

TKT-2023-003**Philippine Travel Tax***Validity: 17Aug2022 - UFN*

Page 1 of 19

To : **All Concerned**

From : Ticketing Section

Date : 27 June 2023

Subject : **Philippine Travel Tax (PH)**
*Supersedes TKT-2022-007 issued 17 August 2022

IN reference to new directive from the Tourism Infrastructure Enterprise Zone Authority effective April 17, 2023, please see below updates on the collection of PH Taxes

7.1.1 GUIDELINES**A. Point of Sale (POS)**

1. 5J Ticket Office
2. Airport Stations
3. Wholesalers
4. Web/Mobile Web

B. Travel Tax Rates:

Php2,700	For first class passage
Php1,620	For economy class passage
Php1,350	Reduced rate on first class passage
Php810	Reduced rate on economy class passage
Php400	Reduced rate on first class passage for dependents of contract workers
Php300	Reduced rate on economy class passage for dependents of contract workers

C. Application of PH tax

1. The following person are subject to the travel tax:
 - a. Citizens of the Philippines;
 - b. Permanent resident aliens;
 - c. Non-resident aliens who have stayed in the Philippines for more than one (1) year

TKT-2023-003
Philippine Travel Tax
Validity: 17Aug2022 - UFN

Page 2 of 19

Immigration Status	Description
13	Quota or Preference Immigrant Visa
13A	Visa issued to an Alien Spouse of Philippine Citizen
13B	Child born outside the Philippines by a 13A Mother
Immigration Status	Description
13C	Child born in the Philippines by a 13A Mother
13D	Loss of Citizenship by a Filipino Woman by her Marriage to an Alien
13E/RP	Returning Resident
13G/NB	Former Natural-born citizen of the Philippines who was naturalized by a Foreign Country
TRV (LI #33)	Temporary Visa
RA7919	Alien Social Integration Act of 1995
RC/RFC/IC	Recognition as Filipino Citizen
RA7837	Permanent Resident- Filipino Veterans of World War II
EO324	Illegal Aliens who entered the Philippines before 01 Jan 1984 and Continuously Resided in an unlawful Status
MCL-07-021 MCL-08-003	Granting Permanent Residence to Chinese and Korean Nationals
PD 730 /PD 419	Granting Permanent Residence to Certain alien Non-Immigrants
APRV/ASRV	APECO Permanent Resident Visa/Special Resident Visa

Ref. TIEZA PHTAX imposition dated: 17April2023

Guests holding foreign passport with inbound flight to PH and have not yet travelled to the Philippines shall pay PH Tax. Once they arrived in MNL and have been classified by the Immigration Officer to be exempted, PH tax may be refunded based on the prevailing refund guidelines.

2. Exceptions

- a. Non-immigrant aliens who have not yet stayed in the Philippines for more than one (1) year

Immigration Status	Description	Required Documents
9A	Temporary Visitor coming for business, pleasure or for reasons of health	Identificat

TKT-2023-003
Philippine Travel Tax
Validity: 17Aug2022 - UFN

Page 3 of 19

9B	Transit Passengers	ion pages of the Passport + the latest Immigration Status + PTA Form no. 356
9C	Foreign Seaman	
9D	Treaty Trader / Investor	
9E	Foreign Government Officials (if more than 1 year, secure TEC)	
9F	Foreign Students	
Immigration Status	Description	Required Documents
9G	Pre-arranged Employee	Identificat ion pages of the Passport + the latest Immigration Status + PTA Form no. 356
47A2/PEZA	Special Non-Immigrant Visa	
47B	Refugees	
APEC / ABTC	APEC Business Travel Card	
EO 408	Tourist / non-visa required nationals admitted for 21 days	
EO 226/RA8756	Omnibus Investment Act of 1987	
SIRV	Special Investor Resident Visa	
EO 63	SIRV in Tourist-Related Projects and Tourist Establishments	
EO1037 SRRV	Philippines Retirement Authority --- Special Retiree Resident Visa / Indefinite	
EO191	Granting No-Visa Entry for Initial Stay of 7 Days for Chinese Nationals who are holders of Macao-Portuguese Passport	
EO 758 / SVEG	Special Visa for Employment Generation effective 09 March 2009	
LOI 911	Granting No-Visa Entry for Initial Stay of 7 Days for Chinese Nationals who are holders of HK-British-HK-SAR Passport	
PD 1034	Executives of Multinational Companies	
RA 6768 / BB 1yr	Balikbayan	
RA7227	Bases Conversion and Development Act of 1992	
SSIV	Subic Special Investor Visa	
SSWV	Subic Special Working Visa	
SCWV	Special Clark Working Visa	
RA7922/CEZA	Cagayan Special Economic Zone	

TKT-2023-003
Philippine Travel Tax
Validity: 17Aug2022 - UFN

Page 4 of 19

RA9225 w/ PP	Dual Passport (if arrival is stamped in Philippine passport, passenger to secure TEC)	
RA9728/FWV AFAB	FAB Working Visa (Freeport Area of Bataan)	
RA 10083 --ASIV --AWV	Aurora Pacific Economic Zone and Freeport Act of 2010 --APECO Special Investor's Visa --APECO Working Visa	
SSP	Special Study Permit (Student Visa)	
SWP	Special Work Permit under Law Instructor 27	
TVV	Temporary Visitor's Visa	
TWP	Temporary Work Permit	
US Military	VFA-USA NS Pecos	

