



# General Instructions

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

Example: 

C
---

  
 Action: [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	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
---	---	---	---	--	---	---	---	---	--	---	---	---	---

Example: 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 name and Customer Group with respective descriptions in the boxes/lines provided.

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

- Ancillary Services
- Cargo Handling
- Shipping Lines
- Gov't Office

2. Indicate the ATC Code (Choices for EWT and CWT are the following)

### ATC Code EWT

- WC100 - 5%** - Rentals : Real/personal properties, poles, Satellites and Transmission facilities, billboards used in business which the payor or obligator used in business has not taken or is not taking title or in which has no equity
- WC157 - 2%** - Payments made by Government Offices on Local Purchase of Goods and services from Local/resident suppliers
- WC160 - 2%** - Income payments made by top 10,000 private corporations to their local/resident suppliers of services

### ATC Code CWT

- WC120 - 2%** - Prime Contractors/sub-contractors
- WC157 - 2%** - Payments made by Government Offices on Local Purchase of Goods and services from Local/resident suppliers
- WC160 - 2%** - Income payments made by top 10,000 private corporations to their local/resident suppliers of services
- WV020 - 5%** - VAT withholding on Purchase of Services

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

Example:  Cash

4. Payment Term Code value is pre-supplied with default value to 'Cash'.

Example: Payment Terms: **C0000 - Cash**

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

Example: Currency Type: **Philippine Peso**

6. 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:

ALBorbon 01/19/04 Prepared By/ Date:	RDPineda 01/19/04 Authorized By/ Date:	SBVitalis 01/20/4 Encoded By/ Date:
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**RDMedina**  
 01/21/04  
 Checked By/ Date:

