



**APR 25 2023**

**MEMORANDUM CIRCULAR NO. 12**

Series of 2023

**TO : ALL CONCERNED**

**FROM : THE GENERAL MANAGER**

**SUBJECT : AMENDED GUIDELINES ON THE AVAILMENT OF OTHER PAYMENT  
OPTIONS THRU LANDBANK OF THE PHILIPPINES LINK.BIZ PORTAL**

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#### **GENERAL**

1. Pursuant to Executive Order No. 903, s. 1983 among the functions, power, and duties of Manila International Airport Authority (MIAA) under Section 5(k) is to levy and collect dues, charges, fees, or assessment for the use of the airport premises, works, appliances, facilities, or concessions, or for any service provided by the Authority.
2. In line therefore with the MIAA's continuing efforts to improve revenue collections from concessionaires, there is a need for the modernization of its facility to provide fast, convenient, and efficient alternative payment collection services to its clientele.
3. Consistent with RA 11032 series of 2018 "Ease of Doing Business" as directed by MC No.2 series of 2021, MIAA shall adopt Zero Contact Policy. Hence, concerned employees shall limit interactions with an applicant or requesting party unless such interaction is strictly necessary for the processing of the request or application".
4. Further, with the onset of the COVID 19 global pandemic, the shift towards contactless / cashless payments has become inevitable as social distancing rules become the norm under the new environment.
5. The use of Landbank of the Philippines (LBP) Link.Biz Portal will allow clients to pay their monetary obligations to the Authority via the internet using the payment options offered by LBP, thus, reducing the need for mobility and preventing health risks posed by face to face and over-the-counter payments.

#### **PURPOSE AND SCOPE**

6. This Circular shall provide the guidelines in the implementation of additional payment options thru the use of LBP Link.Biz Portal.
7. Payment thru LBP Link.Biz Portal shall include, but not limited to the following fees and charges:

FEES AND CHARGES	OPR	OFFICIAL EMAIL ADDRESS	DOCUMENTARY REQUIREMENTS
Airside Driver's Permit (ADP) (New and Renewal)			<ul style="list-style-type: none"> <li>● Accomplished Airside Drivers Permit Application Form (signed by the applicant and endorsing officer)</li> <li>● Letter of endorsement from company/agency authorized official</li> <li>● Two (2) pcs 2x2 ID Picture of applicant</li> <li>● ADRR Seminar (New)</li> </ul> <p><b>Copies of the ff:</b></p> <ul style="list-style-type: none"> <li>● Colored MIAA ID/Access Pass</li> <li>● LTO Driver's License and Official Receipt</li> <li>● Company Identification Card for non-MIAA Employees</li> <li>● Latest Airside Drivers Permit (renewal)</li> </ul> <p><b>If lost:</b></p> <ul style="list-style-type: none"> <li>● Endorsement letter from company/agency authorized official</li> <li>● Duly notarized affidavit of Loss</li> </ul>
Airside Vehicle's Permit (AVP) (New and Renewal)	Airport Ground Operations & Safety Division (AGOSD)	airsidelicense@miaagov.ph	<ul style="list-style-type: none"> <li>● Letter of Endorsement from company/agency authorized official</li> <li>● Accomplished Airside Vehicle Permit Application Form (signed by the applicant and endorsing officer)</li> <li>● Colored MIAA ID/Access Pass of Owner and Authorized Driver</li> <li>● Owner and Authorized Driver's LTO Driver's Licenses and Official Receipts</li> <li>● Company Identification Card for non-MIAA employees</li> <li>● Vehicle's LTO Certificate of Registration and Official Receipt</li> </ul> <p><b>If lost:</b></p> <ul style="list-style-type: none"> <li>● Endorsement letter from company/agency authorized official</li> <li>● Duly notarized affidavit of Loss</li> </ul>
Ground Equipment Control Number Application (GECN) (New and Renewal)			<ul style="list-style-type: none"> <li>● Accomplished GECN Application Form.</li> <li>● Endorsement letter from company head and/or authorized official</li> <li>● Latest MIAA Accounting Clearance</li> <li>● Latest MIAA Accreditation Permit, if any</li> <li>● Photocopy of Insurance Policy</li> <li>● LTO OR/CR of Vehicle Equipment, if any.</li> </ul> <p><b>If lost GECN Plate or Sticker:</b></p> <ul style="list-style-type: none"> <li>● Endorsement letter from company signed by authorized official</li> <li>● Duly notarized Affidavit of Loss</li> </ul>
Air Side Driver's Rules and Regulation Seminar (ADRRS)			Endorsement letter, signed by the authorized company head or official.
Sale of BID Documents	BIDS and Awards Committee	miaa.bac.secretariat@gmail.com	Submission of BID Documents
Bonds (Surety or Cash) for Contracts	BRIDD/ Concessions Management Division	bridd@miaagov.ph cmd@miaa.gov.ph	Cash Bond <ul style="list-style-type: none"> <li>● Copy of Notarized Lease and Concessions Contracts</li> </ul>
Certification of Concessionaires / Lessees			<ul style="list-style-type: none"> <li>● Letter Request for Certification of Concessionaires / Lessees</li> <li>● Account Clearance</li> </ul>



