

ANNUAL REPORT

(For Partnership/Corporation/Cooperative)

Of

(Name of Authorized Operator)

WATER TRANSPORTATION

(Kind of Service)

(Office Address)

TO THE

REPUBLIC OF THE PHILIPPINES

MARITIME INDUSTRY AUTHORITY

FOR THE

YEAR ENDING DECEMBER 31, 20____

(DO NOT FOLD)

GENERAL RULES FOR REPORTING

THIS AUTHORITY WILL NOT ACCEPT FILING OF ANNUAL REPORTS WHICH ARE NOT PROPERLY ACCOMPLISHED IN ACCORDANCE WITH THESE RULES AND REGULATIONS.

MAKE A SEPARATE AND COMPLETE REPORT FOR EACH KIND OF SERVICE

Make out report in ink

Answers to inquiries must be complete. If not applicable write "Not Applicable"

Special and unusual entries and all discrepancies must be explained by noted

Where information asked for is not given, state reasons for omitting.

The report should be made out in duplicate, the original copy to be submitted to the concerned MARINA Regional Office (MRO) and one copy retained by the company in its files for reference, in case correspondence with regard to it becomes necessary.

This report must be filed in the respective MRO on or before JUNE 30 of each year.

THE FORMAT OF THIS AUTHORIZED FORM OF ANNUAL REPORT SHALL NOT BE ALTERED NOR TAMPERED WITH IN ANY FORM OR MANNER BY ANY INDIVIDUAL OR JURIDICAL ENTITY. CPC GRANTEEES ARE WARNED THAT ANNUAL REPORTS FILED IN ANY OTHER FORM NOT AUTHORIZED BY THIS AUTHORITY WILL NOT BE ACCEPTED FOR FILING

MARITIME INDUSTRY AUTHORITY

ANNUAL REPORT

1. Name of Company : _____

2. Business Address : _____

3. Other Business : _____

4. OFFICERS

Official Title	Name	Date	Annual Salary		
		Started	This Year	Last Year	Date Adjusted
President					
Vice-President					
Secretary					
Treasurer					
Legal Counsel/s					
General Manager/s					

In case there are receivers, trustees or committees in control of the property and operation of the company during the year covered, the following table must be filled up:

Official Title	Name of Receiver/Trustees/Committees	Location of Offices	Date of Appointment

5. DIRECTORS

Name	Address	Length of Service	Expiry

6. Officer/s in-charge of the preparation of Annual Report

Name	Title/Position	Address	Telephone Number

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7. VESSELS WITH VALID PA/CPC/SP OPERATED DURING THE YEAR:

Total No. of Vessels: _____ Total GRT: _____

Vessel Name	Category (Owned/Bareboat) Chartered/Lease- Purchased)	Gross Tonnage (GT)	Deadweight (DWT)	Type of Operation (Liner/Tramper)

(The company may use separate sheet if the vessels operated are more than ten)

8. MANPOWER – Fill in the different manpower categories listed below:

Monthly average number of administrative and support personnel whose wages are:

Minimum Wage	Above minimum but below 1,500	Above 1500

Reserved vessel manpower for the period:

	Licensed Officer	Regular Crew	Apprentice
Deck			

Engine			
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9. OPERATIONS OF DATA OF VESSELS OPERATED DURING THE PERIOD

Vessel Name: _____ GRT: _____ DWT: _____

Utilization Rate:

Commissionable days	
Non-Commissionable days	
<ul style="list-style-type: none"> • Dry-docked 	
<ul style="list-style-type: none"> • Afloat Repairs 	
Number of days laid-up	
Total No. of days	

Mileage Performance

Nautical Miles run for the period	
Number of voyages for the period	

Vessel Manpower – Average monthly manpower of the vessel

	Licensed Officer	Regular Crew	Apprentice
Deck			
Engine			

Note: This page must be accomplished per vessel

INCOME STATEMENT BY VESSEL – For each vessel operated during the period

INCOME STATEMENT FOR M/V _____
 For the period _____
 (In Thousand Pesos)

