

## ANNEX “A”

### REPORTING AND REMITTANCE (AGENTS)

#### 1. REPORTING AND REMITTANCE REQUIREMENT.

1.1 DISTRIBUTOR will be given access on the reporting link provided by the AIRLINE. By giving the DISTRIBUTOR access, DISTRIBUTOR can review the bookings reflected in the Daily Sales Report & Sales Summary which will be the DISTRIBUTOR’s basis for acceptance of the amount reflected in the Statement of Account. The DISTRIBUTOR will be required to confirm the accountabilities by signing the Statement of Account.

1.2 The schedule for submission of reports and remittance of sales proceeds shall be as follows:

#### REPORTING AND REMITTANCE SCHEDULE

Report Name	Frequency	Reporting Period	Report Submission/ Remittance Date	Submit To
<b>Statement of Account (SOA)</b> - Supported by the following documents: - With debit/credit notes duly supported by invoices, receipts, vouchers, etc.  - Documents pertaining to the sales transactions(*)  - Refund process sheet and other relevant documents pertaining to the refund transactions(*)  - Document pertaining to tax withheld (BIR Form) (**)  ONLY REQUIRED FOR ACCOUNTS WITH ADJUSTMENT/S IN THE PAYMENT SLIP PORTION OF THE SOA.	Weekly	<ul style="list-style-type: none"> <li>• 1<sup>st</sup> to 8<sup>th</sup></li> <li>• 9<sup>th</sup> to 15<sup>th</sup></li> <li>• 16<sup>th</sup> to 23<sup>rd</sup></li> <li>• 24<sup>th</sup> to the last day of the month</li> </ul>	Not later than twelve (12:00) noon of the 8 <sup>th</sup> day after each sales period or the next working day if the eight (8 <sup>th</sup> ) day falls on a Saturday, Sunday or legal holiday in The Territory.	Copy 1 – Treasury CCD  Copy 2 – Revenue Accounting  SUBMISSION MAYBE DONE VIA EMAIL.

Notes: (\*) Philippine Travel Tax requirement must be submitted in accordance with the guidelines discussed during the training (applicable to WHs) and scanned copy of other supporting documents must be submitted to Revenue Accounting.

(\*\*) Original and 1 photocopy must be submitted to Treasury CCD

1.2.1. Submission of reports to the AIRLINE shall be addressed to the following:

For Revenue Accounting

*Attention:*        **Mr. Jose P. Ortega, Jr.**  
Director-Revenue Accounting  
Airline Operations Center  
Domestic Road, Pasay City  
Philippines

For Treasury-CCD

*Attention:*        **Ms. Edith S. Estrellado**  
Director-Treasury CCD  
Airline Operations Center  
Domestic Road, Pasay City  
Philippines

- 1.2.2. The DISTRIBUTOR shall submit/send details of all the reports to the AIRLINE as per above schedule and as per guidelines that may be given by the AIRLINE from time to time.
- 1.2.3. The DISTRIBUTOR shall remit to the AIRLINE all monies due for all sales transactions of a particular reporting period in accordance with Clause 7 of the Agreement.
- 1.2.4. If the due date for remittance falls on a weekend or holiday in The Territory, payment shall become due on the next banking day. Bank charges if any, shall be for the sole account of the DISTRIBUTOR,
- 1.2.5. The above list is not exhaustive and reports can be added and/or deleted from time to time at the sole discretion of the AIRLINE.
- 1.2.7. If the principal office of the DISTRIBUTOR is located outside Metro Manila and/or the Philippines, the DISTRIBUTOR is required to send advance copy of the reports to the AIRLINES's Treasury-CCD via fax or email on the due dates specified on Article 1.2
- 1.2.8. The AIRLINE may from time to time, and at its own discretion impose additional reporting requirements or require the DISTRIBUTOR to comply with revised reporting requirements such as the Automated Sales Report and/or the Statement of Account.

## **2. AUDITING OF TRANSACTIONS.**

- 2.1. The AIRLINE shall audit all transactions in the system by the DISTRIBUTOR. If any adjustments are needed, the AIRLINE shall issue a Debit/Credit Note" to that effect.
- 2.2. Whenever a "Debit Note" is reflected in the Statement of Account, the DISTRIBUTOR must settle this on the due dates as specified on Article 1.2 unless a valid justification in writing has been provided to the AIRLINE by the DISTRIBUTOR. Failure to settle the Debit Note on time shall result in a penalty assessment of percent (3%) per month until the payment is actually received by the AIRLINE.

2.3 A copy of the “Debit/Credit Note” must be attached by the DISTRIBUTOR to the Statement of Account.

**3. SETTLEMENT OF ACCOUNTS.**

3.1. The settlement of financial obligations between the DISTRIBUTOR and the AIRLINE shall be made in accordance with the schedule described in Article 1.2 covering the same periods as the reports.

3.2. The DISTRIBUTOR shall attach a copy of the appropriate bank remittance/deposit slip and such other relevant documents to the Statement of Account. The DISTRIBUTOR shall, on the day of remittance, furnish the AIRLINES’s Treasury-CCD a copy of the validated deposit/remittance slip via fax or email.

Deposit/Remittance Slip copy distribution:

Original Copy - Bank

Second Copy - AIRLINES’s Treasury-CCD

Third Copy - DISTRIBUTOR’s File

Note: AIRLINES’s Treasury-CCD shall issue an official receipt corresponding to the amount remitted by the DISTRIBUTOR.