

ANNEX “A”

**REPORTING AND REMITTANCE
(CORPORATE AND GOVERNMENT ACCOUNTS)**

1. REPORTING AND REMITTANCE REQUIREMENT.

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

1.2 The schedule for submission of reports and payment shall be as follows:

REPORTING AND REMITTANCE SCHEDULE

Report Name	Frequency	Reporting Period	Report Submission/ Remittance Date	Submit To
Statement of Account (SOA) - Supported by the following documents: - With debit/credit notes duly supported by invoices, receipts, vouchers, etc. - Documents pertaining to the sales transactions(*) - Document pertaining to tax withheld (BIR Form) (**) ONLY REQUIRED FOR ACCOUNTS WITH ADJUSTMENT/S IN THE PAYMENT SLIP PORTION OF THE SOA.	Bi-monthly	<ul style="list-style-type: none"> • 1st to 15th • 16th to the last day of the month 	Not later than twelve (12:00) noon of the 30th day of the same month Not later than twelve (12:00) noon of the 15th day of the following month Note: If due date falls on a Saturday, Sunday or Holiday, report submission/remittance date is moved to the last working day preceding the due date.	Copy 1 – Treasury CCD Copy 2 – Revenue Accounting SUBMISSION MAYBE DONE VIA EMAIL.

Notes: (*) Scanned copy of these 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 CLIENT 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 CLIENT shall remit to the AIRLINE's designated bank account all monies due for all transactions of a particular reporting period in accordance with the schedule described in Article 1.2.
- 1.2.4. If the due date for remittance falls on a weekend or holiday in The Territory, payment shall become due on the last banking day preceding the due date. Bank charges if any, shall be for the sole account of the CLIENT.
- 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 CLIENT is located outside Metro Manila and/or the Philippines, the CLIENT 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 CLIENT 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 CLIENT. 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 CLIENT 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 CLIENT. Failure to settle the Debit Note on time shall result in a penalty assessment of percent three (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 CLIENT to the Statement of Account.

3. SETTLEMENT OF ACCOUNTS.

3.1. The settlement of financial obligations between the CLIENT 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 CLIENT shall attach a copy of the appropriate bank remittance/deposit slip and such other relevant documents to the Statement of Account. The CLIENT 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 - CLIENT’s File

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