



PHILIPPINE PORTS AUTHORITY

CITIZEN'S CHARTER
2023 (5th Edition)

2. Vessel Departure Clearance

Facilitate the grant of Departure Clearance of vessels calling at the Ports upon submission of complete documentary requirements.

Office/Division:	Port Services Division-Marine Section/ Finance Division/ Assessment & Collection		
Classification:	Simple		
Type of Transaction:	G2B-Government to Business G2G-Government to Government		
Who may avail:	Vessel or Shipping Line Representative/Agent		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
A. Domestic Vessel			
1. Vessel's Roll Book		Shipping Lines	
2. Passenger Manifest (3 copies)		Shipping Lines	
3. Duly signed Outward Coasting Manifest (3 copies)		Shipping Lines	
4. Certificate of Service Rendered from Shore Reception Facility (if applicable)		Shore Reception Facility Operator	
5. Dockage Report		PPA Vessel Entrance and Clearance Section	
6. Lifting Order for Hold Over (if applicable)		Concerned Agency	
7. Computation Sheet and/or PPA Vessel Invoice for revolving fund payment		PPA Assessment Counter	
8. Official Receipts for payment of Port Dues		PPA Cashier	
9. BIR Form 2307 (if applicable)		Shipping Lines	
10. PPA Certification for Exemption from Port Charges (to be secured 3 hours but not less than 1 hour prior to vessel's departure), if applicable		PPA Office of the Port Manager	
B. Foreign Vessel			
1. Passenger Manifest (3 copies) (if applicable)		Shipping Lines	
2. Outward Foreign Manifest (3 copies)		Shipping Lines	
3. Certificate of Service Rendered from Shore Reception Facility (if applicable)		Shore Reception Facility Operator	
4. Dockage Report		PPA Vessel Entrance and Clearance Section	
5. Lifting Order for Hold Over (if applicable)		Concerned Agency	
6. Clearance of Vessel to Foreign Port		Bureau of Customs	

7. Computation Sheet and/or PPA Vessel Invoice for revolving fund payment	PPA Assessment Counter
8. PPA Official Receipts for payment of Port Dues	PPA Cashier
9. BIR Form 2307 (if applicable)	Shipping Lines
10. PPA Certification for Exemption from Port Charges (to be secured 3 hours but not less than 1 hour prior to vessel's departure), if applicable	PPA Office of the Port Manager

* Pursuant to PPA MC Nos. 18-2020 and 22-2020, all PPA employees, including outsourced personnel, **service providers**, **port users**, **stakeholders**, and the **general public** shall follow minimum health and safety protocols in all PPA offices and facilities.

Public shall follow minimum health and safety protocols in all PPA offices and facilities.				
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Submits a complete set of documents for vessel departure clearance at the PPA Marine Section.	1.1 Checks/ verifies the completeness of the submitted documents.	None	5 mins.	PPA Harbor Operations Officer/ Authorized Representative
a. Dockage Report	1.2 Checks for any violation, hold departure order, or such other similar orders or issuances.	None		
b. 3 copies Passenger Manifest (if applicable)				
c. Certificate of Service Rendered from SRF (if applicable)	1.3 Check/verify entries on the dockage report.	None		
d. Lifting Order for Holdover (if applicable)				
e. PPA Certification for Exemption from Port Dues (if applicable)				
f. 3 copies Outward Coasting Manifest (domestic)	* For clients that could not physically appear, Marine Section forwards the documentary requirements to the Finance Assessment Section for proper assessment.			
g. Vessel's Roll Book (domestic)				

<p>h. 3 copies Outward Foreign Manifest (foreign)</p> <p>i. Clearance of Vessel to Foreign Port (foreign)</p> <p>*If in any case, the face-to-face transaction is not possible, submission of documentary requirements may also be done via iPorts and other electronic means such as email or fax messages.</p>	<p>1.4 For vessels that are exempted from port charges, PPA proceeds to Departure Clearance procedure.</p>	<p>None</p>		
<p>2. Submits the Dockage Report and other documentary requirements to the assessment window.</p> <p>* If in any case, a face-to-face transaction is not possible, the client will have to wait for the email from the Assessment Section of their respective Computation Sheet and/or PPA Invoice.</p>	<p>2.1 Provides assessment by checking and verifying the completeness of the submitted documents and entries on the Dockage Report.</p> <p>2.2 Checks for any violation, hold departure order, or such other similar orders or issuances, and compute charge/s against the vessel, if applicable.</p>	<p>None</p> <p>None</p>	<p>5 mins.</p>	<p>PPA Cashier/ Collection Representative/ Authorized Representative</p>