	Last Year	This Year
OPERATING REVENUE		
Freight Revenue		
Passenger Revenue		
Revenue from Vessel Charter		
Other vessel Revenue		
Canteen Sales		
Use of other facilities on board		
Carriage of mail		
Cargo handling		
Storage		
Others		
TOTAL OPERATING REVENUE		
VESSEL OPERATING EXPENSES		
Fuel		
Bunker Fuel		
Diesel Fuel		
Special Fuel Oil		
Lubricants		
Vessels Depreciation on Cost		
Vessel Depreciation on Appraisal Increment		
Drydocking, Repairs and Maintenance		
Stevedoring		
Salaries and Wages		
Contracted Services		
Ship Management		
Crewing		
Janitorial		
Security		
Others		
Food and Subsistence		
Commission Expense		
Insurance		
Protection and Indemnity Premiums		
Hull Insurance Premiums		
Cargo Insurance Premiums		
Supplies Used		
Deck and Engine Supplies		

Steward Supplies		
Water		
Pilotage and Tug Assistance		
Port Charges		
Charter Hire Expense		
Claims and Damages		
Taxes, License and Fees		
Common Carriers Tax		
Other Taxes and Licenses		
Employee's Benefits		
COLA		
Other Benefits		
Miscellaneous Vessel Operating Expense		
TOTAL VESSEL OPERATING EXPENSES		
NET VESSEL OPERATING REVENUES (LOSS)		

STATEMENT OF INCOME RETAINED EARNINGS

For the period _____
(In Thousand Pesos)

	Last Year	This Year
OPERATING REVENUE		
Freight Revenue		
Passenger Revenue		
Revenue from Vessel Charter		
Other vessel Revenue		
Canteen Sales		
Use of other facilities on board		
Carriage of mail		
Cargo handling		
Storage		
Others		
TOTAL OPERATING REVENUE		
VESSEL OPERATING EXPENSES		
Fuel		
Bunker Fuel		
Diesel Fuel		
Special Fuel Oil		
Lubricants		
Vessels Depreciation on Cost		
Vessel Depreciation on Appraisal Increment		
Drydocking, Repairs and Maintenance		
Stevedoring		
Salaries and Wages		
Contracted Services		
Ship Management		
Crewing		
Janitorial		
Security		
Others		
Food and Subsistence		
Commission Expense		
Insurance		
Protection and Indemnity Premiums		
Hull Insurance Premiums		
Cargo Insurance Premiums		
Supplies Used		
Deck and Engine Supplies		
Steward Supplies		

Water		
Pilotage and Tug Assistance		
Port Charges		
Charter Hire Expense		
Claims and Damages		
Taxes, License and Fees		
Common Carriers Tax		
Other Taxes and Licenses		
Employee's Benefits		
COLA		
Other Benefits		
Miscellaneous Vessel Operating Expense		
TOTAL VESSEL OPERATING EXPENSES		
NET VESSEL OPERATING REVENUES (LOSS)		

	Last Year	This Year
TERMINAL OPERATING EXPENSES		
CONTAINER YARD EXPENSES		
Depreciation on Cost		
Terminal Equipment & Facilities		
Container Vans		
Depreciation on Appraisal Increments		
Terminal Equipment & Facilities		
Container Vans		
Rentals		
Terminal Equipment & Facilities		
Container Vans		
Repairs & Maintenance Container Vans		
Terminal Equipment & Facilities		
Container Vans		
Salaries & Wages		
Contracted Services		
Terminal Management		
Cargo Operating Areas		
Janitorial and Security Services		
Cargo Operating Areas		
Others		
Fuel and Lubricants		
Terminal Handling and Other Cargo Charges		
Storage		
Trucking		
Cargo/container handling		
Stripping and Stuffing		
Hustling and Shifting		
Cargo Survey Fee		
Terminal Communication, Light, Power,		
Water and other Expenses		
Terminal Materials and Supplies		
Taxes & Licenses & Fees		
Insurance		
Container Vans		
Others		
Employee's Benefits-Allowances		
COLA		

