
	<p>HEALTH, SAFETY, ENVIRONMENT AND QUALITY MANAGEMENT SYSTEM</p> <p><b>18.0 ACCOUNTING GUIDELINES AND PROCEDURES</b></p> <p>FLEET PROCEDURES MANUAL</p>	<p>Sect: 18.0 Page: 1 of 9 Date: 6-Aug-25 Rev: 10.1 App By: DPA</p>
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## CONTENTS

**This section is under reconstruction on 20/2/2024 and will be updated in March 2024..... 2**

<b>ACCOUNTING GUIDELINES AND PROCEDURES.....</b>	<b>2</b>
1. HOME ALLOTMENTS .....	2
1.1. PTCI Accredited Banks .....	3
1.2. Allotment Payroll Cut-off .....	3
1.3. Reconciliation of Home Allotments.....	3
2. FINAL SETTLEMENT .....	4
3. SICK/INJURED CREW .....	4
3.1. Sick Leave Wages .....	5
3.2. Hospital Expenses/Bills.....	5
4. MASTER PAYMENT ORDER (MPO) .....	5
5. SHIPBOARD REMITTANCE .....	7
6. CASH ADVANCE .....	7
7. EXTRA PAYMENT ONBOARD .....	7
8. CREW PAYMENTS .....	7
ANNEX TO ACCOUNTING GUIDELINES .....	8
HOME ALLOTMENTS .....	8

	<p>HEALTH, SAFETY, ENVIRONMENT AND QUALITY MANAGEMENT SYSTEM</p> <p><b>18.0 ACCOUNTING GUIDELINES AND PROCEDURES</b></p> <p>FLEET PROCEDURES MANUAL</p>	<p>Sect: 18.0 Page: 2 of 9 Date: 6-Aug-25 Rev: 10.1 App By: DPA</p>
--	---	---

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## ACCOUNTING GUIDELINES AND PROCEDURES

### 1. HOME ALLOTMENTS

In accordance with POEA regulation on allotments, it is mandatory for a seaman to remit at least 80% of his basic wage in the Philippines. Therefore, this is the minimum amount to be remitted by PTCI-Manila to local bank accounts of designated allottees specified by a crewmember in Philippine currency. The peso equivalent will be based on prevailing market rate or the official published rate at the time of receipt of funds from the principal. In case the funds from the principal is not received 3 working days prior to end of the month, predetermine rate (estimate) will be used subject to adjustment in the following month based on actual rate of conversion received. This will be deposited to respective allottee's account subject to the receipt of remittance from principal.

A maximum of five (5) allottees will be allowed for each seafarer to nominate as recipients. Crew can nominate himself as one (self-allottee).

Total Monthly Earnings with the exception of leave pay, may be distributed monthly to his 5 allottees/recipients, even if the total amount will be more than 100% of the basic wages (where the Monthly Guaranteed Overtime or Fixed Overtime and other on-board wages will become part of the Home Allotments, amount to be specified by the seafarer). As such, this will supersede the Master Payment Order (MPO). Master shall be informed of the total monthly amount for payment thru the Letters of Appointment (LOA) forwarded upon crew embarkation.

Seafarer presently on board who failed to include in home allotment the part of their shipboard wage prior embarkation or wants to increase their home allotment shall submit a signed letter to the Master indicating his intention to amend his home allotment. The Master in turn shall communicate said intention to PTCI Crewing office with copy to Accounting Dept. and advises the following:

- Full name of sender and allottee/s (crew can opt to nominate up to 5 allottees).
- Amount authorized (in words, figures and currency)
- Bank account details


<sup>1</sup>Crewing email address: [kjovellano@ptc.com.ph](mailto:kjovellano@ptc.com.ph)

<sup>2</sup>Attention: Kathleen Jovellano

All deductions like government dues; SSS condonation, SSS salary loan, e-load, housing and all other loans, slop chest, cash advances, or overpayment shall always be deducted from the first

<sup>1</sup> W 34 / 2020

<sup>2</sup> W 34 / 2020

	<p>HEALTH, SAFETY, ENVIRONMENT AND QUALITY MANAGEMENT SYSTEM</p> <p><b>18.0 ACCOUNTING GUIDELINES AND PROCEDURES</b></p> <p>FLEET PROCEDURES MANUAL</p>	<p>Sect: 18.0 Page: 3 of 9 Date: 6-Aug-25 Rev: 10.1 App By: DPA</p>
--	---	---

allottee (primary allottee). If this becomes insufficient, to be deducted from the 2nd allottee, and so forth as necessary.