Advance, Deposits and PDCs			Copy of Lease of Contract
Accreditation Fee			Certificate of Accreditation
Fixed Parking Fee	Concessions Management Division	<a href="mailto:cmd@miaa.gov.ph">cmd@miaa.gov.ph</a>	<ul style="list-style-type: none"> <li>Accomplished Parking Slot Application Form</li> <li>One (1) piece 2x2 Photo of the applicant</li> <li>Photocopy of Certificate of Registration (CR) from LTO</li> <li>Photocopy of the Official Receipt (OR) from LTO</li> <li>Certificate of Employment</li> </ul>
<ul style="list-style-type: none"> <li>Vehicle Accreditation</li> <li>Annual Transport back-up</li> </ul>			<ul style="list-style-type: none"> <li>Accomplished Vehicle Accreditation Application Form</li> <li>One (1) piece 2x2 Photo of the applicant</li> <li>Photocopy of Certificate of Registration (CR) from LTO</li> <li>Photocopy of the Official Receipt (OR) from LTO</li> <li>Certificate of Employment</li> </ul>
Vehicle Sticker			<ul style="list-style-type: none"> <li>Accomplished Vehicle Sticker Application Form</li> <li>One (1) piece 2x2 Photo of the applicant</li> <li>Photocopy of Certificate of Registration (CR) from LTO</li> <li>Photocopy of the Official Receipt (OR) from LTO</li> <li>Certificate of Employment</li> </ul>
Certificate of Accreditation <ul style="list-style-type: none"> <li>Services within the Airport Brokers</li> <li>Brokers               <ul style="list-style-type: none"> <li>Individual</li> <li>Brokerage Companies</li> <li>Cargo/Freight Forwarders</li> </ul> </li> <li>Security Agencies</li> </ul>			Approve Certificate of Accreditation
Rental <ul style="list-style-type: none"> <li>Advance payment</li> <li>Deposit</li> </ul>			Approve/ Updated Lease and Concessions Contract
Special Permit to Shoot			Media Affairs Division
MIAA Access Cards <ul style="list-style-type: none"> <li>Annual</li> <li>Semi-Annual ID</li> <li>Monthly Pass</li> <li>OB/OD CARD</li> </ul>	ID and Pass Control Division	<a href="mailto:miaapco@gmail.com">miaapco@gmail.com</a> <a href="mailto:t1.passcontrol@miaa.gov.ph">t1.passcontrol@miaa.gov.ph</a> <a href="mailto:t2.passcontrol@miaa.gov.ph">t2.passcontrol@miaa.gov.ph</a> <a href="mailto:t3.passcontrol@miaa.gov.ph">t3.passcontrol@miaa.gov.ph</a> <a href="mailto:t4.passcontrol@miaa.gov.ph">t4.passcontrol@miaa.gov.ph</a> <a href="mailto:passcontrol.id@miaa.gov.ph">passcontrol.id@miaa.gov.ph</a> <a href="mailto:passcontrol.t5@gmail.com">passcontrol.t5@gmail.com</a>	<b>MIAA Access Cards</b> <ul style="list-style-type: none"> <li>Request from company</li> <li>Accounting Clearance</li> </ul>
<ul style="list-style-type: none"> <li>Lost Annual Id</li> <li>Lost Semi-Annual ID</li> <li>Lost Monthly Pass</li> </ul>			<b>Lost Access Cards</b> <ul style="list-style-type: none"> <li>Affidavit of Loss</li> <li>Police Report (on cases of theft or robbery)</li> <li>Letter request from company for issuance of replacement (if still needed)</li> </ul>

<ul style="list-style-type: none"> <li>• Lost Quarterly Pass</li> <li>• Lost OB/OD Card</li> <li>• Lost Single Area Pass</li> <li>• Lost Vehicle Pass</li> </ul>			
On Duty Pass			<b>Daily on Duty Pass</b> <ul style="list-style-type: none"> <li>• Request from company</li> <li>• Accounting Clearance</li> <li>• Valid Concessions Accreditation</li> </ul>
Lost Visitor Pass			<b>Lost Visitor Pass</b> <ul style="list-style-type: none"> <li>• Declaration of loss</li> </ul>
Permit Fees			<ul style="list-style-type: none"> <li>• Letter of Intent/ Application Letter with contact number addressed to BDCMD</li> <li>• Copy of Lease Contract or Temporary Permit and/or MOA</li> <li>• Accomplished application for Utility Service Permit Form</li> <li>• Detailed engineering plan / utility lay out in A4</li> </ul>
Construction Major Renovation and Excavation (CMRE)	AGM for Engineering <ul style="list-style-type: none"> <li>• Buildings Division (BD)</li> </ul>	agme@miaagov.ph designplan@miaagov.ph	<ul style="list-style-type: none"> <li>• Letter of Intent/ Application Letter with contact number addressed to BDCMD</li> <li>• Copy of Lease Contract or Temporary Permit and/or MOA</li> <li>• Accomplished application for Utility Service Permit Form</li> <li>• Detailed engineering plan / utility lay out in A4</li> </ul>
Minor Renovation Repair (MRR)	<ul style="list-style-type: none"> <li>• Pavements &amp; Grounds Division (PGD)</li> <li>• Design &amp; Planning Division (DPD)</li> </ul>		<ul style="list-style-type: none"> <li>• Letter of Intent/ Application Letter with contact number addresses to BDCMD</li> <li>• Copy of Lease Contract or Temporary Permit and/or MOA</li> <li>• Accomplished application for Utility Service Permit Form</li> <li>• Detailed engineering plan / utility lay out in A4</li> </ul>
Utility Service Installation (USI)			<ul style="list-style-type: none"> <li>• Letter of Intent/ Application Letter with contact number addresses to BDCMD</li> <li>• Copy of Lease Contract or Temporary Permit and/or MOA</li> <li>• Accomplished application for Utility Service Permit Form</li> <li>• Detailed engineering plan / utility lay out in A4</li> </ul>
Fines and Penalties			<ul style="list-style-type: none"> <li>• Incident Report from AMA and General Aviation Sections</li> </ul>
<ul style="list-style-type: none"> <li>• AMA Violations</li> <li>• Driver Based Violation (DBV)</li> <li>• Vehicle Based Violation (VBV)</li> <li>• Other related Violations</li> </ul>	APD – Airside Police Division	ampsair.apd@miaa.gov.ph gaaps.apd@miaa.gov.ph	<ul style="list-style-type: none"> <li>• Incident Report from General Aviation Sections/ Aircraft Movement Areas, Police Section (AMAPS)</li> <li>• Incident Report from General Aviation Sections/ Aircraft Movement Areas, Police Section (AMAPS)</li> </ul>
<ul style="list-style-type: none"> <li>• Violations committed by Transport Service Providers</li> <li>• Processing fee, Application for Accreditation</li> </ul>	AGM for Security Emergency Services	agmses@miaagov.ph	<ul style="list-style-type: none"> <li>• Report of Confiscation/Violation</li> <li>• Summary of Investigation Report (SIR)</li> <li>• Accomplished Application for Accreditation</li> </ul>



of Security Agency (Initial/Renewal)				
Hot Works Permit Fee	Terminal Safety Services	t1.rfd@miaa.gov.ph t2.rfd@miaa.gov.ph t3.rfd@miaa.gov.ph t4.rfd@miaa.gov.ph ict.rfd@miaa.gov.ph	Request for Hot Work Permit together with inspection checklist	
Accounting Clearance	Accounting Division	accounting.ar@miaa.gov.ph	Letter Request from company/concessionaire	
Security Awareness Seminar Fee	Human Resource Development Division	hrdd@miaagov.ph	Endorsement from ID and Pass Control Division containing the list of Participant/s	
Registration Documents	Procurement Division	proc@miaagov.ph	Accomplished Application for Registration (Supplier of Goods)	
VIP Accommodation	Public Affairs Department (PAD)	pao@miaagov.ph	<b>VIP Accommodation / VIP Room Rental For first time request (Private Companies):</b> <ul style="list-style-type: none"> <li>• Letter Request</li> <li>• Company Profile</li> <li>• Security and Exchange Commission (SEC) Registration</li> <li>• Department of Trade and Industry (DTI) permit</li> <li>• Mayor's / Business permit</li> </ul> <b>For private individual:</b> <ul style="list-style-type: none"> <li>• Letter Request</li> <li>• Or Accomplished PAD Form 8 : VIP Reservation Request Form</li> </ul>	
IPT Board Room Rental			<b>For IPT Board Room Rental</b> <ul style="list-style-type: none"> <li>• Accomplished O-PAD-F-005 form – Permit to use the Boardroom</li> </ul>	
Permit Fees	Electro-Mechanical Department	bdcmd@miaa.gov.ph bdcmd@miaagov.ph electronicscom@miaagov.ph emd@miaagov.ph electrical@miaagov.ph mechanical@miaagov.ph	<ul style="list-style-type: none"> <li>• Letter of Intent/ Application Letter with contact number addressed to BDCMD</li> <li>• Copy of Lease Contract or Temporary Permit and/or MOA</li> <li>• Accomplished application for Utility Service Permit Form</li> <li>• Detailed engineering plan / utility lay out in A4</li> </ul>	
Construction Bond (CB)			<ul style="list-style-type: none"> <li>• Letter of Intent/ Application Letter with contact number addressed to BDCMD</li> <li>• Copy of Lease Contract or Temporary Permit and/or MOA</li> <li>• Accomplished application for Utility Service Permit Form</li> <li>• Detailed engineering plan / utility lay out in A4</li> </ul>	
Construction Major Renovation and Excavation (CMRE)			<ul style="list-style-type: none"> <li>• Electrical Division</li> <li>• Mechanical Division</li> </ul>	<ul style="list-style-type: none"> <li>• Letter of Intent/ Application Letter with contact number addresses to BDCMD</li> <li>• Copy of Lease Contract or Temporary Permit and/or MOA</li> <li>• Accomplished application for Utility Service Permit Form</li> <li>• Detailed engineering plan / utility lay out in A4</li> </ul>
Minor Renovation Repair (MRR)			<ul style="list-style-type: none"> <li>• Electronics &amp; Communications Division</li> </ul>	<ul style="list-style-type: none"> <li>• Letter of Intent/ Application Letter with contact number addresses to BDCMD</li> <li>• Copy of Lease Contract or Temporary Permit and/or MOA</li> <li>• Accomplished application for Utility Service Permit Form</li> <li>• Detailed engineering plan / utility lay out in A4</li> </ul>
Utility Service Installation (USI)			<ul style="list-style-type: none"> <li>• Letter of Intent/ Application Letter with contact number addresses to BDCMD</li> <li>• Copy of Lease Contract or Temporary Permit and/or MOA</li> <li>• Accomplished application for Utility Service Permit Form</li> <li>• Detailed engineering plan / utility lay out in A4</li> </ul>	

## DEFINITION OF TERMS

8. For the purpose of this MC, the following shall construe to mean:
- a. **Landbank of the Philippines (LBP) Link.Biz Portal** – is an alternative payment gateway that allows client to pay for fees and charges of the Authority via the internet.
  - b. **Payment Options** – refers to the following:
    - Landbank ATM card / Visa Debit Card
    - Bancnet Member – Bank’s ATM / Debit Cards
    - Globe G-Cash
    - Cash payment, Cash, Gcash, Maya, ShopeePay and GrabPay
    - PESO net (PCHC Paygate)
    - \*GPAP Credit Card Payment (Select applicable transaction)
  - c. **Confirmation Receipt** – proof of successful transaction credited to the account of MIAA with LBP
  - d. **Client** – concessionaires or other airport users paying for any fees or charges due to the Authority
  - e. **Payment Inquiry Report** – transaction report that can be viewed and downloaded by MIAA
  - f. **Office of Primary Responsibility (OPR)** – office primarily responsible for the generation of a specific type of revenue.
  - g. **Order of Payment (OP)** – document issued by concerned OPRs stating the details of payment to be made, which is a pre-requisite in payment of fees and charges.