Other Benefits		
Miscellaneous Terminal Operating Expenses		
TOTAL CONTAINER YARD EXPENSE		
CARGO HANDLING EXPENSES		
Depreciation on Cost		
Depreciation on Appraisal Increments		
Rentals		
Repairs and Maintenance		
Fuel and Lubricants		
Terminal Handling and Other Cargo Charges		
Trucking		
Cargo/container handling		
Stripping and Stuffing		
Hustling and Shifting		
Cargo Survey Fee		
Insurance		
TOTAL CARGO HANDLING EXPENSES		
TOTAL TERMINAL OPERATING EXPENSES		

	Last Year	This Year
GENERAL & ADMINISTRATIVE EXPENSES		
Salaries & Wages		
Contracted Services		
Information Technology Consultants		
Janitorial		
Security		
Others		
Rentals		
Employee's Benefits		
COLA		
Other Benefits		
Depreciation on Cost		
Depreciation on Appraisal Increment		
Transportation & Travel		
Power, Light & Water		
Advertising		
Professional & Legal Fees		
Insurance		
Taxes, Licenses & Fees		
MARINA Supervision Fees		
Other Taxes & Licenses		
Communication		
Office Supplies Used		
Representation Expense		
Bank Charges		
Repairs & Maintenance		
Membership & Assessment Dues		
Provision for Doubtful Accounts		
Contribution & Donations		
Miscellaneous General & Administrative Expenses		
TOTAL GENERAL AND ADMINISTRATIVE EXPENSES		
TOTAL OPERATING EXPENSES		
NET OPERATING INCOME (LOSS)		
OTHER INCOME (EXPENSES)		
Rent Income		
Divided Income		
Interest Income		
Miscellaneous Income		

Interest Expense		
Foreign Exchange Gain/Loss		
Miscellaneous Expense		
Net Other Income (Expenses)		
NET INCOME (LOSS) BEFORE TAXES		
LESS: Provision for Income Tax		
NET INCOME (LOSS) FOR THE YEAR		
RETAINED EARNINGS, BEGINNING		
ADDITIONS APPROP FOR HIGHER		
COST OF PROPERTY & EQUIPT.		
DIVIDED PAID		
PRIOR YEAR ADJUSTMENT		
RETAINED EARNINGS, END		

BALANCE SHEET
As of _____
(In Thousand Pesos)

ASSETS

	Last Year	This Year
CURRENT ASSETS		
Cash		
Depreciation fund		
Marketable securities		
Notes receivable		
Trade accounts receivable		
Other accounts receivable		
Spare parts materials and supplies		
Prepaid Expense		
Subscription receivables		
Other current assets		
Total current assets		
INVESTMENT IN SHARES OF STOCK		
PROPERTY AND EQUIPMENT (NET)		
Cost		
Appraisal Increment		
OTHER ASSETS		
TOTAL ASSETS		

LIABILITIES AND STOCKHOLDERS' EQUITY

	Last Year	This Year
CURRENT LIABILITIES		
Account payable and accrued expenses		
Income tax payable		
Current portion of long-term debt		
Due to affiliated companies		
Other current liabilities		
Total current liabilities		
LONG – TERM LIABILITIES		
Funded dept outstanding		
Long-term loan from affiliated companies		
OTHER LIABILITIES		
Deferred credits		
Reserves		
Other liabilities		
TOTAL LIABILITIES		
STOCKHOLDERS' EQUITY		
Annual capital stock		
Capital stock		
Subscribed capital stock		
Less: Subscription receivable		
Premium on paid – up capital		
Paid up capital		
Less: Treasury stocks		
Total capital stock		
REVALUATION SURPLUS		
RETAINED EARNINGS		
Retained earnings, appropriated		
Retained earnings, unappropriated		

TOTAL STOCKHOLDERS EQUITY		
TOTAL LIABILITIES AND STOCKHOLDERS' EQUITY		

DEPRECIATION FUND ACCOUNT

Purpose of Fund	Balance in Fund at Beginning of Year	Additions to Fund	Withdrawals From Fund During Year	Balance in Funds at Close of Year

