

CHECKING ACCOUNT SECTION
CAAP Central Office

TELEGRAPHIC TRANSFER PREPARATION

Schedule of Availability of Service:

Monday – Friday (8:00 AM to 5:00 PM)

No Noonbreak

Who may avail of this Service:

International Civil Aviation Creditors

What are the requirements?

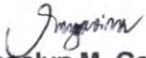
1. Duly approved disbursements vouchers as to its completeness of entries, signatures, and attachments.

HOW TO AVAIL OF THE SERVICE:


| Step | Client | Activity | Fees | Forms | Duration of Activity | Person in Charge |
|------|--|--|------|--|----------------------------------|--------------------------------------|
| 1 | Accounting Division forwards the duly processed documents for Telegraphic Transfer | 1. Check, review and record document(s) forwarded by Accounting Div. | | Telegraphic Transfer form from Land Bank | 1 min | Cashiering Assistant/ Cashier III |
| | | 2. Verification of current CAAP Dollar Account Balance | | | 1 min | Cashier III |
| | | 3. Preparation of Telegraphic Transfer or Online payment and recording of same in the transaction logbook. | | | 5 mins | Cashiering Assistant |
| | | 4.. Forward to authorized signatories | | | 10 mins OIC, AFS & DG only | Cashiering Assist |


| | | | | | | |
|-----------------------------------|--|---|--|--|----------------|----------------------|
| | | 4. Deliver to authorized government depository bank duly approved Telegraphic Transfer for immediate sending of payment to various creditors. | | | 10 mins | Liaison Officer |
| | | 5. Filing and submission of transacted documents to Bookkeeping Section | | | 5 mins | Cashiering Assistant |
| TOTAL DURATION OF ACTIVITY | | | | | 32 mins | |

Prepared by:


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 Cashier III/ OIC, Checking Acct. Section

Approved by:


Ms. Aida S. Romulo
 Chief, Administrative Department
 Chairperson, Citizen's Charter Team


Ms. Jocelyn L. Ching
 Officer- In Charge
 Admin. and Finance Service