## STATEMENT OF POLICY

9. The Authority shall adapt itself to the latest innovation in payment technology to be responsive to the diverse and evolving needs of its clients. The availability of other payment options shall facilitate real time processing of financial transactions and at the same time, observe the safety and health protocols required by the government.
10. The Authority shall maintain a separate bank account for this purpose.
11. The client/concessionaire has the option to settle the fees and charges face to face or thru Landbank Link.biz Portal.
12. A minimum transaction fee shall be charged by LBP to the client per successful transaction, as follows: (rates are subject to change without prior notice)

PAYMENT OPTION	TRANSACTION AMOUNT	TRANSACTION FEE/ MERCHANT DISCOUNT RATE (MDR)
LANDBANK ATM/Prepaid/ Visa Debit Cards	- ATM and Visa (No Limit) - Prepaid up to 50,000 (Subject to existing bank policies)	P7.00 Flat Fee
BancNet-Members Bank ATM/Debit Cards		P17.00 Flat Fee



Cash payment, Cash, GCash, Maya, ShopeePay, and GrabPay	Maximum transaction amount subject to Issuer's Policy	P30.00 Flat Fee
PESONet (PCHC Paygate)		P17.00 Flat Fee
*GPAP Credit Card Payment (Select applicable transaction amount)	P1,000.00 and below	P30.00 Flat Fee
	Above P1,000.00	<ul style="list-style-type: none"> <li>• Minimum MDR of 2.5%, if merchant is tax-exempt.</li> <li>• Minimum MDR of 3.0%, if merchant is not tax-exempt.</li> </ul>

## SYSTEMS AND PROCEDURES

13. The client shall secure the OP from the concerned OPR along with the submission of the applicable documentary requirements as provided in item no. 7 thru the official email address of the latter.
14. The OP which shall be used in the processing of online payment is assigned with a unique reference code provided by the OPR. **(Annex A)**
15. Only upon submission of the complete documentary requirements thru email shall the concerned OPR issue an OP.
16. Upon receipt of OP, the client shall proceed to LBP Link.Biz Portal to pay the fees and charges which can be accessed thru eBanking menu of LBP website via: [www.landbank.com](http://www.landbank.com) **(Annex B)**
17. The payment gateway to be used by the client shall issue a payment confirmation receipt to be sent to the email account of the payor as proof of payment for the transaction.
18. The OPR shall be provided with a viewing facility in the LBP Link.Biz Portal where it can validate real time the payment made by the client prior to the provision of the required services.
19. The portal shall provide information on the number and total amount of transactions/ collections per day in accordance with the report in the Payment Inquiry.
20. LBP shall provide 24/7 customer support to the client of MIAA thru the following:
  - a. Phone Customer Care: 8405-7000, domestic toll-free calls: 1-800-10-405-7000
  - b. E-mail [CUSTOMERCARE@mail.landbank.com](mailto:CUSTOMERCARE@mail.landbank.com)

## STATEMENT OF RESPONSIBILITY

21. The LBP shall generate an Acknowledgement Receipt (AR) to be immediately issued to the payor, via online, mobile or printed copy. Likewise, List of Daily Collections (LDC) shall be forwarded to MIAA the next banking day from date of collection.
22. Concerned OPR shall:
  - a. Coordinate with Collection Division on the issuance of reference code for new fees and charges to be paid by the client thru the LBP Link.Biz Portal.

- b. Issue OP to the client thru email or face to face.
- c. Reconcile with Collection Division on the daily transaction from the portal.
- d. Secure a copy of Bureau of Internal Revenue (BIR) Form 2307 from the client paying net of Withholding Tax and submit the same to Collection Division within three (3) days upon receipt thereof.

23. Collection Division shall:

- a. Create a reference code for new fees and charges to be identified by the OPR or revenue generating unit and paid by the client thru the LBP Link.Biz Portal.
- b. Prepare the Report of e-Collections and Deposits based on the submitted LDC of LBP to be forwarded to the Accounting Division and Commission on Audit (COA) within 3 working days from the date of report.
- c. Reconcile total amount of daily collection with the report in the Payment Inquiry
- d. Prepare the Management Representation Letter as required by COA in coordination with Management Information System Division (MISD) to be signed by the General Manager to attest the compliance of Link.biz Portal with the guidelines on the use of electronic Collection system.

24. MISD shall:

- a. Provide internet accessibility and other technical support that will be required by LBP.
- b. Post at the MIAA website that the Authority is now accepting online payment for the transactions found in item no.7, for information of the public.

25. Media Affairs shall publish information that the Authority is now accepting online payment for the transactions found in item no.7, thru MIAA's official social media accounts.

26. Accounting Division shall reconcile the total amount of payments credited to the bank account designated for LBP Link.Biz Portal against the Report of e-Collections and Deposits prepared by Collection Division.

**SUPERSESSION CLAUSE**

27. All MIAA Circulars, memoranda and other publications in conflict herewith are hereby superseded or modified accordingly.