Ref. TIEZA PHTAX imposition dated: 17April2023

b. Persons exempted from the Travel Tax (E.O 283)

DESCRIPTION	Required Document
Foreign diplomatic representatives	Travel Tax Exemption Certificate (TIEZA Form No. 354)
Officials, consultants, experts and employees of the United Nations Organization or its agencies	
United States Military Personnel and other United States Nationals, including their dependents with fares paid by the United States Government or on US Government-owned chartered transport facilities.	
Filipino Overseas Contract Workers	Original copy of Overseas Employment Certificate (OEC)
International Carrier Crew	Travel Tax Exemption Certificate (TIEZA Form No. 354)
Filipino permanent residents abroad whose stay in the Philippines is less than one (1) year	
Philippine Foreign Service personnel assigned abroad and their dependents	
Personnel (and their dependents) of Philippine offices of multinational companies not engaged in business in the Philippines	
Those authorized by the President of the Philippines	
Students with approved scholarships by appropriate government agency	
Infants (below 2 years old)	

Note: "No carrier or charterer shall exempt a passenger from the payment of the travel tax unless a Travel Tax exemption Certificate (TEC) issued by the Tourism Infrastructure and Enterprise Zone Authority (TIEZA) is presented upon purchase of carrier's ticket/booking, except as specified in the case of Filipino OCW. Only the original copies of these certificates should be accepted by the carrier."

TKT-2023-003

Philippine Travel Tax

Validity: 17Aug2022 - UFN

Page 5 of 19

c. Persons entitled to Reduced Rate (E.O 283)

Description	Required Document
Minors (2 to below 12 years of age on the date of travel)	Certificate of Reduced Travel Tax (TIEZA) Form No. 355)
Filipino journalists on a journalistic assignment	
Those authorized by the President of the Philippines	
Legitimate spouse of an OFW	
Unmarried children of an OFW whether legitimate or illegitimate who are 21 years of age	
Children of OFWs with disabilities even above 21 years of age	

Note: "The Certificates of Reduced Travel Tax shall be submitted by the passenger to the Carrier upon purchase of ticket/booking. No carrier shall grant the reduced rate to any passenger without the RTT issued by the TIEZA. Only the original copies of these certificates should be accepted by the carrier."

D. Collection

1. Bookings purchased abroad are taxable under PD1183. Likewise, finalized transactions coursed through other channels (e.g. web/mobile, WHs, Customer Care, etc.) are subject to PH travel tax. Having this, guests have the option to pay PH tax via the following:
 - a. Ticket Offices/WHs (using Skyspeed)/Airport Station
 - b. Web/Mobile Web – only for full travel tax rate (Php1620)
 - c. Directly to TIEZA website
 - d. TIEZA counter at the airport prior to departure from the Philippines.
2. The carrier or its duly authorized representative **may modify the reservations (e.g. rebook, reroute, collection of ADCOL for seat assignment/ancillary services, etc.)** as long as the Certificate of Travel Tax Payment (PTA Form No. 357), Travel Tax Exemption Certificate (PTA Form No. 354), Reduced Rate Certificate (PTA Form No.355) or PTA Summary Report (PTA Form No. 356) is submitted/accomplished and/or corresponding PH tax, fees/penalties and fare difference shall be assessed.

E. PH Tax Arrival Requirements

1. What are arrival requirements for Philippine-destined alien tourists?
 - a. For aliens with diplomatic or bilateral agreements with the Philippines:
 - i. Unexpired passport
 - ii. Unexpired entry visa; and

TKT-2023-003

Philippine Travel Tax

Validity: 17Aug2022 - UFN

Page 6 of 19

iii. Validly-issued return ticket

Note: Non-visa required aliens shall be admitted an initial 30-days.

b. For aliens without diplomatic or bilateral agreements with the Philippines:

i. Unexpired passport

ii. Unexpired entry visa; and (Philippine Foreign Post-listed highly restricted aliens shall secure visa only at the PFP in their country of origin or legal residence)

iii. Validly-issued return ticket

Note: The passport shall have at least six months' validity beyond intended stay, unless alien belongs to a non-visa required country who may be admitted into the Philippines with less than six months' valid passports upon arrival and whose embassies/ consulate extend or renew their passports in the Philippines.