Rents				
Insurance				
Taxes				
Other Payments				
Total				

SCHEDULE OF PROPERTY & EQUIPMENT

PROPERTY/ EQUIPMENT	HISTORICAL COST							APPRAISAL INCREMENT				
	DATE ACQUIR ED	START OF OPERATI ON	ACQUISITI ON COST	CAPITALIZE D EXPENSES	ESTIMATED SERVICE LIFE	ASSUMED SCRAP/ SALVAGE VALUE	ACCUM ULATED DEPRECI ATION	NET BOOK VALUE	LATEST YEARS OF APPRAISAL	APPRAISAL INCREMENT	ACCUMUL ATED DEPRECIA TION	NET APPRAISAL INCREMENT
Land												
Buildings												
Terminal Equipment												
Container Vans												
Construction in progress												
Other property and equipment												
Transportation Equipment												
Communication Equipment												
Other Furniture Fixture												
Others												

SCHEDULE OF PROPERTY & EQUIPMENT

PROPERTY/ EQUIPMENT	HISTORICAL COST						ACCUMULATED DEPRECIATION	NET BOOK VALUE	APPRAISAL INCREMENT			
	DATE ACQUIRED	START OF OPERATION	ACQUISITION COST	CAPITALIZED EXPENSES	ESTIMATED SERVICE LIFE	ASSUMED SCRAP / SALVAGE VALUE			LATEST YEARS OF APPRAISAL	APPRAISAL INCREMENT	ACCUMULATED DEPRECIATION	NET APPRAISAL INCREMENT
Vessels												

SCHEDULE OF CARGO HANDLING EQUIPMENT

PARTICULARS	No. Of Units	Equipment Control of ID No.	Acquisition Cost	Depreciation Cost	Net Book Value	Annual Rental Expense	Day Used in Container Yard		Days Used for Cargo Handling Pier		Total No. of Days Used
							No. of Days	% to Total	No. of Days	% to Total	
I. Owned											
II. Rented											
TOTAL											

List the particular type of cargo handling equipment as follows:

- Reach Stackers
- Top Lifts
- Forklifts
- Jack Lifts
- Movable Cranes
- Dock Cranes
- Quay Cranes
- Tractor Heads
- Chassis
- Pallet Boards
- Nets
- Tarps
- Other Equipment

DETAILS OF ACCUMULATED DEPRECIATION ACCOUNT
Property & Equipment in Service

DEBITS	AMOUNT		CREDITS	AMOUNT	
	Based on Acquisition Cost	Based on Appraised Value		Based on Acquisition Cost	Based on Appraised Value
By credit to property accounts By expense of removing property By OTHER DEBITS	P	P	By balance of account beginning of year By transfer from revenue By OTHER CREDITS	P	P
Total Debits	P	P	Total Credits	P	P

INVESTMENTS

Give particulars of investments in stocks and bonds held by the utility at the close of the year

Description of Investment	Amount
	P
	P

OTHER INVESTMENTS

Give particulars of investments other than stocks and bonds held by the utility at the close of the year.

Description of Investment	Amount
	P
	P

CHANGES IN PERMANENT ASSETS

ASSETS	Balance at Beginning of Year	Additions During Year	Property Retired During Year	Adjustments During Year	Balance at Close of Year
Property and Equipment in Service Land Buildings Revenue Transport Equipment Services and Shop Equipment Furniture, Fixture & Other Office Equipment Total Property and Equipment In Service					
Property and Equipment Not In Service (Specify the Assets)					
Total Property and Equipment Not In Service					
TOTAL					

SCHEDULE OF LOANS AND NOTES PAYABLE

As of _____

Name of Creditor	Date of Maturity	Amount
		P
Total		P

OTHER ACCRUED LIABILITIES

Item	Amount
Total	P

DEFERRED CHARGES

Item	Balance at Beginning of Year	Charges During Year	Credits During Year	Balance At End of Year

RETAINED EARNING ACCOUNT

Items	Debits	Credits	Remarks
CREDITS Unappropriated Retained Earnings (at the beginning of the period) Net Income during the period Other Credits to Retained Earnings (Specify)			
Total			
DEBITS Net Losses during the period Dividend Appropriation of Retained Earnings (specify) Other debits to Retained Earnings			
Total			

SURPLUS ACCOUNT

Give hereunder a summary of debits and credits to the utility and Surplus Account for the year

Items	Debits	Credits	Remarks
CREDITS Unappropriated surplus (at the beginning of the period) Income Balance* Credit for property and equipment sold Miscellaneous credits TO SURPLUS			
Total	P	P	
DEBITS Debits for property and equipment sold Miscellaneous debits to surplus Contractual debits to surplus Miscellaneous reservation of surplus Dividend appropriations of surplus Unappropriated surplus (at end of period)			
Total	P	P	

If a deficit, the balance shall be shown red

If a loss, the balance shall be shown red

LOSS THEFT, ROBBERY, FIRE, ETC.

