Section Head
Date: _____

For ICTD Personnel Use Use Only

Prepared By/Date:	Authorized By/Date:	Encoded By/Date:	Checked By/Date:

Help us serve you better. Please take a moment to give us your feedback by scanning the QR code and submitting the accomplished form

Thank you

General Instructions

Indicate the Application type/action by marking the appropriate letter on the box provided.

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

To be filled out by Customer

1. Indicate the Customer Name in the boxes provided.

Example: Customer Name:

O	C	L		L	I	M	I	T	E	D							

2. Indicate the Customer Short Name in the boxes provided.

Example: Short Name:

O	C	L							

3. Indicate the Customer DTI Registration No. in the boxes provided.

Example:
DTI Registration No.:

1	5	5	6	9	9	0	0	2	1

4. Indicate the Customer Address in the boxes provided.

Example: Address:

S	U	P	E	R		T	E	R	M	I	N	A	L	,		
P	I	E	R	1	5											

S	O	U	T	H		H	A	R	B	O	R	,		P	O	R
T		A	R	E	A	,		M	A	N	I	L	A			

5. Indicate the Customer Address ZIP/Postal Code in the boxes provided. Check consistency of code w/ address above

Example: Zip/Postal Code

1	0	1	3

6. Country value is pre-supplied.

Example: Country:

P	H	Philippines

7. Indicate the Customer TIN in the boxes provided.

Example: TIN

9	1	2		3	5	7		8	6	0		8	6	0

8. Indicate the Customer Contact Person's Name, Contact Position, Contact Number/s, Fax No and E-mail Address in the boxes/line provided.

Example:
Contact Name:

J	U	A	N		D	E	L	A		C	R	U	Z	

Contact Position:

A	G	E	N	T										

Telephone 1:

0	2	3	0	1	9	2	9	1			

Telephone 2:

0	9	1	7	4	3	2	5	5	6	6	

Fax No.:

0	2	3	0	1	9	2	9	2			

E-mail: ocl@yahoo.com

9. Indicate Name of the Person who accomplished the form & affix signature and date when the form was accomplished.

Example:
Prepared by: Juan De la Cruz Date: 01/16/2004

For PPA Accounting Use Only

1. Indicate the Office Code and Customer Group with respective descriptions in the boxes/lines provided.

Example:
PPA Office: **PMO-North Harbor**

Customer Group:

P	0	0	0	**Port Users**

2. Surcharge indicator is pre-supplied with default value to "Yes".

Example: ☐ **Yes**

3. Surcharge Code is pre-supplied with default value, if surcharge indicator is "Yes".
Example: Surcharge Code: 12% - Int, 25% - Penalty

4. E-Port is pre-supplied with default value to "No".

Example: ☐ **No**

5. Account Category is pre-supplied with default value to "Cash".

Example: ☐ **Cash**

6. Bank Guarantee is pre-supplied with default value to "No".

Example: ☐ **No**

7. Tax Code value is pre-supplied.

Example: Tax Code: **01 – Output VAT**

8. Control Account value is pre-supplied.

Example: Control Account: **8-71-600 Receivables Trade/Business**

9. Payment Term Code value is pre-supplied with default value to "Cash".

Example: Payment Terms: **C0000 – Cash**

10. Currency Type value is pre-supplied with default value to" Php Peso".

Example:
Currency Type: **Philippine Peso**

11. Indicate Names and Dates and affix respective signatures of the persons who provided the information, gave authority to encode, encoded the information and validated the accuracy.

Example:

ALRorbon 01/19/04 Prepared By/ Date:	RDPineda 01/19/04 Authorized By/ Date:	SBVitales 01/20/4 Encoded By/ Date:

RDMedina 01/21/04 Checked By/ Date: