

**CENTRAL OFFICE**

**1. ASSESSMENT AND COLLECTION OF PCA FEES**

**Schedule of Availability of Services:**

Monday-Friday

7:00 a.m. to 5:00 p.m. without noon break

**Client/Requesting Party**

1. Exporters
2. Oil Millers
3. Desiccators
4. Oil Refiners
5. Oleochemical Producers
6. Virgin Coconut Oil (VCO) producers
7. Other processors of coconut meat

**Documentary Requirements**

1. Company's letter/purchases report and/or receipt of deliveries of coconut products subject to PCA Fee assessment.
2. PCA Letter-billing sent to company or  
CISF Certification
3. CISF Certification
4. Company check payment

**Duration: 8 minutes**

**How to avail of the Service:**

<b>Step</b>	<b>End-user/Client</b>	<b>Service Provider</b>	<b>Duration of Activity (Under Normal Circumstances)</b>	<b>Person in Charge</b>	<b>Fees</b>	<b>Form</b>
1	Submit accomplished letter/purchases report or PCA letter-billing sent to company or CISF Certification and company check payment	-Receive and examine purchases report (form 060) and/or other documents  -Compute amount of PCA Fee to be paid based on volume purchased/delivered to company  -Verify the authenticity of the check/correctness of entries/amount stated on the check	5 minutes per sales report/transaction/ check payment	Trade Control Examiner	PCA Fee of P0.12 per kilo of copra or its equivalent in other coconut products such as: Crude Coconut Oil (CNO) - P0.19355/kg Cochin Oil - P0.20374/kg. Edible Coconut Oil (RBD) - P0.20482/kg	Report on Purchases of Coconut Products Export  CISF Certification

2	Receive the Assessment Order of Payment	-Issue order of payment				Dessicated Coconut (DCN) - P0.18553/kg. Whole Nut/Fresh Coconut - P0.0282/kg. Virgin Coconut Oil (VCO) - P0.46028/kg. Fatty Alcohol Fatty Acid Methyl Ester Coconut Milk - P0.11611 Coconut Milk Powder - P0.55512/kg.	PCA Letter-billing  Assessment order of payment
3	Proceed to the Cashier/submit Order of Payment and check payment or cash	- Process payment and issue Official Receipt based on the Order of Payment prepared by the Trade Control Examiner	2 minutes per check payment	Cashier			
4	Go back to CISF and present O. R. to the Trade Control Examiner	- Record details of payment	1 minute per check payment	Trade Control Examiner			

**End of Transaction**