	<p>2.3 Prepares Computation Sheet and/or PPA Invoice for revolving fund payment.</p> <p>2.4 Informs client to proceed to the collection/cashier section for payment.</p> <p>* For clients that could not physically appear, Assessment Section will send the Computation Sheet and/or PPA invoice to the client via email.</p>	<p>None</p> <p>None</p>		
<p>3. Proceeds to collection/cashier section present the Computation Sheet and/or PPA Invoice for payment of port dues.</p> <p>* Client may opt to pay via e-payment facilities or through banks, e-payment Confirmation Receipt or Validated Deposit Slip as proof of payment shall be forwarded to the Treasury Department via email</p>	<p>3.1 Cashier checks the Computation Sheet and/ or Vessel Invoice and Dockage Report.</p> <p>3.2 Check for BIR Form 2307.</p> <p>3.3 Receives payment and issues Official Receipt.</p> <p>* For payments coursed via e-payment facilities or through banks, proper verification prior to receipting shall</p>	<p><u>For Domestic Vessel:</u></p> <p>(Dockage (Domestic)) + (Lay-up Fee) + (Share on Pilotage + 12% VAT) + (VTMS Fee +12% VAT (only if applicable))</p> <p>- Usage Fee (GRT x .80 x No. of Days)</p>	5 mins.	PPA Cashier/ Collection Representative/ Authorized Representative



(treasury@ppa.com.ph).	be done. The Treasury Department will forward the client's official receipt via email.	<p>- Lay-up Fee (GRT x .80 x No. of Days x 50%)</p> <p>- PPA Share on Pilotage (Prescribed Rate x 10%+12% VAT)</p> <p><u>For Foreign Vessel:</u></p> <p>(Port Dues + Dockage-at-Berth + Dockage-at-Anchorage + (PPA Pilotage + 12% VAT) + (VTMS Fee (only if applicable))</p> <p>- Port Dues (GRT x 0.081 x US\$ rate)</p> <p>- Dockage Fee at Berth (GRT x .039 x No. of days x US \$ rate)</p> <p>- Dockage Fee at</p>		
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		<p>Anchorage (GRT x .020 x No. of days x US \$ rate)</p> <p>- PPA Share on Pilotage (Pilotage rate x US \$ rate x 10%)</p>		
4. Proceeds to PPA Marine Section and presents the Official Receipts as proof of payment and original documentary requirements for vessel departure clearance.	<p>4.1 Performs Vessel Departure Clearance procedure.</p> <p>4.2 Checks/ verifies the completeness of the submitted documents.</p> <p>4.3 If in order, for domestic vessels, stamps "Port Clearance Granted per EO 493...." and affixes signature on the Vessel's Roll book, Outward Coasting and Passenger Manifest. For foreign vessels, stamps "Port Charges Paid" on the outward</p>	<p>None</p> <p>None</p> <p>None</p>	5 mins.	PPA Harbor Operations Officer/ Authorized representative



	foreign manifest. 4.4 For vessels that are exempted from port charges, PPA stamps " Port Charges Exempt "	None		
5. Vessel leaves port before the expiration of the clearance or otherwise the same shall be revalidated.	5.1 Ensures the vessel's departure at the port. 5.2 As per a report from the vessel, records the time of departure on the Vessel's Logbook and affixes his signature.	None None	None	PPA Harbor Operations Officer/ Authorized representative
TOTAL:		<u>For Domestic Vessel:</u> (Dockage (Domestic)) + (Lay-up Fee) + (Share on Pilotage + 12% VAT) + (VTMS Fee +12% VAT (only if applicable)) <u>For Foreign Vessel:</u>	20 mins.	

