

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:

Step	End-user/Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Form
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.	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	Fatty Alcohol Fatty Acid Methyl Ester Coconut Milk - P0.11611 Coconut Milk Powder - P0.55512/kg.	
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