2. Who are exempt from the "six-month passport validity" rule?

a. Philippine passport holders

b. Former Filipinos and their dependents (immediate family members)

c. Permanent residents and holders of special visa categories requiring temporary residents (with valid ACR I- Cards)

d. Passport of recognized foreign-government officials

e. Visa under CA 613, Sec.9, except Sec 9(a), and 47 (a) (2) where visa validity extends beyond passport expiration date, provided an embassy or consulate is maintained in the Philippines

f. Those admitted by the Commissioner on humanitarian grounds; and

g. Pursuant to Operations Order no. SBM-2015-026, nationals of the following countries may be admitted into the Philippines with passports of less than six (6) months validity from date of arrival

Angola	Argentina	Australia	Austria
Belgium	Benin	Brazil	Cambodia
Canada	Chile	Cyprus	Ecuador
France	Germany	Greece	Iceland
Indonesia	Ireland	Israel	Italy
Japan	Korea	Kuwait	Laos
Mexico	Myanmar	Netherlands	New Zealand
Niger	Papua New Guinea	Peru	Portugal
Romania	Saudi Arabia	Singapore	Spain
Switzerland	Thailand	Turkey	United States of America
Venezuela			

TKT-2023-003
Philippine Travel Tax
Validity: 17Aug2022 - UFN

Page 7 of 19

3. Who are exempt from the return ticket requirement?
 - a. Philippine passport holders
 - b. Former Filipinos and their dependents (immediate family members)
 - c. Permanent residents and holders of other special visa categories requiring temporary residents (with valid ACR I- Cards)
 - d. Passport of recognized foreign-government officials
 - e. Visa under CA 613, Sec.9, except Sec 9(a), and 47 (a) (2) where visa validity extends beyond passport expiration date, provided an embassy or consulate is maintained in the Philippines
 - f. Those admitted by the Commissioner on humanitarian grounds

7.1.2 TRAVEL TAX ADMIN FEE
A. Guidelines

1. Effective April 06, 2017, travel tax admin fee shall be charged upon collection of Philippine Travel Tax (PH tax) at Ticketing Offices, Wholesalers (using Skyspeed), Airport Stations and web/online.

<i>Fee Code</i>	<i>PHFEE</i>
<i>Fee Type</i>	Non-Flight Service Fee

PHFEE shall be assessed manually per PH tax collected/per guest. No need to assess/collect **PHFee** if PH tax has been paid/added to the booking.

B. Restrictions

1. Shall not be imposed on Non-Revenue (NREV) bookings under Employee Travel Benefits (TB) and Official Business Travel (OB).
2. Rebookable
3. Non-refundable
4. Non-travelfundable

TKT-2023-003
Philippine Travel Tax
Validity: 17Aug2022 - UFN

Page 8 of 19

C. For guest inquiring about PH fee collection, below spiel can be provided to guests:

“Cebu Pacific has been given approval to collect Philippine Travel Tax amounting to Php1, 620 on behalf of TIEZA. Please be advised that for this add-on service, we will be collecting an Admin Fee amounting to (state PHFee amount) to cover the costs incurred in the collection and remittance of this tax. Total cost would be (state total amount). Thank you.”

7.1.3 PROCEDURES

A. In the “Availability Request” dialog, select the applicable Passenger Type. Modification on Passenger Type may also be made through the “Passengers” dialog.

Revenue Booking:

Passenger Type Code		Description	Fare & TFCs	Penalties
ADT	Adult		Applicable fare/s and all TFCs (except PH tax & PHFee) shall be assessed.	Subject to change penalties
CHD	Child (2 to below 12 years old)			
INF	Infant (8 days to below 2 years old)			

Non-Revenue Booking:

Passenger Type Code		Description	Fare & TFCs	Penalties
NRMR	Non-Revenue Positive Space Must Ride, Space Qualified, Subject to Availability		All TFCs (except PH tax & PHFee) shall be assessed.	Subject to change penalties, unless specified
PSMR	Positive Space Must Ride		All TFCs (except PH tax & PHFee (for non-TB/OB travel bookings) shall be assessed.	
PSQA	Positive Space Qualified - Adult (applicable for employee travel benefit)		Nominal fare/rate and TFCs (except PH Tax) shall be assessed.	All penalties waived
PSQC	Positive Space Qualified- Child (applicable for employee travel benefit)			
SAA	Space Availability - Adult (applicable for employee travel benefit)			
SAC	Space Availability - Child (applicable for employee travel benefit)			
VOU	Voucher -Adult; applicable for TV		Nominal fare/rate and TFCs (except PH Tax & PHFee) shall be assessed by the system	Non-rebookable; non-reroutable; valid on flight/date shown only
VOUC	Voucher -Child; applicable for TV			

TKT-2023-003

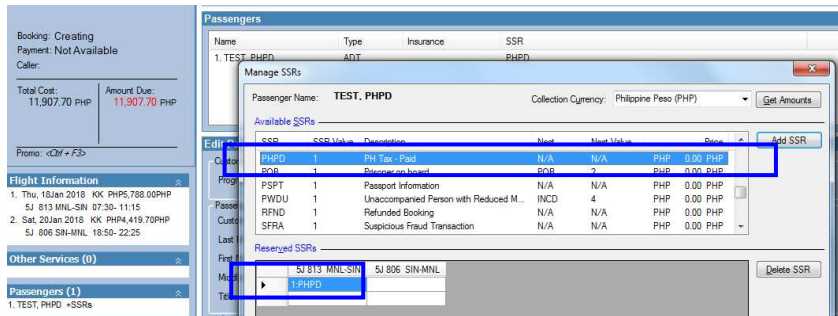
Philippine Travel Tax

Validity: 17Aug2022 - UFN

Page 9 of 19

For non-revenue booking and guests are exempted from paying Philippine Travel Tax and IPSC, ensure to reflect **LIXD/LIXC** in the Passenger Type. Consequently, the approved Space Category should be reflected in the Comments dialog of the PNR. Refer to the latest Non-revenue handling for the details process.

