

**[PPA MEMORANDUM CIRCULAR NO. 11-2013,
December 10, 2013]**

**REITERATION OF SIMPLIFIED REQUIREMENTS FOR VESSEL
ENTRANCE AND DEPARTURE CLEARANCES PRESCRIBED IN PPA
MEMORANDUM CIRCULAR NO. 13-2002**

Pursuant to PPA Board Resolution No. 2335 dated 19 November 2013, the documentary requirements for vessel entrance and departure clearances prescribed under PPA Memorandum Circular No. 13-2002 entitled "Reduction of Documentary Requirements for Arrival and Departure Clearance for Domestic and Foreign Vessels" have been retained. This is in consideration that the same are already the barest minimum requirements. In view of the foregoing, it is hereby reiterated that the following documents shall be required to be submitted or presented to the PMO or TMO personnel concerned upon application for arrival and departure clearance of domestic and foreign vessels:

1. Domestic Vessels:

1.1 For Arrival Clearance

- a. Duly signed Inward Coasting Manifest
- b. Roll Book
- c. Passenger Manifest
- d. Dangerous Cargo Manifest (when applicable)
- e. Application for Berth/Anchorage

1.2 For Departure Clearance

- a. Duly signed Outward Coasting Manifest
- b. Roll Book
- c. Passenger Manifest
- d. Official Receipt/s of Payments of Port Charges

2. Foreign vessels:

2.1 For Arrival Clearance

- a. Inward Foreign Manifest
- b. Dangerous Cargo Manifest (when applicable)
- c. Passenger Manifest (when applicable)
- d. Application for Berth/Anchorage

2.2 For Departure Clearance:

- a. Outward Foreign Manifest