**EFFECTIVITY**

28. This Memorandum Circular shall take effect immediately.

  
**CESAR M. CHIONG**  
General Manager





MANILA INTERNATIONAL AIRPORT AUTHORITY

Reference Codes to be used by the Office of Primary Responsibility (OPR)

**TRANSACTION TYPE 1:** Airport Ground Operations & Safety Division (AGOSD) Reference Code : AGOSD-23-000001

**ACCOUNT NUMBER:** \_\_\_\_\_

FIELD REQUIREMENT		FORMAT	MAX. NUMBER OF CHARACTERS	WITH DROPDOWN
1 Payment Reference Number	Mandatory	Alphanumeric	100	
2 Last Name	Mandatory	Alpha	100	
3 First Name	Mandatory	Alpha	100	
4 Name of Agency/Company	Mandatory	Alpha	100	
5 Contact Number	Mandatory	Numeric	100	
6 Amount	Mandatory	Numeric	100	
7 Period Covered	Mandatory	Alphanumeric	100	
8 Email Address	Mandatory	Alphanumeric	100	

**\* Dropdown**  
Field Requirement:

- 1 Air Side Driver's Permit
- 2 Air Side Vehicle's Permit
- 3 Ground Equipment Control Number
- 4 Air Side Driver's Rules & Regulation Seminar
- 5 Other/s \_\_\_\_\_

**TRANSACTION TYPE 2:** BIDS and Awards Committee Reference Code : BAC-23-000001

**ACCOUNT NUMBER:** \_\_\_\_\_

FIELD REQUIREMENT		FORMAT	MAX. NUMBER OF CHARACTERS	WITH DROPDOWN
1 Payment Reference Number	Mandatory	Alphanumeric	100	
2 Last Name	Mandatory	Alpha	100	
3 First Name	Mandatory	Alpha	100	
4 Name of Agency/Company	Mandatory	Alpha	100	
5 Contact Number	Mandatory	Numeric	100	
6 Amount	Mandatory	Numeric	100	
7 Period Covered	Mandatory	Alphanumeric	100	
8 Email Address	Mandatory	Alphanumeric	100	

**\* Dropdown**  
Field Requirement:

- 1 Bid Documents
- 2 Other/s \_\_\_\_\_

**TRANSACTION TYPE 3:** BRIDD Reference Code : BRIDD-BONDS-23-000001  
Terminal Concessions Division BRIDD-CERTIFICATION-23-000001  
BRIDD-OTHERS-23-000001

**ACCOUNT NUMBER:** \_\_\_\_\_

FIELD REQUIREMENT		FORMAT	MAX. NUMBER OF CHARACTERS	WITH DROPDOWN
1 Payment Reference Number	Mandatory	Alphanumeric	100	
2 Last Name	Mandatory	Alpha	100	
3 First Name	Mandatory	Alpha	100	
4 Name of Agency/Company	Mandatory	Alpha	100	
5 Contact Number	Mandatory	Numeric	100	
6 Amount	Mandatory	Numeric	100	
7 Period Covered	Mandatory	Alphanumeric	100	
8 Email Address	Mandatory	Alphanumeric	100	

**\* Dropdown**  
Field Requirement:

- 1 Bonds (Surety or Cash) for contracts
- 2 Certification of Concessionaires / Lessees
- 3 Advance, Deposits and PDCs
- 4 Accreditation Fee
- 5 Other/s \_\_\_\_\_

<b>TRANSACTION TYPE 4:</b>	<u>Terminal Concessions Division</u>	Reference Code :	TCD-CAR-YR-000001 TCD-CAS-YR-000001 TCD-CABI-YR-000001 TCD-CABB-YR-000001 TCD-CABC-YR-000001 TCD-CASA-YR-000001 TCD-ADV-YR-000001 TCD-DEP-YR-000001
<b>ACCOUNT NUMBER:</b>	_____		
<b>FIELD REQUIREMENT</b>		<b>FORMAT</b>	<b>MAX. NUMBER OF CHARACTERS</b>
1 Payment Reference Number	Mandatory	Alphanumeric	100
2 Last Name	Mandatory	Alpha	100
3 First Name	Mandatory	Alpha	100
4 Name of Agency/Company	Mandatory	Alpha	100
5 Contact Number	Mandatory	Numeric	100
6 Amount	Mandatory	Numeric	100
7 Period Covered	Mandatory	Alphanumeric	100
8 Email Address	Mandatory	Alphanumeric	100
<b>* Dropdown</b>			
Field Requirement:			
1 Fixed Parking Fee			
2 Vehicle Accreditation			
3 Annual Transport Back-up			
4 Vehicle Sticker			
5 Certificate of Accreditation			
• Services within the Airport Brokers			
• Brokers			
• Individual			
• Brokerage Companies			
• Cargo/Freight Forwarders			
6 Security Agencies			
7 Rental			
• Advance Payment			
• Deposit			
8 Other/s _____			

<b>TRANSACTION TYPE 5:</b>	<u>Public Affairs Department</u>	Reference Code :	PAD-23-000001
<b>ACCOUNT NUMBER:</b>	_____		
<b>FIELD REQUIREMENT</b>		<b>FORMAT</b>	<b>MAX. NUMBER OF CHARACTERS</b>
1 Payment Reference Number	Mandatory	Alphanumeric	100
2 Last Name	Mandatory	Alpha	100
3 First Name	Mandatory	Alpha	100
4 Name of Agency/Company	Mandatory	Alpha	100
5 Contact Number	Mandatory	Numeric	100
6 Amount	Mandatory	Numeric	100
7 Period Covered	Mandatory	Alphanumeric	100
8 Email Address	Mandatory	Alphanumeric	100
<b>* Dropdown</b>			
Field Requirement:			
1 VIP Accomodation			
2 Meet and Assist			
3 VIP Room Rental			
4 IPT Board Room Rental			
6 Other/s _____			