- B. In Manage SSR, agent shall add **SSR PHPD** to denote that guests paid travel tax. Take note that SSR PHPD shall only be applied to guests who paid PH tax in full (Php1620).

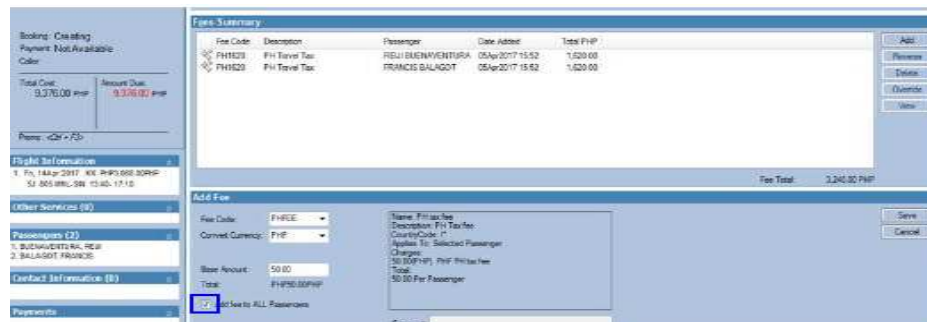


- C. In Fees dialog, add PH tax + PH Fee. Ensure to select the applicable Fee code.

PH 1620	PH 810	PH300
<ul style="list-style-type: none"> ✓ Adult- paying passenger ✓ Child without RTT ✓ Infant without TEC 	<ul style="list-style-type: none"> ✓ Child with RTT 	<ul style="list-style-type: none"> ✓ Legitimate dependents of an OCW; with RTT

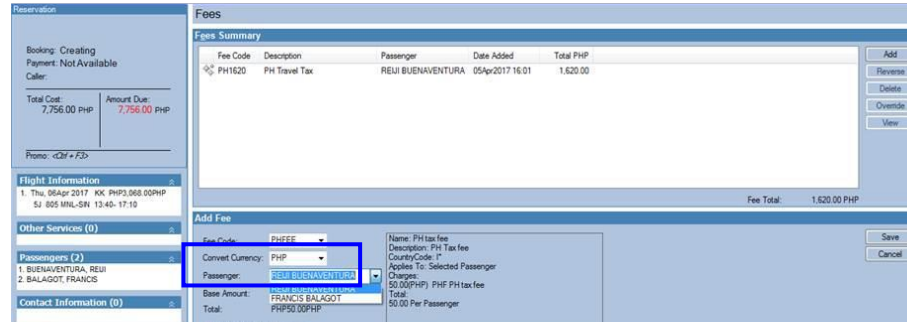
1. Click Save.
2. On the same dialog box (Fees), click Add to apply PHFee.
3. Select **PHFee** in the Fee Code dropdown.

Ensure to tick/check “Add fee to ALL Passengers” if all guests will be paying PH tax.



TKT-2023-003
Philippine Travel Tax
Validity: 17Aug2022 - UFN

Otherwise, select passenger who will be charged with the aforementioned fee in the Passenger field.



Fee Code	Description	Passenger	Date Added	Total PHP
PH1620	PH Travel Tax	REUI BUENAVENTURA	05Apr2017 16:01	1,620.00

- D. For passengers, who are exempted or entitled to reduced rate, indicate in the Reservation and Itinerary Comments, the document control number of the certificate or the reason for exemption.

Example:

OEC NO. 08121974/VALID FOR EXIT UNTIL 30JUL17/VALID FOR TRAVEL TO HKG
OR
PH EXEMPT/<u>CANADIAN PSPT/PSPT NO - AC123456/ IMMIG STAT BB/ LDA – 30JUN23</u>

Note: Please ensure that the following conditions are met.

- a. The certificate is issued and presented prior finalization of booking
- b. The certificate is valid; check the restrictions stated in the form
 - e.g. “Valid for exit until _____”
 - “Valid only for travel to _____”

Note: PH tax will not be collected if the original RTTC and TIEZA OR (pink copy) will be submitted by guest upon finalization of booking

For For **Inadmissible Passenger/s**, Letter of exclusion order from BOI shall be presented upon creation of booking/Rebooking as proof of exemption

- E. Collate the documents (e.g. TIEZA certificate/s, passport, etc.) and forward to the Lead Agent for second level review.
1. For guest who have documents for exemption or reduced rate, agent shall mention below spiel and shall complete the required details:

“For me to proceed with the PH tax exemption I will have to make a copy of your state documents to presented, and will be securing your consent in doing so.”

