

## **Improved Counter Releasing Checks and Policies**

To Our Valued Customer:

In our continuous effort to serve you better while improving our current processes, we would like to reiterate that since **15 March 2010**, the following measures are being implemented/ reinforced in all our counters and banks.

### **Deadline of Payment and Release of Documents**

Kindly settle your payables (freight and/or demurrage and/or detention) *as soon as billing is received*, otherwise:

- For cash customers we may only release your BL documents upon payment of outstanding charges. If you have more than one shipment and wish to pay some but not all, we will accept your payments.
- For credit customers, we will only release your BL documents upon payment, in the form of cash or managers cheque together with your commitment on future scheduled payments of your outstanding payables (beyond your credit terms in days and/or amount). Should commitment not be honoured, we may, at our discretion release your future shipments only upon receipt of full payment for all transactions.
- Our Finance department is actively sending out reminders and Statement of Accounts (SoA) to follow up on your outstanding payables. We encourage you to reach out to us to obtain your updated SoA. Please send the request to your present finance representative or you may send them an email.

### **Modes of Payment**

- Only **cash** and **managers cheques** shall be accepted at the counter for MCC Intra-Asia shipments, however for MCC Domestic shipments we may accept company cheques.
- For **bank transfer** or **over-the-counter bank transactions**, please deposit your payment at our designated banks: Hong Kong Shanghai Bank (HSBC) and/or Bank of the Philippine Island (BPI) only. Please see below for the account details. **MCC's Banco de Oro ( BDO) account is already deactivated.**

### MCCS – Intra-Asia

Bank	Account Name	Currency	Account Number
HSBC	MCC Transport Singapore Pte. Ltd./ Mercantile Ocean Maritime Co.	PHP	000475327041
	MCC Transport Singapore Pte. Ltd./ Mercantile Ocean Maritime Co.	USD	001175223901
BPI (Output Branches only)	MCC Transport Singapore Pte. Ltd./ Mercantile Ocean Maritime Co.	PHP	1623-0299-44
	MCC Transport Singapore Pte. Ltd./ Mercantile Ocean Maritime Co.	USD	1624-0085-68

### MCCP - Domestic

Bank	Account Name	Currency	Account Number
HSBC	MCC Transport Philippines Inc.	PHP	000475327900
	MCC Transport Philippines Inc.	USD	000-475327-040
BPI (Output Branches only)	MCC Transport Philippines Inc.	PHP	1623-0305-78
	MCC Transport Philippines Inc.	USD	1623-0291-38

- Please be advised that advise your clients to proceed to any of these branch and fill-up the deposit slip with account number, account name, amount and corresponding narrative such as remitters name or voucher # to easily identify the payment from your end.
- Payments should follow the currency reflected on your total invoice amount. You have the option to receive your invoice/s in USD or PHP. Sake of good order, we may, at our discretion not accept payments in currency otherwise instructed/stated in your invoice.
- In order to ensure that your payments are credited to the correct shipments, kindly provide the bank with the information below in addition to the **reference BL/invoice number**, otherwise, payments will not be accepted by the bank.

1. Name Originator/Remitter

2. Originator/Remitter's Address or in its absence, any of the following:

-National Identity Number

-Date and Place of birth of originator/remitter

3. Account number of the originator/remitter

- **The bank transfer charge should be shouldered by the customer.** This is to ensure that the amount which will be credited to Maersk Line's account will be able to cover the full invoice amount. In the event of an underpayment, due to the bank transfer charge deducted, please do ensure that this difference will be paid at our counter or you may do another deposit for this.
- After the deposit or transfer, please send us a copy of the deposit slip or of the transfer. This is to ensure that the payment will be applied to the invoice under your account and for the issuance of the Official Receipt.
- For ease of doing business with our counter personnel, please bring a copy of your bank transactions as proof of payment together with the invoice/s to be paid and the withholding tax certificates (BIR Form 2307) if you wish to withhold tax.
- If you have shipments with more than one company under AP Moller Maersk Group i.e. Maersk Line, Safmarine and/or MCC and wish to pay with managers cheque or through bank deposit/transfer, payments should be made separately i.e. transactions with Maersk Line should be solely payable to Maersk Line. It should not be combined with payments for transactions with Safmarine and/or MCC.
- If only one cheque/payment is prepared as payment for invoices under two or more companies, the bank transfer fee will be shouldered by the customer.
- **Promissory notes will not be accepted.**

### **Acceptance of Payment**

- Withholding Tax Certificate (BIR Form 2307) for one or several shipments should be presented upon payment. Only complete and accurate Withholding Tax Certificates (BIR Form 2307) shall be accepted. For your guidance, please ensure the following details are correct:
  - Customer Tax Identification Number (TIN)

- Customer Name
- Customer Address
- WTax (should be exactly 2% or 5% of the total base amount stated in your invoice)
- Percentage of WTax
- Signature over printed name

*Please submit three (3) copies of the Withholding Tax Certificate (BIR Form 2307). At least one (1) if not all is required to be originally signed by authorized person.*

### **Computation Guidelines**

For Detention/Demurrage, you may deduct either 2% (Total invoice/1.12\*0.02) or 5% (Total invoice/1.12\*0.05). Amount withheld should be exact.

Freight (for domestic shipments under MCCP only) - you are only allowed to deduct 2% (Total invoice Amount/1.12 \* 0.02)

Amount withheld should be exact.

***Details of the Withholding Tax Certificates (BIR Form 2307) should be as follows:***

#### **MCC Transport Singapore**

Taxpayer Identification No: **249-765-638-000**

Payer Name: **MCC Transport Singapore Pte. Ltd.**

Registered Address: **9th floor, One Ecom Center, Harbor Drive corner Sunset Ave, SM Mall of Asia Complex, Pasay City 1300**

#### **Domestic Shipments under MCC Transport Philippines (MCCP)**

Taxpayer Identification No: **006-737-078-000**

Payer Name: **MCC Transport Philippines Inc.**

Registered Address: **9th floor, One Ecom Center, Harbor Drive corner Sunset Ave, SM Mall of Asia Complex, Pasay City 1300**

Your business is important to us and we wish to reiterate our commitment to serve you better while ensuring we stay compliant with our company and local government directives.

Should you have questions or require assistance, you may email us at contact us through the following:

Manila	Vivien Calibara	<b>T:</b> +632- 689-9034 <b>E:</b> Vivien.Calibara@maersk.com
Davao	Maureen Frezas	<b>T:</b> +63 82 2221545 <b>E:</b> Maureen.Frezas@maersk.com
Cebu	Anna Marie Canas	<b>T:</b> +63 32 2367266 <b>E:</b> Anna.Marie.Canas@maersk.com
Cagayan de Oro	Jigger Billones	<b>T:</b> +63 (088) 5671100 <b>M:</b> +63-9178612441 <b>E:</b> Jigger.Billones@mcc.com.sg
General Santos	Andrea Azis	<b>T:</b> +63 (083) 5538280 <b>E:</b> Andrea.Azis@mcc.com.sg
Management	Mae Christine Hona	<b>T:</b> +63 2 9769685 <b>M:</b> +63-9178528663 <b>E:</b> mae.hona@maersk.com
	Anna Marie Basa	<b>M:</b> +63-9175852185 <b>E:</b> Annamarie.Perez.Basa1@maersk.com

Thank you very much for your continued support and trust.

Best Regards,

MCC Transport