	(Port Dues + Dockage- at-Berth + Dockage- at- Anchorage + (PPA Pilotage + 12% VAT) + (VTMS Fee (only if applicable))		
Per Part 6.3.1.1 of ARTA M.C. No. 2019-002 as provided in Reference B: -for 8 hours use 1 day, for 60 minutes use 1 hour, for 60 seconds use 1 minute except for hospitals and government agencies with 24 hours operations			

Please see below the schedule of vessel charges

CHARGES ON VESSEL

1. Vessels engaged in foreign trade, including those engaged in barter trade, that enter any port, whether private or government, shall be charged PORT DUES on each call based on GRT, as follows:

US\$0.081

2. Vessels engaged in foreign trade, including those engaged in barter trade, that berth at any port of call shall also be charged **DOCKAGE at BERTH** per GRT per calendar day or fraction thereof, as follows, provided that, for purposes of computation, a maximum of 50,000 GRT shall be used:

At a Government Port	US\$0.039/GRT
At a Private Port officially registered with PPA	US\$0.020/GRT

3. Vessels engaged in foreign trade that do not berth but drop anchor at either a government or privately-owned port, whether operated exclusively or commercially, shall also be charged **DOCKAGE at ANCHORAGE** of one-half (1/2) of the corresponding dockage at berth at a government port, subject to the same maximum 50,000 GRT, as follows:

US\$0.020

4. Pursuant to the terms of the BIMP-EAGA agreement, vessels carrying the flag of Indonesia, Brunei, and the Philippines which are accredited to operate under the BIMP-EAGA program shall be entitled to the following special port charges against vessels:

PORT DUES	US\$0.040 per GRT
DOCKAGE	US\$0.020 per GRT per day or fraction thereof

5. Vessels engaged in domestic trade that berth or drop anchor at any government port shall be charged a **DOMESTIC DOCKAGE FEE (USAGE FEE)**, as follows:

	Jan. 01, 2007	Jan. 01, 2008	Jan. 01, 2009
6 to 100 GRT per calendar day or fraction thereof	P61.00	P72.00	P82.00
Over 100 GRT per GRT per calendar day or fraction thereof	P0.60	P0.70	P0.80

5.1 Domestic vessels calling at officially registered private ports shall be charged at one-half (1/2) of the Domestic Dockage Fee at a government port.

5.2 Registered bay and river trade vessels shall also be charged one-half (1/2) of the required Domestic Dockage Fee but in no case less than or more than the following charges for a calendar day or fraction thereof:

	Jan. 01, 2007	Jan. 01, 2008	Jan. 01, 2009
Not less than	P61.00	P72.00	P82.00
Not more than	P308.00	P360.00	P413.00

5.3 Lay-up fee for domestic vessels shall be one-half (1/2) of the applicable Domestic Dockage Fee.

6. Yachts/pleasure crafts staying at a duly registered marina that comply with PPA rules on private ports, specifically on payment of privilege fees shall not be liable to the payment of **DOMESTIC DOCKAGE FEE** (Usage Fee).

7. Yachts/pleasure crafts from 6 GRT up to 100 GRT calling at government ports shall be liable to the payment of **DOMESTIC DOCKAGE FEE (Usage Fee)** at P40.00 per calendar day or fraction thereof. Pleasure crafts of more than 100 GRT shall be charged at P0.40 per GRT Per calendar or fraction thereof.

8. Idle vessels occupying dockside berth at any government port despite a shifting order from the Port Manager or his authorized representative to give way to an incoming operating vessel, shall be assessed a charge of 300% of applicable dockage fee for foreign vessels and 500% of the applicable **DOMESTIC DOCKAGE FEE** (Usage Fee) for domestic vessels, provided, that the payment of such assessed fees shall be made by the owners, agents or representatives prior to actual departure from the berth.

9. Vessels occupying dockside berth at any government port, but are subject to a restraining order, injunction, writ of attached, and other similar orders by a competent court or authority shall be assessed a charge of 600% of the applicable dockage for foreign vessels, and 1,000% of the applicable **DOMESTIC DOCKAGE FEE** (Usage Fee) for domestic vessels; provided, that the payment of such assessed fees shall be made by the party granted the favorable judgment or order, and, provided further, that the same is made immediately after the court or competent authority's decision.

NOTE:

By virtue of PPA MC No. 09-2018: "Removal of the 50,000 Gross Tonnage Cap" pursuant to PPA Board Resolution No. 2696, the 50,000 Gross Tonnage cap in the assessment of vessel charges for the foreign vessels is hereby lifted.

As such, all foreign and domestic vessels calling at PPA ports shall be assessed vessel charges (port dues, dockage-at-berth, dockage-at-anchorage, usage fee, and lay-up fee) with **no maximum limit**.