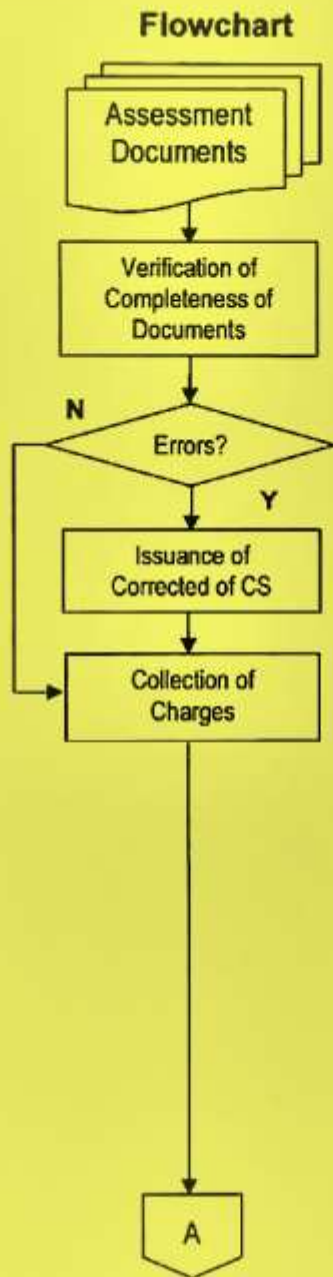




Collection of Charges

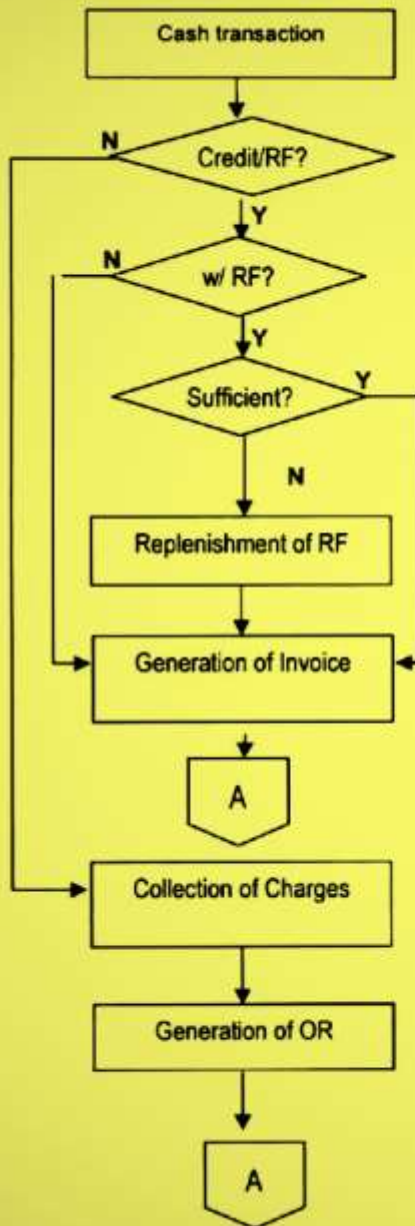


Description

Responsible

1.1 Verifies completeness of documents presented	ColRep
1.2 Checks for errors, if there is, returns to HOO	ColRep
Issues corrected CS	HOO
1.3 If cash payment, collects the total amount based on the corrected assessment and issues	ColRep
If payment is in the form of check, verifies the acceptability of check	ColRep
If with withholding tax deduction, checks Certificate (BIR Form 2307) 2307) against the amount deducted	ColRep
If everything is found correct, generates OR. Gives OR and documents to ship agent.	ColRep
Gets OR and documents from Col Rep	Ship's agent

Flowchart



Description

If payment is under the cash and carry system, checks completeness of documents and accuracy of computation of port charges
Checks if cash or credit customer.
If credit, determines whether customer has RF or not
If with RF, checks if RF is sufficient.
If RF is not sufficient, advises client for additional deposit to replenish the RF
If RF is sufficient, generates Invoice
Collects the amount to replenish the RF If payment is check, verifies acceptability. If payment is net of w/tax, checks BIR Form 2307
If correct, receives payment and generates OR
Receives documents and OR from ColRep

Responsible

ColRep
HOO
HOO
HOO
HOO
HOO
ColRep
ColRep
Ship's Agent