<b>TRANSACTION TYPE 6:</b>	<u>Media Affairs Division</u>	Reference Code :	MAD-23-000001
<b>ACCOUNT NUMBER:</b>	_____		
<b>FIELD REQUIREMENT</b>		<b>FORMAT</b>	<b>MAX. NUMBER OF CHARACTERS</b>
1 Payment Reference Number	Mandatory	Alphanumeric	100
2 Last Name	Mandatory	Alpha	100
3 First Name	Mandatory	Alpha	100
4 Name of Agency/Company	Mandatory	Alpha	100
5 Contact Number	Mandatory	Numeric	100
6 Amount	Mandatory	Numeric	100
7 Period Covered	Mandatory	Alphanumeric	100
8 Email Address	Mandatory	Alphanumeric	100
<b>* Dropdown</b>			
Field Requirement:			
1 Special Permit to Shoot			
2 Other/s _____			



**TRANSACTION TYPE 7:** ID and Pass Control Division Reference Code : PCO23AID-MMDD-HHMM  
 PCO23SID-MMDD-HHMM  
 PCO23MP-MMDD-HHMM  
 PCO23PT1-MMDD-HHMM  
 PCO23PT2-MMDD-HHMM  
 PCO23PT3-MMDD-HHMM  
 PCO23PT4-MMDD-HHMM  
 PCO23PT5-MMDD-HHMM  
 PCO23PT6-MMDD-HHMM

**ACCOUNT NUMBER:** \_\_\_\_\_

FIELD REQUIREMENT		FORMAT	MAX. NUMBER OF CHARACTERS	WITH DROPDOWN
1 Payment Reference Number	Mandatory	Alphanumeric	100	
2 Last Name	Mandatory	Alpha	100	
3 First Name	Mandatory	Alpha	100	
4 Name of Agency/Company	Mandatory	Alpha	100	
5 Contact Number	Mandatory	Numeric	100	
6 Amount	Mandatory	Numeric	100	
7 Period Covered	Mandatory	Alphanumeric	100	
8 Email Address	Mandatory	Alphanumeric	100	

**\* Dropdown**  
 Field Requirement: MIAA Access Cards

- Annual ID
- Semi-Annual ID
- Monthly Pass
- OB/OD CARD
- Lost Annual ID
- Lost Semi-Annual ID
- Lost Monthly Pass
- Lost Quarterly Pass
- Lost OB/OD CARD
- Lost Single Area Pass
- Lost Vehicle Pass
- On Duty Pass
- Lost Visitor Pass
- Other/s \_\_\_\_\_

**TRANSACTION TYPE 8:** AGM for Engineering Reference Code : AGMEDPD-MRRYRMM001  
 AGMEDPD-PGDYRMM001  
 AGMEDPD-BDYRMM001  
 AGMEDPD-CBYRMM001  
 AGMEDPD-CMREYRMM001

**ACCOUNT NUMBER:** \_\_\_\_\_

FIELD REQUIREMENT		FORMAT	MAX. NUMBER OF CHARACTERS	WITH DROPDOWN
1 Payment Reference Number	Mandatory	Alphanumeric	100	
2 Last Name	Mandatory	Alpha	100	
3 First Name	Mandatory	Alpha	100	
4 Name of Agency/Company	Mandatory	Alpha	100	
5 Contact Number	Mandatory	Numeric	100	
6 Amount	Mandatory	Numeric	100	
7 Period Covered	Mandatory	Alphanumeric	100	
8 Email Address	Mandatory	Alphanumeric	100	

**\* Dropdown**  
 Field Requirement: Permit Fees

- Construction Bond
- Construction / Major Renovation and Excavation
- Minor Renovation Repair
- Utility Service Installation
- Other/s \_\_\_\_\_

**TRANSACTION TYPE 9:** APD - Airside Police Division Reference Code : AirPD-AMAPS-23-0001  
 AirPD-GAAPS-23-0001

**ACCOUNT NUMBER:** \_\_\_\_\_

FIELD REQUIREMENT		FORMAT	MAX. NUMBER OF CHARACTERS	WITH DROPDOWN
1 Payment Reference Number	Mandatory	Alphanumeric	100	
2 Last Name	Mandatory	Alpha	100	
3 First Name	Mandatory	Alpha	100	
4 Name of Agency/Company	Mandatory	Alpha	100	
5 Contact Number	Mandatory	Numeric	100	
6 Amount	Mandatory	Numeric	100	
7 Period Covered	Mandatory	Alphanumeric	100	
8 Email Address	Mandatory	Alphanumeric	100	

**\* Dropdown**  
 Field Requirement: Fines and Penalties

- AMA Violations
- Driver Based Violation (DBV)
- Vehicle Based Violation (VBV) & other related violations
- Other/s \_\_\_\_\_

<b>TRANSACTION TYPE 10:</b>	<u>AGM for Security Emergency Services</u>	Reference Code : SES-OP-000001		
<b>ACCOUNT NUMBER:</b>	_____			
<b>FIELD REQUIREMENT</b>		<b>FORMAT</b>	<b>MAX. NUMBER OF CHARACTERS</b>	<b>WITH DROPDOWN</b>
1 Payment Reference Number	Mandatory	Alphanumeric	100	
2 Last Name	Mandatory	Alpha	100	
3 First Name	Mandatory	Alpha	100	
4 Name of Agency/Company	Mandatory	Alpha	100	
5 Contact Number	Mandatory	Numeric	100	
6 Amount	Mandatory	Numeric	100	
7 Period Covered	Mandatory	Alphanumeric	100	
8 Email Address	Mandatory	Alphanumeric	100	
<b>* Dropdown</b>				
Field Requirement: Fines and Penalties				
1 Violations committed by Transport Service Providers				
2 Accreditation of Security Agency (Initial/Renewal)				
3 Other/s _____				

