

ALLOTMENT FORM - FOR SEAFARERS MANNED BY MAGSAYSAY

What is this form for?

As per the Philippine Overseas Employment Administration (POEA) all Filipino seafarers are required to 'allot' a portion of monthly pay each month to one or more bank accounts in the Philippines. This is known as the 'Standard Allotment'.

Prior to joining the ship, you will have agreed with your Manning Agent how you would like your 'Standard Allotment' plus any Additional 'Voluntary Allotment' amount allocated to your respective Allotees'. **This form should be used to:**

PART A	<p>This section is to only change the Allotee split / allocation of your existing Standard Allotment and / or existing Additional Voluntary Allotment.</p> <p>By filling PART A, your total existing Allotment amount as a proportion of monthly guaranteed earnings remain the same.</p> <p>PART A is only for the respective Manning Agent to action as Manning Agent disburses agreed Allotment Amount to your respective Allotees' Bank Account. PAYROLL HAS NO ACTION TO TAKE ON PART A</p>
PART B	<p>PART B is to only set-up a New, change Additional Voluntary Allotment or cancels an existing Additional Allotment. The data submitted by you in PART B will be processed by the Payroll Team and Manning Agent.</p> <p>You can refer to your full month's Payslip to know the current Additional Voluntary Allotment amount.</p>

Guidance notes:

- Instructions given in this form will replace all existing instructions with regard to Additional Voluntary Allotments
- Complete and valid forms must be received by the Payroll Team on or before the 15th of the month to be processed in the current month's payroll.

Seafarer Information:

Date		Vessel		Employee ID	
Name				Rank	

PART A: CHANGES TO ONLY ALLOCATION / SPLIT OF THE EXISTING ALLOTMENT.

Do you wish to change the Allotee allocation of your current monthly Standard Allotment and Additional Voluntary Allotment with the Manning Agent?

No

☐

Please go to Part B

Yes

☐

Please provide the Additional Allotment split and the recipients bank details below

Allotees	Allotees Name	Allotees Account Number	Bank Name & Branch	Existing Allotment - Allocation Percentage (E.g. 50%, 30%, 10%)
Allotee 1				
Allotee 2				
Allotee 3				

Signature (Seafarer):

Signature (Office Personnel):

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PART B: SET-UP, MAKE A CHANGE TO, OR CANCEL AN ADDITIONAL ALLOTMENT.

i) Cancel any existing Additional Voluntary Allotment instructions?

Yes ☐ No ☐ (If No, please complete all details in below section)

ii) Set-up or Change Additional Voluntary Allotment

Note: Your standard Allotment is a fixed percentage that cannot be changed.

Fill up your New Additional Voluntary Allotment amount in the box USD. This amount will be over and above your fixed Standard Allotment.

Please provide a breakdown of the new Additional Allotment amount you wish to allot and the Allotee's/ recipients Bank details below

Allotees	Allotees Name	Allotees' Account Number	Bank Name & Branch	Amount
Allotee 1				
Allotee 2				
Allotee 3				

NOTES:

- Additional Allotment amount will be in addition to your Standard Allotment. Kindly refer your Payslip to note the existing Additional Allotment amount and provide the new Additional Allotment amount. The new amount will replace the existing Additional Allotment Amount.
- Standard Allotment is a fixed percentage that cannot be changed.
- The Allotment amount will be subject to your monthly earnings and other deductions. Instructions given in this form will replace all existing instructions with regard to your Home Allotments

Signature
(Seafarer)

Date

Signature
(Office Personnel)

Date