Description of Property Loss	Date of Loss	Original Value of Property Abandoned	Amount Previously Written Off	Balance Beginning of Year	Amount Written off During the Year	Balance at the Close of Year

CARGO AND PASSENGER TRAFFIC REPORT

for all type of vessels

(1) VOYAGE NO.	(2) DATE STARTED & END OF VOYAGE	(3) ROUTE	(4) PORT LEG	(5) CARGO	(6) CARRIED	(7) FREIGHT	(8) PASSENGER CARRIED	(9) PASSENGER REVENUE
				CU.M	M.T.			
			Leg 1				1 class 2 class 3 class	
			Leg 2				1 2 3	

How to accomplish:

On a per vessels basis, the above column numbers shall refer to:

- (1) Trip number
- (2) Duration of one round trip
- (3) Authorized route
- (4) Link covered by route
- (5) Cargo carried in terms of cum cargoes carried in terms of weigh (m.t.) shall be like reflected in terms of cu.m in this column, Put in another way, the same cargo in coluimn 6 shall be reflected in column 5 expressed in cu.m
- (6) Cargo carried in terms of m.t., cargoes carried in terms of volume (cu.m) shall be likewise reflected in terms of m.t. in this column. Out in another way, the same cargo in column 5 shall be reflected in column 6 expressed in m.t.
- (7) Revenue per link
- (8) Passenger by class i.e., number of class accommodation.
- (9) Passage revenue corresponding to reflected number by class accommodation in column 8.

CONTAINER TRAFFIC REPORT

(1) VOYAGE NO.	(2) DATE STARTED & END OF VOYAGE	(3) ROUTE	(4) PORT LEG	(5) NUMBER OF CONTAINERS	(6) VOLUME CU.M	(7) WEIGHT M.T.	(8) FREIGHT REVENUE
				EMPTY LOADED LCL FCL TOTAL			

How to Accomplish:

On a per vessels basis, the above column numbers shall refer to:

- (1) Trip Number
- (2) Duration of one round trip
- (3) Authorized route
- (4) Link covered by route
- (5) Number of containers segregated into empties and loaded. For loaded containers, LCL or less container load shall be dealt with separately from FCL or full container load. Total shall refer to total empties plus loaded, while shall be the sum of LCL & FCL. to illustrated, 5(e)
=5(a) + 5(b); 5(c) = 5(c) + 5(d), the same reference shall hold true for columns 6, 7. and 8.
- (6) Volume of containers carried in terms of cu.m. (all container including those carried in terms of m.t. expressed in cu.m.)
- (7) Weight of container carried in terms of m.t. (all containers including those carried in terms of cu.m. expressed in m.t.)
- (8) Freight charged for containers as grouped.

FERRY/RORO TRAFFIC REPORT

(1) VOYAGE NO.	(2) DATE STARTED & END OF VOYAGE	(3) ROUTE	(4) PORT LEG	(5) ROLLING CARGOES	(6) VOLUME CU.M	(7) WEIGHT M.T.	(8) FREIGHT REVENUE

*See attached List for Possible Types of Rolling Cargoes

How to Accomplish:

On a per vessels basis, the above column numbers shall refer to:

- (1) Trip Number**
- (2) Duration of one round trip**
- (3) Authorized route**
- (4) Link covered by route**
- (5) Number of rolling cargoes by type (as attached)**
- (6) Number of rolling cargoes in terms of cu.m.; those carried in terms of weight shall be converted from m.t. to cu.m. and reflected in this column**
- (7) Weight of rolling cargoes carried in terms of m.t. those carried in terms of volume shall be converted from cu.m. to m.t. and reflected in this column**
- (8) Freight revenues corresponding to reflected number by type in column 5.**