TKT-2023-003

Philippine Travel Tax

Validity: 17Aug2022 - UFN

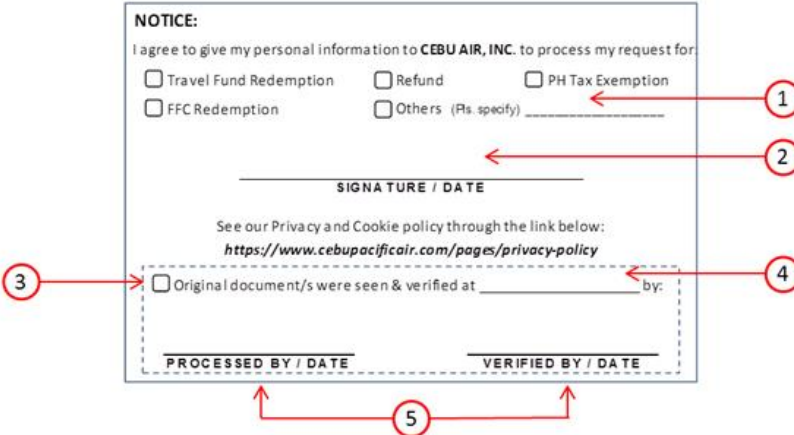
Page 11 of 19

F. The validating officer shall ensure that the processing agent has complied with the requirements set under Guidelines – Exceptions. Once the conditions are satisfied, the lead agent shall update the Reservations Comments of the PNR.

“DOCS VALIDATED / PAX EXEMPTED FROM PH TAX – LEAD AGENT: GRACE BORROMEIO/05APR17”

“DOCS VALIDATED/ PAX ENTITLED TO REDUCED PH TAX- LEAD AGENT: GRACE BORROMEIO/05APR17”

G. The processing agent and validating officer shall complete the consent form with the required details.



NOTICE:
I agree to give my personal information to **CEBU AIR, INC.** to process my request for:

Travel Fund Redemption Refund PH Tax Exemption
 FFC Redemption Others (Pls. specify) _____

SIGNATURE / DATE

See our Privacy and Cookie policy through the link below:
<https://www.cebupacificair.com/pages/privacy-policy>

Original document/s were seen & verified at _____ by: _____

PROCESSED BY / DATE VERIFIED BY / DATE

1. Item 1 - Choose “PH Tax Exemption” as transaction type. If it is not in the given, kindly tick the “Others” box and specify the type of transaction on the space provided.
2. Item 2 – Let the guest sign the form and remind to indicate the date
3. Item 3 – Endorse the documents to Lead Agent for second level review. Use the dotted portion by ticking the check box.
4. Item 4 – Indicate the ticket office in the space provided
5. Item 5 – Agent shall sign the “Processed By” field and lead agent who conducted second level review shall sign the “Verified By” field.

H. Endorse the booking to processing agent for the completion of transaction and final recap.

I. Once clearance from the lead agent has been acquired, the issuing agent shall recap the flight details and the cost of booking. Apply payment and EOT. Agent collects the payment and inform the guest that the Itinerary Receipt shall be sent to their email.

TKT-2023-003

Philippine Travel Tax

Validity: 17Aug2022 - UFN

Page 12 of 19

Bookings of taxable guests (paying the regular PH tax rate) do not require clearance from the lead agent.

- J. Attach original copy of certificate to the duplicate copy of the Itinerary Receipt. Forward the documents to Revenue Accounting together with the Sales Report. Failure to submit the required documents will result to issuance of DM to the concerned agent.
1. For bookings that shall be placed on hold, the processing agent shall ensure that the PH tax and PHFee are removed from Fees dialog. The guest should be informed that the total booking cost excludes the Philippine Travel Tax and PH Tax Fee and that the confirmed seat shall be cancelled if the booking is not finalized within the allowable period.
 2. Guests who are exempted from their original booking but have been tagged as no- show may still claim for exemption on their new booking. To facilitate the transaction, the processing agent shall perform the following:
 - a. Retrieve the original PNR.
 - b. If the booking was finalized via organic ticket office,
 - c. Check the exemption details and validity of document. For exemption certificate issued at POEA Desk at the airport, validity is 1 day (date of issuance and expiration are the same).

Example: **“OEC NO.08121974 / VALID FOR EXIT UNTIL 30JUL2023 / VALID FOR TRAVEL TO HKG”**

However, for guests who presented TIEZA OR as exemption document and was tagged as no-show, OR can no longer be used in new PNR since the document is issued for the specific PNR and flight date and details are reflected in the OR.

- d. Cross reference the original PNR to the new PNR to support the exemption. However, if the original exemption document is no longer valid, assess PH tax + PHFee and IPSC. Presentation of PSPT as support to PTA356 is still mandatory.
- e. Ensure that clearance is acquired from the Lead agent prior EOT.
- f. If the booking was finalized via other channels,
 - i. Secure clearance from RAD analyst in-charge, cc: Carol Crobalde via email. Ensure to provide the SR date and PNR details for immediate retrieval of record.
 - ii. If the response from RAD is not received within 1hr from delivery of email, recommend to the guest the settlement of PH tax + PHFee and IPSC. Repayment may be made once clearance is received from RAD and the appropriate refund provisions are observed.

TKT-2023-003

Philippine Travel Tax

Validity: 17Aug2022 - UFN

Page 13 of 19

7.1.4 OEC REQUIREMENT FOR BALIK-MANGGAGAWA (BM)

A. Overview

1. Under Governing Board Resolution No.12 S.2016, the Philippine Overseas Employment Administration (POEA) has resolved to exempt workers returning to the same employer and jobsite from the Overseas Employment Certificate (OEC) subject to the following conditions:
 - a. Balik Manggagawa (BM) who are returning to the same employer and jobsite
 - b. Balik Manggagawa (BM) with existing record/s in the database of POEA; and
 - c. BMs hired through the Government Placement Branch (GPB).

