TO The Port Managers  
PMO NCR – North Harbor  
PMO NCR - South Harbor  
Port Terminal Operators  
Manila South Harbor  
Manila International Container Terminal  
Manila North Harbor  
Shipping Lines and Shipping Agents  
Cargo Owners/Shippers/Consignees  
Trucking Companies/Operators  
All Concerned

SUBJECT GUIDELINES IN THE ISSUANCE OF CARGO ENTRY/WITHDRAWAL PERMIT

This Circular is being issued pursuant to Department of Transportation (DoTR) Task Group Guidelines for the Management of Emerging Infectious Diseases dated March 14, 2020, and in consonance with Resolution No 12, Series of 2020 dated March 13, 2020 of the Inter-Agency Task Force (IATF) for the Management of Emerging Infectious Diseases (MEID) and the Memorandum from the Executive Secretary dated March 14, 2020 on Stringent Social Distancing Measures and Further Guidelines for the Management of the Corona Virus Disease 2019 (COVID-19) Situation

To ensure the unhindered movement of cargoes to and from the National Capital Region (NCR), all cargo trucks/vans going in and out of the Port of Manila (South Harbor, Manila International Container Terminal, and North Harbor) shall secure a Cargo Entry/Withdrawal Permit (CEWP) from the Philippine Ports Authority (PPA) to be presented at designated check points set up by the Philippine National Police (PNP)

The following guidelines shall be observed in the issuance of CEWP

1 PURPOSE The CEWP is a document which will serve as proof that the truck going in and out the NCR is performing an essential service and necessary for the continuous movement of goods and cargoes in and out the NCR for the duration of the community quarantine. It serves as a PASS/CLEARANCE to enter or exit from the NCR and to proceed to and from Manila Ports.

2 VALIDITY It shall be valid for entry to and exit from the NCR and vice versa, or for the truck’s single round trip voyage, for the period stated therein.

3 AUTHORITY TO ISSUE. The Port Terminal Operators, namely, Asian Terminals Inc (ATI), International Container Terminals Inc (ICTSI), and Manila North Harbor Port Inc. (MNHPI), are authorized to issue the CEWP, for and on behalf of PPA, to
trucks withdrawing from or delivering cargoes to ships calling their ports, subject to the following conditions:

a. Adopt the CEWP Form hereto attached as Annex “A”.

b. Use a unique control number with a prefix indicating the issuing port terminal operator (ex. ATI, ICT, MNH) for the CEWPs to be issued.

c. Submit to PPA a list of the CEWPs issued together with a copy issued on a weekly basis.

d. No fees to be collected for said issuance of CEWP.

4. CANCELLATION. PPA has the right to cancel or revoke CEWPs issued in violation of any of the conditions above-mentioned.

All PPA issuances inconsistent herewith are hereby revised or modified accordingly.

This Memorandum Circular takes effect immediately.

JAY DANIEL R. SANTIAGO
General Manager
Annex "A"

Philippine Ports Authority
PMO NCR-_________
Manila _______ Harbor, Manila

CARGO ENTRY/WITHDRAWAL PERMIT

ATI/ICT/MNH Control No. ____________

<table>
<thead>
<tr>
<th>SHIPPER/CONSIGNEE</th>
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<tbody>
<tr>
<td>ADDRESS</td>
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<tr>
<td>NAME OF DRIVER</td>
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<tr>
<td>NAME OF HELPERS</td>
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<td>(max 2)</td>
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<tr>
<td>PLATE NO.</td>
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<tr>
<td>TRUCK ROUTE/S. TO</td>
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<tr>
<td>COVER ENTRY TO AND</td>
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<tr>
<td>EXIT FROM THE NCR AND</td>
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<tr>
<td>VICE VERSA (please declare area/s of origin and destination of trucks and cargoes)</td>
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</tbody>
</table>

| SHIPPING LINE |   |
| CONTAINER NO/S |   |

Cargoes
(TYPE/NATURE IF LADEN, INDICATE "EMPTY", IF APPLICABLE)

By authority of the Philippine Ports Authority (PPA):

ATI

DATE ISSUED

Name/Position (signature over printed name)

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**NOTES/INSTRUCTIONS:**

1. This Permit serves as a PASS/CLEARANCE to enter/exit the National Capital Region (NCR) during the Community Quarantine.

2. This permit is only for the transaction/s named above