<b>TRANSACTION TYPE 11:</b>	<u>Terminal Safety Services Section</u>	Reference Code : T1-HWP-C-23-0001 T2-HWP-C-23-0001 T3-HWP-C-23-0001 T4-HWP-C-23-0001 ICT-HWP-C-23-0001		
<b>ACCOUNT NUMBER:</b>	_____			
<b>FIELD REQUIREMENT</b>		<b>FORMAT</b>	<b>MAX. NUMBER OF CHARACTERS</b>	<b>WITH DROPDOWN</b>
1 Payment Reference Number	Mandatory	Alphanumeric	100	
2 Last Name	Mandatory	Alpha	100	
3 First Name	Mandatory	Alpha	100	
4 Name of Agency/Company	Mandatory	Alpha	100	
5 Contact Number	Mandatory	Numeric	100	
6 Amount	Mandatory	Numeric	100	
7 Period Covered	Mandatory	Alphanumeric	100	
8 Email Address	Mandatory	Alphanumeric	100	
<b>* Dropdown</b>				
Field Requirement:				
1 Hot Works Permit Fee				
2 Other/s _____				

<b>TRANSACTION TYPE 12:</b>	<u>Accounting Division</u>	Reference Code : ACCTG-23-000001		
<b>ACCOUNT NUMBER:</b>	_____			
<b>FIELD REQUIREMENT</b>		<b>FORMAT</b>	<b>MAX. NUMBER OF CHARACTERS</b>	<b>WITH DROPDOWN</b>
1 Payment Reference Number	Mandatory	Alphanumeric	100	
2 Last Name	Mandatory	Alpha	100	
3 First Name	Mandatory	Alpha	100	
4 Name of Agency/Company	Mandatory	Alpha	100	
5 Contact Number	Mandatory	Numeric	100	
6 Amount	Mandatory	Numeric	100	
7 Period Covered	Mandatory	Alphanumeric	100	
8 Email Address	Mandatory	Alphanumeric	100	
<b>* Dropdown</b>				
Field Requirement:				
1 Accounting Clearance				
2 Other/s _____				

<b>TRANSACTION TYPE 13:</b>	<u>Human Resource Development Division (HRDD)</u>	Reference Code : HRDD-23-000001		
<b>ACCOUNT NUMBER:</b>	_____			
<b>FIELD REQUIREMENT</b>		<b>FORMAT</b>	<b>MAX. NUMBER OF CHARACTERS</b>	<b>WITH DROPDOWN</b>
1 Payment Reference Number	Mandatory	Alphanumeric	100	
2 Last Name	Mandatory	Alpha	100	
3 First Name	Mandatory	Alpha	100	
4 Name of Agency/Company	Mandatory	Alpha	100	
5 Contact Number	Mandatory	Numeric	100	
6 Amount	Mandatory	Numeric	100	
7 Period Covered	Mandatory	Alphanumeric	100	
8 Email Address	Mandatory	Alphanumeric	100	
<b>* Dropdown</b>				
Field Requirement:				
1 Security Awareness Seminar Fee				
2 Other/s _____				



<b>TRANSACTION TYPE 14:</b>	<u>Procurement Division</u>	Reference Code : PROC-23-000001		
<b>ACCOUNT NUMBER:</b>	_____			
<b>FIELD REQUIREMENT</b>		<b>FORMAT</b>	<b>MAX. NUMBER OF CHARACTERS</b>	<b>WITH DROPDOWN</b>
1 Payment Reference Number	Mandatory	Alphanumeric	100	
2 Last Name	Mandatory	Alpha	100	
3 First Name	Mandatory	Alpha	100	
4 Name of Agency/Company	Mandatory	Alpha	100	
5 Contact Number	Mandatory	Numeric	100	
6 Amount	Mandatory	Numeric	100	
7 Period Covered	Mandatory	Alphanumeric	100	
8 Email Address	Mandatory	Alphanumeric	100	
<b>* Dropdown</b>				
Field Requirement:				
1 Registration Documents				
2 Other/s _____				

<b>TRANSACTION TYPE 15:</b>	<u>Electro-Mechanical Division</u>	Reference Code : AGMEED-MRRYRMM001 AGMEED-MBYRMM001 AGMEED-ECDYRMM001 AGMEED-CBYRMM001 AGMEED-USIYRMM001		
<b>ACCOUNT NUMBER:</b>	_____			
<b>FIELD REQUIREMENT</b>		<b>FORMAT</b>	<b>MAX. NUMBER OF CHARACTERS</b>	<b>WITH DROPDOWN</b>
1 Payment Reference Number	Mandatory	Alphanumeric	100	
2 Last Name	Mandatory	Alpha	100	
3 First Name	Mandatory	Alpha	100	
4 Name of Agency/Company	Mandatory	Alpha	100	
5 Contact Number	Mandatory	Numeric	100	
6 Amount	Mandatory	Numeric	100	
7 Period Covered	Mandatory	Alphanumeric	100	
8 Email Address	Mandatory	Alphanumeric	100	
<b>* Dropdown</b>				
Field Requirement: Permit Fees				
1 Construction Bond				
2 Construction / Major Renovation and Excavation				
3 Minor Renovation Repair				
4 Utility Service Installation				
5 Other/s _____				

*Annex B*

PROCESS ON HOW TO SECURE  
**ORDER OF PAYMENT**

1

The Office of Primary Responsibility (OPR) as specified herein shall be responsible for the generation of specific type of fees/charges, to include preparation of *Order of Payment (OP)* stating the details of payment to be made.