B. Application

1. Presentation of **any** of the following:
 - a. Valid Work Visa/Work Permit
 - b. Valid Employment Contract
 - c. Current Employment Certificate
 - d. Valid Company ID
 - e. Recent payroll slip or other equivalent document
2. OFW guest shall present an online notification/registration or a Temporary slip issued by POEA desk at the airport.

Should the guest will not be able to provide hard copy of the online notification/registration, agent shall get the OEC number from the screenshot provided and reflect these details to any of aforementioned documents.

Sample BM registration:

<p>OEC Exemption Congratulations!!! You are exempted from securing OEC. Your BM Exemption number is 51249663</p> <p>Name: [Redacted] Valid Until: 2018-12-23</p> <p>Employer: [Redacted] Job Site: HONG KONG</p> <p>✓Name of Passenger ✓Validity ✓Employer ✓Job Site</p> <p>1. Proceed directly to the Airline counter at the airport for check-in. 2. Proceed to Immigration counter. Present your Passport valid at least 6 months from date of departure, valid work visa/work permit indicating your employer and jobsite. 3. In case your work visa does not indicate the name of your employer, you may present any of the following proof of employment stating your employer: valid employment contract, current employment certificate, valid employment ID, recent payslip. For domestic workers, valid POLO Verified Employment Contract shall be presented. 4. For your Travel Tax Exemption (Airline counter) and Terminal Fee Exemption (MIAA counter), bring a photocopy of any proof of overseas employment, as mentioned above including your airline ticket with code "LI International".</p>	<p>OEC Exemption</p> <p>Congratulations!!! You are exempted from securing OEC. Your BM Exemption number is 51249663</p> <p>1. Proceed directly to the Airline counter at the airport for check-in. 2. Proceed to Immigration counter. Present your Passport valid at least 6 months from date of departure, valid work visa/work permit indicating your employer and jobsite. 3. In case your work visa does not indicate the name of your employer, you may present any of the following proof of employment stating your employer: valid employment contract, current employment certificate, valid employment ID, recent payslip. For domestic workers, valid POLO Verified Employment Contract shall be presented. 4. For your Travel Tax Exemption (Airline counter) and Terminal Fee Exemption (MIAA counter), bring a photocopy of any proof of overseas employment, as mentioned above including your airline ticket with code "LI International".</p>
---	--

Sample Temporary Slip issued at POEA Desk:

TKT-2023-003
Philippine Travel Tax
Validity: 17Aug2022 - UFN

Page 14 of 19

Philippine Overseas Employment Administration Labor Assistance Center VALIDATION REQUEST FORM	TEMPORARY OEC EXEMPTION SLIP
Name of OFW: _____ OEC Number: <u>51442653</u> Subject: <input type="checkbox"/> No record found/OEC does not exist <input type="checkbox"/> Inaccurate OEC number appearing in the system vis-à-vis the OEC presented by the worker <input type="checkbox"/> Discrepancy in worker's name <input type="checkbox"/> Expired OEC <input type="checkbox"/> Discrepancy in worker's position/occupation <input type="checkbox"/> Others: _____ Name & signature of Immigration Officer: _____ Date: _____ POEA-LAC Action: VRF20160720T3 <input checked="" type="checkbox"/> OEC Encoded <input checked="" type="checkbox"/> Certified that the OEC is authentic/issued by POEA <input type="checkbox"/> Others: _____ <div style="text-align: center;"> CPOEA-LAC CLEARED Sign: _____ By: A. G. SANCHEZ Date: 15 NOV 2016 </div> Name & Signature of POEA-LAC Officer: _____ Date: _____	PASSPORT NO.: <u>500998310</u> LAST NAME: _____ FIRST NAME: _____ MIDDLE NAME: <u>LI MIN HO</u> BIRTHDAY: <u>12 (MM) 24 (DD) 1988 (YYYY)</u> EMPLOYER: <u>Young Lion PH</u> POSITION: <u>IT</u> JOBSITE: <u>HONG KONG</u> Date of Departure from HK: <u>October 23-2016</u> Date of Return to HK: <u>Nov. 15-2016</u> <small>(Please check for use for POLO Evaluation ONLY)</small> REFERENCE NO.: <u>100002311</u> Expiry Date: <u>12-03-16</u> Date issued: _____ PAALALA: Isang beses lang po na ibibigay ang exemption na ito kung HINDI PA REGISTERED sa BMONLINE.PH . PAGBALIK ninyo sa HONG KONG , gumawa ng account sa BMONLINE.PH at mag register. Pag hiniingi ang LAST ISSUED OEC NUMBER . Paki lagay ang REFERENCE NO. na binigay dito. Para sa mga susunod na uwi ninyo sa parehas na amo at jobsite ay mag log-in lamang sa inyong account sa BMONLINE.PH para mag request ng EXEMPTION sa OEC at di na kailangang bumalik po sa POLO or POEA .