### 1.1. PTCI Accredited Banks

The five (5) Allottees may open a peso account with any of the following:

- a. Rizal Commercial Banking Corp RCBC
- b. Banco de Oro (BDO)
- c. Phil. National Bank (PNB)

### 1.2. Allotment Payroll Cut-off

Allotment of a crew who embarks on or before the 15th of the month is included in the payroll of the month he joined. Should the embarked after the 15th (i.e. 16th-30th), he will be included only in the next month's payroll. **Please see Annex I for illustration.**

### 1.3. Reconciliation of Home Allotments

- **On or before 20th of the month**, PTCI/Accounting Dept. sends to vessel through e-mail home allotment list for the month (cc: Crewing Manager). Master should tie up PTCI figures with the amount of allotment he deducted on board. In case of discrepancy, this should be communicated immediately to PTCI/Accounting Dept. in order avoid any over or under remittance of allotment.

<sup>3</sup>E-mail address: [krovilla@fmss.com.ph](mailto:krovilla@fmss.com.ph)  
[payroll@fmss.com.ph](mailto:payroll@fmss.com.ph)

<sup>4</sup>Attention to: Kristyle Rovilla, Accounting Assistant III

<sup>5</sup>CC: Jaja Casas – GSH PHL  
[jajac@grindrodshipping.com](mailto:jajac@grindrodshipping.com)


CC: Dry Cargo Crew Ops  
[dccrewops@grindrodshipping.com](mailto:dccrewops@grindrodshipping.com)

- Master should advise PTCI Manila of any changes on board such as:
  - Promotion/demotion/transfer and its affectivity date.
  - Date crew actually disembarks vessel.
  - Changes in the amount of allotment, name of allottee, bank accounts, etc.

<sup>3</sup> W 34 / 2020

<sup>4</sup> W 34 / 2020

<sup>5</sup> W 34 / 2020

	<p>HEALTH, SAFETY, ENVIRONMENT AND QUALITY MANAGEMENT SYSTEM</p> <p><b>18.0 ACCOUNTING GUIDELINES AND PROCEDURES</b></p> <p>FLEET PROCEDURES MANUAL</p>	<p>Sect: 18.0  Page: 4 of 9  Date: 6-Aug-25  Rev: 10.1  App By: DPA</p>
--	---	---

## 2. FINAL SETTLEMENT


- 2.1. All disembarking officers and crew shall be paid of their last shipboard wages and travel wages (if any) in Manila in US Dollars.

Master shall issue final wage account to disembarking crew, specifically indicating the amount and period last paid. The final wage account shall be duly signed by the master and also by the crew to acknowledge correctness and receipt of payment.

- 2.2. Disembarked officers and crew shall report to PTCI – Crewing Department presenting the following documents as basis for computation of final settlement.
- Duly accomplished final wage account signed by Master and crew
  - Date of departure and arrival duly stamped by Immigration
  - Last service record in Seaman's Book
  - Others document that will be required by Crewing Dept.
- 2.3. Crew are to be paid thru direct deposit to their nominated US Dollar accounts. Following is the schedule of the deposits for disembarked crew's final wages/leave pay subject to funding/receipt of funds from the principal.
- For crew with finished contract – deposits shall be after three (3) working days after receipt of complete documents.
  - For crew with unfinished contract- deposits shall be after seven (7) working days after receipt of complete documents.
    - Crew who disembarks prior completion of his contract shall be subjected to charges in accordance with the CBA or POEA standard format agreement (if no CBA). It is important to note that the termination/discharge of crew for disciplinary reason must be properly documented.
    - Crew who disembarks at his own request shall be liable for his repatriation cost as well as the transportation cost of his replacement/reliever. The principal/owners, however, may consider request of early termination of contract of employment based on compassionate ground in which case, repatriation costs will be for principal's account. This should be confirmed by principal/owners in writing.

## 3. SICK/INJURED CREW

Crew who disembarks due to sickness is required within 72 hours to submit himself for post medical examinations. The principal will be informed about the Doctor's diagnosis and estimated duration of treatment required. At the same time, approval for payment of sick leave wages and expenses will be requested from the principal.

	<p>HEALTH, SAFETY, ENVIRONMENT AND QUALITY MANAGEMENT SYSTEM</p> <p><b>18.0 ACCOUNTING GUIDELINES AND PROCEDURES</b></p> <p>FLEET PROCEDURES MANUAL</p>	<p>Sect: 18.0 Page: 5 of 9 Date: 6-Aug-25 Rev: 10.1 App By: DPA</p>
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### 3.1. Sick Leave Wages

Computation of sick wages shall start from the time the seaman leaves the vessel until such time that the seaman is declared fit to work by attending physician but not to exceed a maximum of 120 days (or number of sick days if the vessel is covered with CBA, whichever is more beneficial to the seaman).

