

SEAPORT DEPARTMENT
Billing/Processing Branch, Corporate Division

CHECKLIST OF REQUIREMENTS

A. VESSEL CHARGES

Mandatory Requirement:

- Application for Vessel Exit Clearance
- Movement of Vessel coming from Marine Division

B. CARGO CHARGES

- Admission Permit or Single Administrative Document Approved by the TFCD
- Bill of Lading
- Invoice/Packing List
- Cargo Manifest
- Gatepass Application coming from Processing Section *(if port-user)*
- Approved Bunkering Request if the activity is bunkering

C. LEASE/RENTAL

- List of Warehouses and Open Storage occupied by locators
- Monthly Contract Approved by the General Manager

D. PROCESSING FEE

collected thru the Issuance of Seaport Accountable Forms

- Letter Request for Huge Volume of Port Transactions
- Special Power of Attorney from the company

E. SBMA SHARE

a. Pilotage Fee

- Billing from Subic Pilot
- Vessel Exit Clearance

b. Cargo Handling Charges

- Monthly Report from Terminal Division

c. Bunkering Services

- Income Statement
- Bunkering Request

d. Chandling Services

- Delivery Receipt of Any Proof of Delivery
- Income Statement

e. Tugboat Services

- Movement of Tugboat from Marine Division

f. Hauling Services

- Delivery Receipt or Any Proof of Delivery

g. Watering Services

- Receipt of Payment from Subic Water

h. Boat Services

- Income Statement

i. Ship Repair

- Income Statement

F. OTHER CHARGES

a. Anti-Pilferage Seal

- Special Power of Attorney to process

b. Penalty/Damaged to Seaport Property

- Damage Assesment Report from Asset Management Department
- Letter of Instruction from the General Manager

c. Equipment Rental

- Report from Asset Management Division

d. Watersports Registration

- Certificate of Ownership
- Certificate from Marina
- Old Receipt
- Subic Bay Yacht Club Member Certificate