C. Procedures

1. Agent shall require the presentation of any of the documents as stated in 16.1.4.1.B1a-e
2. Once the required documents are complete, agent shall proceed with the completion of PNR details.
3. Endorse the booking to lead agent for validation.
4. Proceed with the validation process as stated in 16.1.3 G1-5.
5. Lead agent shall endorse the booking to processing agent for the completion of transaction and final recap.
6. Agent shall update the Reservations Comment regarding the exemption details.

Document Presented	Reservation Comments (Mandatory)
Valid Work Visa/Work Permit (usually attached to passport)	Doc. type, doc. no. (if available), Jobsite WORK VISA/VISA NO.12192013/HONGKONG
Valid Employment Contract	Employer Name/Country/Jobsite LI MIN HO/KOREA
Current Employment Certificate	Employer Name/Country/Jobsite LI MIN HO/KOREA
Valid Company ID	Company Name/Country/Jobsite SPARKLE COMPUTERS / TAIWAN
Recent Pay Slip	Company Name/Country/Jobsite AL JABER TRADING & CONTRACTING CO/QATAR

D. Documentation

1. After agent completed the booking, agent shall scan all PH tax related documents and save this to the Shared folder

TKT-2023-003
Philippine Travel Tax
Validity: 17Aug2022 - UFN

Page 15 of 19

Network > Rscvmfs01 > ticketing > Ticketing Automated Reports

Name	Date modified
1. Ticketing Office Reports	10/05/2019 2:04 PM
2. Taskforce Reports	13/11/2018 6:25 PM
PH Tax Attachments	25/05/2019 8:17 AM

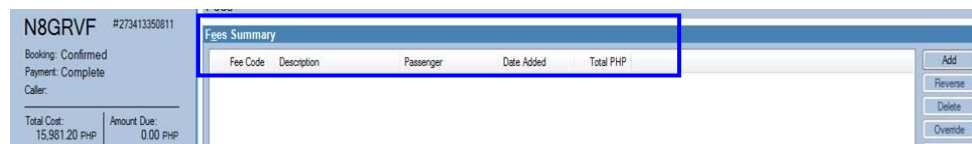
2. File shall be saved in the designated TO folder with the format – RELOC_NAME (i.e. ABC123_Corda Cherry Anne)

Take note that only original documents – TEC, RTTC, OEC shall be forwarded to RAD together with the sales report. RAD shall access the scanned copy files and handles reprinting for presentation to TIEZA auditors.

3. Retention period for files stored in Shared folder shall be six (6) months.

7.1.5 REBOOKING

- A. For bookings paid over-the-counter and PH tax has been collected, no need to add PHFEE as the PH tax paid from original booking shall be carried over to the new flight.
 1. Agent shall facilitate the request for booking modifications.
- B. For bookings paid via Customer Care, web/mobile app and WHs (using SkyPartner), agent shall perform the following:
 1. Check Fees dialog if PH tax is added to the booking.



Fee Code	Description	Passenger	Date Added	Total PHP

- a. Require guest to present document/s for exemption.
 - b. Once documents have been validated, proceed with the booking modifications.
 - c. Update Comments regarding details of exemption.
 - d. Perform EOT.
2. If guest will be paying for PH tax,
 - a. After completing the PNR modifications, go to Manage SSR and select **SSR PHPD**. This shall be applied per guest who will be paying full PH Tax.
 - b. In Fees dialog, click Add and select PH Tax.
 - c. Save and click Add for PHFee.

Note: **PH + PHFee** shall be added per passenger.

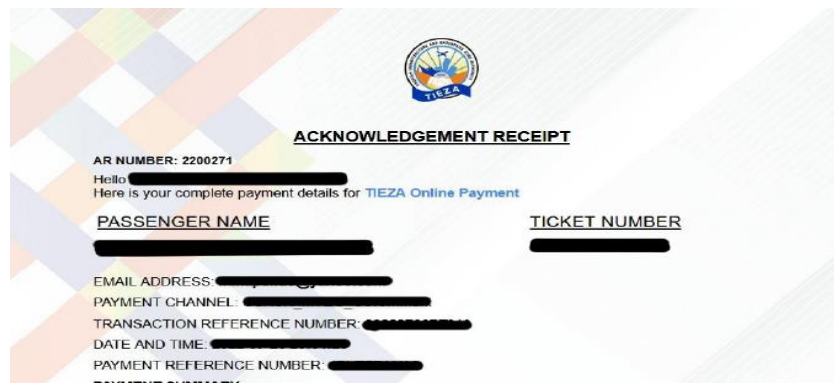
TKT-2023-003

Philippine Travel Tax

Validity: 17Aug2022 - UFN

Page 16 of 19

- C. For bookings without PH tax and guest paid the said tax thru TIEZA’s website/online,
 - 1. Agent shall secure a copy of the acknowledgement receipt or certificate of payment paid online and check the following data:
 - a. Guest name/s is included in the list of Payee
 - b. Record Locator is reflected in “Ticket Number” field of the form and should be the same PNR requested for rebooking.
 - i. Acknowledgement Receipt