### 3.2. Hospital Expenses/Bills

All medical expenses incurred are billed in the monthly Statement of Account. A monthly summary of expenses incurred per sick crewmember is prepared and forwarded to the principal until the crew is declared fit to work, or up to 120 days of sick pay and maximum of 240 days of medical expenses.

## 4. MASTER PAYMENT ORDER (MPO)

- 4.1. MPO's are to be paid in Peso currencies and has to be paid together with the monthly allotments except those which are emergency in nature\*\*. Beneficiary shall be his allottee(s) only and thus, bank accounts for Pesos shall be the allotment account.

\*\* Hospitalization and death in the family; calamity

- 4.2. The MPO template will be sent to the vessel masters every 16th of the month.
- 4.3. Submit the modified MPO template once a month no later than the 22nd of the month and e-mail it to [mpo-fs@fmss.com.ph](mailto:mpo-fs@fmss.com.ph)<sup>6</sup>. (Note: E-mail provided is directly link to SPS "Seafarer's Payroll System". The program will auto-harvest the data from the excel file. Kindly ensure to send one file each month because the system will detect multiple sending which might be the cause of non-processing or delay. Also, don't send in compressed format i.e. .zip files)
- 4.4. The MPO template will be sent to the vessel masters every 16th of the month.
- 4.5. Submit the modified MPO template once a month no later than the 22NDth of the month and e-mail it to [mpo-fs@fmss.com.ph](mailto:mpo-fs@fmss.com.ph)<sup>7</sup>. (Note: E-mail provided is directly link to SPS "Seafarer's Payroll System". The program will auto-harvest the data from the excel file. Kindly ensure to send one file each month because the system will detect multiple sending which might be the cause of non-processing or delay. Also, don't send in compressed format i.e. .zip files)

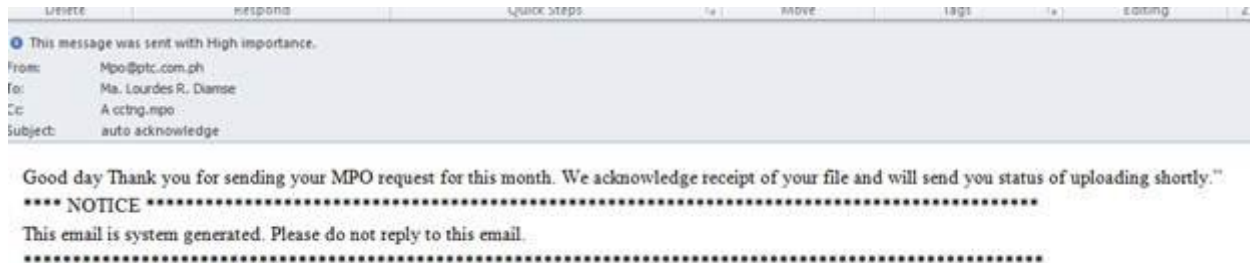
<sup>8</sup>CC: Jaja Casas - GSH PHL [iajac@grindrodshipping.com](mailto:iajac@grindrodshipping.com)  
CC: Dry Cargo Crew Ops [dccrewops@grindrodshipping.com](mailto:dccrewops@grindrodshipping.com)

<sup>6</sup> W 34 / 2020

<sup>7</sup> W 34 / 2020

<sup>8</sup> W 34 / 2020

- 4.6. Once the MPO request has been emailed, you will receive an auto-acknowledge email showing the message below:



- 4.7. For control purposes, only designated email address are enrolled and allowed to send the MPO request, otherwise you will receive an auto-reply e-mail showing the message below:



- 4.8. MPO requests will be paid at the end of the month together with the allotments.
- 4.9. MPO requests pertaining to emergency cases are subject for verification and approval. MPO for emergency case can be released anytime as requested due to urgency, this will have to be communicated to PTCI – Manila:

<sup>9</sup>E- Mail address: [kjovellano@ptc.com.ph](mailto:kjovellano@ptc.com.ph)

<sup>10</sup>Attention: Kathleen Jovellano

<sup>11</sup>CC: Jaja Casas - GSH PHL

CC: Dry Cargo Crew Ops

[ajac@grindrodshipping.com](mailto:ajac@grindrodshipping.com)

[dccrewops@grindrodshipping.com](mailto:dccrewops@grindrodshipping.com)

The particular emergency case shall be verified and approved by Crewing Director and thereafter, if approved, forwarded to Disbursement / Accounting for payment processing.


Bank account for the MPO's under emergency cases is requested to be either RCBC, UCPB, PNB or BDO to expedite processing.

Please see attached for sample communication.