VEHICLES

Buses:

Big Busses
Mini Busses
Hi-aces, Toyota Coaster

Jeep/Jeepneys:

Mini Cruiser
Jeep (Owner Type)
Jeepneys (PUJs/pax, cap, 8)
Isuzu KB, Nissan Patrol, Dodge Land Rover

Vans:

Mini Vans (Ford Fiera/Toyota Tamaraw)
Light Vans (4 wheelers exceeding 1500kg. payload), w/o load
Light Vans (4 wheelers exceeding 1500kg. payload), w/ load
Big Vans (6 wheelers) w/o load
Big Vans (6 wheelers) w/ load
20 ft. Container Van (w/o load) excl. charge on chassis

Cars and other Private Vehicles

Minica/Volkswagen/Bantam Cars
Heavy Cars-M Benz, Ford Cortina/Falcon,
Dodge, Toyota, Corolla/Crown and the like
Toyota Coaster & similar size vehicles

Pick-Ups

Toyota Hi-Lux, Datsun, Isuzu, Ford
other crew cab and similar type vehicles

Trucks

6-wheelers w/ load
6-wheelers w/o load
10-wheeler (short chas.) w/ load
10-wheeler (short chas.) w/o load
10-wheeler (long chas.) w/ load
10-wheeler (long chas.) w/o load
Dump Trucks (6-wheelers) w/ load
Dump Trucks (6-wheelers) w/o load
Dump Trucks (10-wheeler) w/ load
Dump Trucks (10-wheeler) w/o load
Truck trailers w/ load
Truck trailers w/o load
Primemovers (w/o trailer)

Payloaders, Backhoe
Roadrollers (pison-small)
Roadrollers (pison-big)
Crane w/ boom
Crane w/o boom
Grader
Heavy Equipment on Piggyback
(or trailer) less 30 equipment rate

Heavy Equipment

Forklift (up to 5 tonner)
Forklift (more than 5 tonner)
Bulldozers (smaller ones)
Bulldozers (bigger ones)

Other Vehicles

Motorcycle
Motorcycle w/ side car or tricycle
Bicycle
Bicycle w/ side car or Pedicab

GENERAL REMARKS

State hereunder any strike, accident or injury to any person or damage to any property, to the causes and results thereof, or any other occurrence of materials importance during the period covered by this report.

SUPERVISION AND REGULATION FEES

- 1. Has the utility paid the tonnage fees to the MARINA corresponding to the year which this report is filed? _____
(Yes or No)

Amount Paid P _____
Number and date of official receipt _____

- 2. If the utility had any unpaid tonnage fees, state the amount and year below:

Year	Amount
_____	P _____
_____	P _____
_____	P _____
_____	P _____

INDEPENDENT ACCOUNTANT'S CERTIFICATION

I/We have examined the Balance sheet of _____ as of December 31, 20__ and the related Income Statement for the year then ended, together with the supporting schedules, as set forth in this Annual Report to be filed with the MARITIME INDUSTRY AUTHORITY pursuant to section 17 (h) of Commonwealth Act No. 146, as amended. My / Our examination was made in accordance with the generally accepted auditing standards, and accordingly included such test of the accounting records and such auditing procedures as I/ we considered necessary in the circumstances.

In my / our opinion, the said Balance Sheet and Income Statement present fairly the financial position at December 31, 20__ and the results of operation for the year then ended of _____ in conformity with the generally accepted accounting principles applied on a basis consistent with that of the proceeding year.

Certified Public Accountant

Date

Place

OATH BY CHIEF OPERATING OFFICER

REPUBLIC OF THE PHILIPPINES

Province of _____

Municipality (City) of _____

I _____ of _____ hereby made oath and say that I am the _____ of _____ that I have carefully examined the foregoing report, that I believe that all statements of facts contained in the said report are true and the said report is a correct and complete statement of the business and affairs of the above-named company during the period from January 1, 20____ to December 31, 20____.

Signature of Affiant

Subscribed and sworn to before me this _____ day of _____ 20____, Affiant exhibited to me his / her Residence Certificate No. _____ issued at _____ on _____

Notary Public