- ii. Acknowledgement Receipt via Bayad Center



Successful Payment Transaction

Hello [Redacted]

Here is your complete payment details for **TIEZA Online**

NAME:
[Redacted]

EMAIL ADDRESS:
[Redacted]@gmail.com

TICKET NUMBER:
[Redacted]

DEPARTURE DATE:
Friday, March 26, 2021

MODE OF PAYMENT:
CASH

TRANSACTION DATE AND TIME:
Tuesday, March 09, 2021 02:51:12 PM

iii. Certificate of Payment



Republic of the Philippines
Tourism Infrastructure & Enterprise Zone Authority

January 24, 2022
DOCUMENT NUMBER: 2022-008

CERTIFICATION

This is to certify that the payment through the Online Travel Tax Payment System (OTTPS) with Reference Number [] dated December 08, 2021 in the amount of Php 1,620.00 was made for Ticket Number [] for travel on February 08, 2022 to passenger []

- c. Check original flight details in the acknowledgement receipt vis-à-vis details in the system, if available.
- d. Once validated, update the Reservations Comment with the following information and perform EOT.

Acknowledgement Receipt:

Guest submitted TIEZA AR with # 123456

Certificate of Payment:

Guest submitted Certificate of Payment issued by TIEZA Travel Tax Dept with Doc # 123456

- e. Endorse the booking to lead/senior agent for second-level review.

PH TAX PAID ONLINE// AR 100-1006054//ISSUE DATE-25AUG23 – VALIDATED BY LEAD AGENT: KHIM BANZON /26AUG23

- f. Once clearance from the lead agent has been acquired, the issuing agent shall recap the flight details and the cost of booking to the guest.
- g. Agent shall secure a copy of the acknowledgement receipt or certificate of payment paid online to justify the non-collection of PH tax. This shall be attached to the issued itinerary receipt to be forwarded together with other SR-related documents.

TKT-2023-003
Philippine Travel Tax
Validity: 17Aug2022 - UFN

Page 18 of 19

- h. Agent shall provide full recap to guest, collects payment and send a copy of the updated IT receipt thru guest's email.
- i. If the submitted AR reflects the original flight date of the guest, advise guest to proceed to Tieza counter on the date of departure for re-validation of the Tieza AR since flight date has been changed.

7.1.6 TRAVEL TAX REFUND

- A. Request will be processed by Ceb Customer Care Group initiated by passenger.
- B. May process for refund if the following conditions are met:

CASE	FORM OF PAYMENT	REQUIREMENTS	
REFUND OF PHTAX ONLY	DEBIT / CREDIT CARD / Ewallet	1. Passport copy (Whole Bio page) 2. Latest Date of Arrival Stamp	
1. Exempted	AG	3. Applicable Certificates Note: Scanned colored copies must be sent to RASG for validation to TIEZA.	
2. REDUCED	FORM OF PAYMENT	WITHIN 25 DAYS FROM PAYMENT OF PHTAX	BEYOND 25 DAYS FROM PAYMENT OF PHTAX
3. Non coverage (foreign passport)	PCH over the counter payment CASH	1. Passport copy (Whole Bio page) 2. Latest Date of Arrival Stamp 3. Applicable Certificates Note: Scanned colored copies must be sent to RASG for validation to TIEZA.	1. Passenger to secure PTA 353 issued by RASG before proceeding to TIEZA. Business hours: M-F 9AM-5PM (except holidays) NOTE: if representative will claim PTA353 additional requirement is needed: Letter of Authorization plus Valid ID and Valid ID of representative

TKT-2023-003
Philippine Travel Tax
Validity: 17Aug2022 - UFN

Page 19 of 19

CASE	FORM OF PAYMENT	REQUIREMENTS	
Unused Booking	DEBIT / CREDIT CARD / Ewallet	No requirements : Will follow debit/credit card refund procedures	
1. No Show	AG		
2. Voluntary (those with CEB Flexi)	FORM OF PAYMENT	WITHIN 25 DAYS FROM PAYMENT OF PHTAX	BEYOND 25 DAYS FROM PAYMENT OF PHTAX
3. Involuntary cancellation (those who chose Travel fund)	PCH over the counter payment	Will follow cash refund procedure	1. Passenger to secure PTA 353 issued by RASG before proceeding to TIEZA. Business hours: M-F 9AM-5PM (except holidays) NOTE: if representative will claim PTA353 additional requirement is needed: Letter of Authorization plus Valid ID and Valid ID of representative
	CASH		
4. Forfeiture o booking	PAID IN TIEZA	1. If PHTAX paid within the day, secure unused certification from check in counter c/o Airport Experience Manager prior proceeding to TIEZA on the same day for outright refund. Passenger should be offloaded by Ground handling. 2. If PHTAX is not settled within the day, advise passenger to secure the following prior proceeding to TIEZA: A. OR (white and pink copy) or OR from TIEZA online payment. B. Certificate of unused booking	

For your information and guidance.

Prepared by:


Jeraldyn Lazaro

Supervisor, Sales Operations

Approved by:


Arlene C. Tena

Director, Passenger Sales and Distribution

Endorsed by:


Rolando D. Rubio

Manager, Sales Operations

cc: R.Rubio/File