PROCESS ON HOW TO SECURE  
**ORDER OF PAYMENT**

2



The client/s shall secure the *OP* from the concerned OPRs thru their respective emails as contained in this Memorandum upon submission of complete documentary requirements to the OPRs thru online.

PROCESS ON HOW TO SECURE

**ORDER OF PAYMENT**

3

Each *OP* shall be assigned with a unique reference code by the OPR to be used in the processing of online payment.

PROCESS ON HOW TO SECURE

**ORDER OF PAYMENT**

4



Client/s may still opt to settle the fees and charges thru face to face or over the counter at the MIAA Collection Division, should this option is feasible to them.

PROCESS ON HOW TO SECURE

**ORDER OF PAYMENT**

5

GUIDELINES ON THE USE OF  
LANDBANK OF THE PHILIPPINES (LBP)

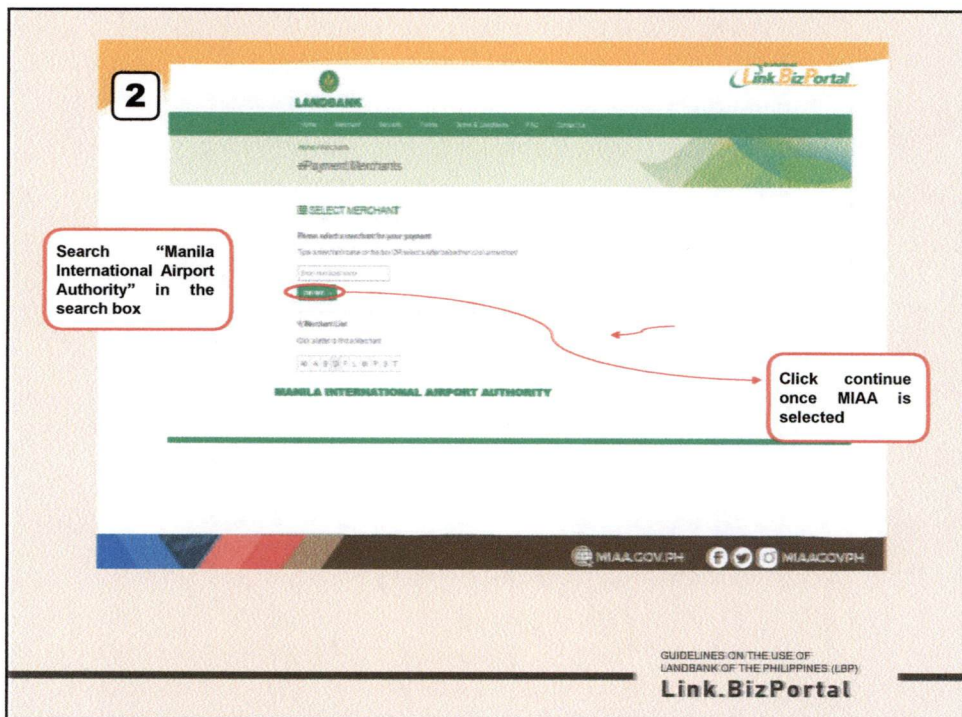
**Link.BizPortal**

6





7



8



9



10





## SYSTEM OVERVIEW AND FEATURES Link.BizPortal

✓ Clients of Link.BizPortal Merchants can pay using any of the accounts below:

PAYMENT OPTION	TRANSACTION AMOUNT	TRANSACTION FEE/MERCHANT DISCOUNT RATE (MDR)
LANDBANK ATM/Prepaid/Visa Debit Cards	- ATM and Visa No Limit - Prepaid up to 50,000 (Subject to existing bank policies)	P7.00 Flat Fee
BancNet-Members Bank ATM/Debit Cards		P17.00 Flat Fee
Cash payment, Cash, Gcash, Maya, ShopeePay, and GrabPay	Maximum transaction amount subject to Issuer's Policy	P30.00 Flat Fee
PESONet (PCHC Paygate)		P17.00 Flat Fee
*GPNP Credit Card Payment (Select applicable transaction amount)	P1,000.00 and below Above P1,000.00	P30.00 Flat Fee - Minimum MDR of 2.5%, if merchant is tax-exempt. - Minimum MDR of 3.0%, if merchant is not tax-exempt.

GUIDELINES ON THE USE OF  
LANDBANK OF THE PHILIPPINES (LBP)  
**Link.BizPortal**

13

## ★★ OTHER PARTICIPATING PAYMENT OUTLETS

**7-Eleven**  
**Bayad Express**  
**ECPay**

- \* Expresspay, Inc.
- \* Gaisano Grand Malls
- \* HLhuillier Pawnshop
- \* Petron Service Stations
- \* Radiowealth Finance Co., Inc.
- \* RuralNet, Inc.
- \* San Miguel Food Avenue
- \* Shopwise
- \* TrueMoney
- \* Tambunting Express

**Additional OTC Channels**

- \* Bayad Center
- \* Cebuana Lhuillier
- \* DA5 Outlets
- \* LBC
- \* M. Lhuillier
- \* Palawan Pawnshop
- \* Pay & Go
- \* Possible
- \* Robinsons Business Center
- \* RuralNet
- \* RD Pawnshop
- \* SM Business Center

\* Procedures may differ on every Payment Outlet

14



**THANK YOU**