<sup>9</sup> W 34 / 2020

<sup>10</sup> W 34 / 2020

<sup>11</sup> W 34 / 2020

	<p>HEALTH, SAFETY, ENVIRONMENT AND QUALITY MANAGEMENT SYSTEM</p> <p><b>18.0 ACCOUNTING GUIDELINES AND PROCEDURES</b></p> <p>FLEET PROCEDURES MANUAL</p>	<p>Sect: 18.0 Page: 7 of 9 Date: 6-Aug-25 Rev: 10.1 App By: DPA</p>
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## 5. SHIPBOARD REMITTANCE

In order minimize cash transactions of Master on board and crew carrying large amount of cash with them on board, crew has the benefit of sending their monthly shipboard balances on board. Upon request, PTCI shall remit to crews nominated BDO USD account in USD currency.

- Master of the vessel to send the list of names of crew and amount to be remitted to their nominated USD accounts no later than the 3rd working day of the following month.
- Upon receipt of the request from vessel, PTC Accounting to process and remit to crew's existing BDO USD accounts no later than 7th day of the month. BDO has 24 hours process to credit the remittance to the account of crew upon receipt of our Letter of Remittance.
- In case, that there are return transactions from bank due to invalid, closed, account not found or any related error in bank details provided by crew, PTC shall email vessel for crew's information and for them to provide the correct bank account details. Return transactions shall be reprocessed within 5 working days upon receipt of correct bank details, otherwise, shall be held in our office until receipt of advice from crew.

## 6. CASH ADVANCE


**Maximum Cash Advance On board** per month for Filipino crew is **USD 500.00** only except in special circumstances as may be allowed by the Master after consultation with The Company Representative in the Manila office or in their absence the Crewing Manager.

## 7. EXTRA PAYMENT ONBOARD

**War Risk Bonus and EWA** for Filipino crew will not be paid cash on board. This will be included to their monthly Shipboard balance

## 8. CREW PAYMENTS

Crew payments in Peso such as reimbursements (medical, transportation, visa), cash advances, return bonus, stand-by-pay are to be paid thru allotments to any of their 5 allottees' bank accounts. Selected crew payments may also be remitted in USD currency through direct deposit to their BDO USD account.

	<p>HEALTH, SAFETY, ENVIRONMENT AND QUALITY MANAGEMENT SYSTEM</p> <p><b>18.0 ACCOUNTING GUIDELINES AND PROCEDURES</b></p> <p>FLEET PROCEDURES MANUAL</p>	<p>Sect: 18.0 Page: 8 of 9 Date: 6-Aug-25 Rev: 10.1 App By: DPA</p>
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## ANNEX TO ACCOUNTING GUIDELINES

### HOME ALLOTMENTS

#### a. Allotment Cut-off

<u>Date Embarked</u>	<u>Payroll Month</u>	<u>Allot. to be remitted to allottee</u>
February 12	February	Approx. between last week of February and first week of March
February 17	March	Approx. between last week of March and first week of April

**(Note: allotment remittances are subject to receipt of funds from the Principal)**

#### b. Allotment Computation

- i. Allotment shall commence from the date of departure from the Philippines to join the vessel.
  - Crewmember leaves Manila January 17 and boards' vessel January 19, his January allotment will be;  
*Service Period January 17 - 31 (15 days)*
  - Crewmember leaves Manila February 12 and boards' vessel February 13, his January allotment will be;  
*Service Period February 12 - 28 (17 days)*
  - Crewmember leaves Manila April 17 and boards' vessel April 19, his April allotment will be;  
*Service Period April 17 - 30 (14 days)*


In the following month, the service period is based on full month earned by the crewmember.

- ii. To determine the amount of allotment, divide monthly basic salary agreed to per contract by actual no. of days of the month (28, 29 or 31 days) multiplied by service period (actual no. of days of service) then by percentage of allotment.

#### *Example:*

- Name: Juan dela Cruz  
Rank: OS  
Period Covered: Jan. 17 - 31 (15 days)  
(Note: allotment is 80% and 20% of basic to be paid on board)  
Allotment:  $\$424/31 \times 15 \text{ days} \times 80\% = \underline{\underline{\$164.12}}$
- Name: Juan dela Cruz  
Rank: OS  
Period Covered: Feb. 12 - 28 (17 days)  
(Note: allotment is 80% and 20% of basic to be paid on board)  
Allotment:  $\$424/28 \times 17 \text{ days} \times 80\% = \underline{\underline{\$205.94}}$



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- Name: Juan dela Cruz

Rank: OS

Period Covered: April 17 - 30 (14 days)

(Note: allotment is 80% and 20% of basic to be paid on board)

Allotment: \$424/30 X 14 days X 80% = \$158.30