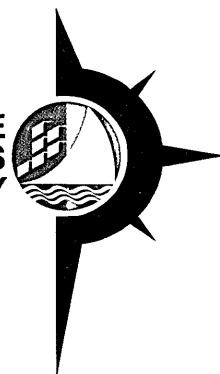


PHILIPPINE
PORTS
AUTHORITY



February 10, 2021

PPA MEMORANDUM CIRCULAR
NO 03 - 2021

T O Shipping Companies/Operators
Port Managers
Department Managers
All Concerned

SUBJECT **Guidelines on the Refund of Dockage and Lay-Up Fees
Paid by Domestic Shipping Companies/Operators**

1 Legal Bases

- 1 1 RA No 11494, also known as the "Bayanihan to Recover As One Act"
(Bayanihan Act 2)
- 1 2 RA No 11519, also known as "An Act Extending the Validity of Appropriations
under Republic Act No 11494, Otherwise Known as the "Bayanihan to Recover
as One Act"
- 1 3 DBM National Budget Circular No 585
- 1 4 Presidential Decree No 857, as amended

2 Objectives

- 2 1 To provide uninterrupted grant of financial assistance to the critically-impacted
Maritime Sector pursuant to Republic Act (RA) Nos 11494 and 11519
- 2 2 To prescribe the mechanics on the refund of dockage and lay-up fees paid by
domestic shipping companies/operators within the period prescribed herein

3 Coverage

This Circular shall apply to all Philippine-registered ships operating in the domestic trade
and calling at government ports under the jurisdiction of PPA

4 Scope

This Circular shall prescribe the procedures on the claims for refund of dockage and lay
up fees paid by eligible domestic shipping companies/operators, covering the period from
December 1, 2020 to January 28, 2021

5 General Guidelines

- 5 1 All claims for refund on the dockage and lay up fees paid by eligible shipping companies/operators shall be filed with the concerned PMO not later than **March 15, 2021**
- 5 2 Claims for refund by the eligible shipping companies/operators filed after **March 15, 2021** shall no longer be accepted
- 5 3 The refund shall be based on the transactions within the covered period but the claim shall be consolidated and filed per shipping company/operator
- 5 4 The shipping companies/operators eligible to avail of financial assistance under PPA Memorandum Circular No 42-2020 shall submit the following documentary requirements for the refund of dockage (domestic) and lay up fees
 - 5 4 1 Letter/request of the shipping company/operator addressed to the concerned Port Manager
 - 5 4 2 Copies of PPA Official Receipts, Computation Sheets/Invoices and other related supporting documents
 - 5 4 3 Summary List of Payments to PPA covering the period from December 1 to January 28, 2021 showing the total amount of claim for refund (Annex A)
- 5 5 **Responsibilities of concerned PPA Offices**
 - 5 1 Port Management Offices
 - 5 1 1 Evaluate the request of shipping companies/operators to ensure that the said company is eligible for the grant of financial assistance and the transactions subject of the claim for refund are within the covered period
 - 5 1 2 Validate the PPA Official Receipts, Computation Sheets/Invoices and other related supporting documents
 - 5 1 4 Endorse to Head Office-Treasury Department the claims for refund not later than **April 15, 2021**, supported with the documentary requirements prescribed under Sec 5 4 of this Circular
 - 5 1 5 Disburse the DOTr funds based on the Notice of Cash Transfer issued by Head Office-Treasury Department by debiting HO-A/R Clearing
 - 5 1 6 Issue checks to claimants of refund, whether Revolving Fund Customer or Non-Revolving Fund Customer

5 2 Treasury Department

5 2 1 Reviews the documents and prepares the Approved Claim for Refund for the General Manager's approval

5 2 2 Creates Miscellaneous Invoice in the System by debiting "DOTr – For the Account of DOTr" and crediting HO – A/R Clearing based on the Approved Claims for Refund

5 2 3 Issues Notices of Cash Transfer to the concerned PMOs

6 Repealing Clause

All PPA orders, rules and regulations, policies or circulars which are inconsistent herewith are hereby repealed or amended accordingly

7 Effectivity

This Circular shall take effect immediately after its publication


JAY DANIEL R SANTIAGO
General Manager

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Effectivity Date February 14, 2021

