



**REPUBLIC OF PALAU**

**Ministry of Finance**


**Bureau of National Treasury**

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**PRISTINE PARADISE  
ENVIRONMENTAL FEE  
STANDARD OPERATING PROCEDURES**

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Approved by:   
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Minister of Finance

Date: 12/28/17

## SOP FOR REFUNDS OF PRISTINE PARADISE ENVIRONMENTAL FEE

### I. PURPOSE

To describe the procedure for handling refunds of Pristine Paradise Environmental Fee (PPEF) collected by the airlines, carriers, and/or vessels (ACV) for eligible travelers to be refunded by the Division of Immigration (DOI), Bureau of Immigration and Foreign Labor. (RPPL10-12 as amended by RPPL10-16).

### II. SCOPE

This Procedure is applicable for handling the invoicing and refunds of PPEF.

### III. RESPONSIBILITY

#### 1. Division of Immigration

- a. Custody of PPEF Petty Cash Fund
- b. Review if traveler is eligible for PPEF Refunds
- c. Issue PPEF refunds
- d. Approval of refunds not issued at airport (Transmittal / Receipt)
- e. Request for Replenishment of PPEF Petty Cash
- f. Submit ACV manifest attached to Division of Immigration passenger entry report to National Treasury

#### 2. Bureau of National Treasury

- a. Reconciliation of PPEF Petty Cash Fund
- b. Invoicing ACV for the PPEF
- c. Replenish PPEF Petty cash Fund when requested by Division of Immigration

### IV. ACCOUNTABILITY

Division of Immigration (DOI) and Bureau of National Treasury (BNT)

### V. PROCEDURES

*The Division of Immigration shall be the agency to review and determine whether or not a passenger is to receive refunds based on the following criteria:*

#### 1. Eligible for Refunds:

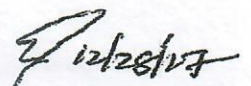
- a. Proof of Palauan Citizenship - (Palau Passport)
- b. Spouses of Palauan Citizens - (Spouse Permit or Marriage License with a copy of Palauan Spouse Passport)

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- c. Masters, Pilots, and other Crew Members while on official duty – (proof of PPEF payment)
  - d. Diplomats carrying a diplomatic passport
    - i. Any other Diplomats on duty without their official Diplomatic Passport may apply for refund through the Ministry of State with the Approval of the Minister of Finance.
  - e. Transit Passengers who leave within 24 hours (Refund upon Departure – show boarding pass)
  - f. Other Individuals as determined by Minister of Finance
2. **Not Eligible:**
- a. Crew members who didn't pay the PPEF (General Declaration List)
  - b. Nonresident workers (Any workers or volunteers that doesn't meet the eligibility criteria above)
  - c. Any person traveling on a Republic of Palau Travel Authorization or other entity on behalf of ROP
  - d. All others that don't meet the eligibility criteria set by law.

#### ***Petty Cash & Replenishment***

1. Ministry of Finance shall set up an initial Petty cash fund of up to \$10,000.00 for the Division of Immigration to be the custodian of, to be used solely for PPEF refunds.
  - a. Division of Immigration shall write a written request to the Director of Bureau of National Treasury for the approval and process of the PPEF Petty Cash Fund.
  - b. Division of Immigration shall set up a cash box for the Petty Cash Fund that is to be locked in a safe at all times prior to and after disbursement of refunds.
  - c. There shall be dual custody of the Petty Cash Fund at all times. The Immigration Officer issuing the refunds shall maintain a cash count worksheet which shall be reviewed and reconciled by his/her supervisor on a daily basis.
2. Replenishment of PPEF Petty Cash fund.
  - a. Division of Immigration shall request for replenishment of the PPEF Petty cash fund when it reaches the balance of \$5,000 or less.
  - b. The replenishment request shall have the minimum attachments;
    - i. The current cash count worksheet showing the cash balance as of request date;
    - ii. Detail report of refunds issued with copies of PPEF receipts attached.

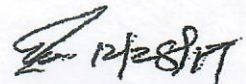


- c. If for some reason, PPEF petty cash fund at the airport runs out before replenishment, Immigration Officer shall issue a transmittal for traveler to claim the refund at the Division of Immigration Koror Office within 15 days.
3. Treasurer shall ensure the PPEF petty cash fund is handled properly by auditing the fund on a regular basis. The Treasurer may recommend to the Director of BNT to decrease or increase the frequency of the audit of the fund based on reliability of the PPEF custodians.

#### ***Issuance of Refunds***

1. Immigration Officer is responsible to review and determine whether or not a passenger is eligible for refund based on criteria above.
  - a. Travelers eligible for refunds shall be issued a \$100 refund upon arrival at the airport.
  - b. Travelers who were not issued a refund upon arrival at the airport, has up to 15 days to submit a refund claim to the Division of Immigration.
2. Refunds may only be issued at the airport with the PPEF custodian (Immigration Officer) or at the Division of Immigration, Koror Office.
  - a. All PPEF refunds shall be issued a receipt which shall have at a minimum, the following information:
    - i. Unique Receipt Number in sequential order
    - ii. Full name of the passenger
    - iii. Arrival Date
    - iv. Airline, Carrier, and/or Vessel (ACV) with Flight number or Voyage number
    - v. Refund Amount (\$100.00)
    - vi. Passenger Signature line
3. Travelers may be issued a PPEF refund upon Departure if meet the following criteria:
  - a. Meets the eligibility requirements set by law
  - b. Provide proof of round trip ticket purchased (payment of PPEF)
  - c. Division of Immigration will keep a record of all the travelers who were refunded upon departure to ensure that the travelers will not be refunded again upon arrival.

#### ***Billing/Invoicing Airlines, Carriers, and/or Vessels (ACV)***



1. Finance and Accounting Division at the Bureau of National Treasury is responsible to bill or issue an invoice to the airlines, carriers, and vessels (ACV).
  - a. Finance and Accounting Division shall bill the airlines, carriers, and vessels (ACV) on a monthly basis using the manifest reviewed and approved by the Division of Immigration.
  - b. Division of Immigration shall submit a copy of the ACV manifest attached to the passenger entry processing report to the Division of Finance and Accounting for ACV billing.
  - c. Finance and Accounting shall reconcile the collections from the ACV to the daily records of the Immigration Report on a regular basis.

**Others**

1. For ease of monitoring and reconciliation, any eligible person for refund traveling on a Republic of Palau Travel Authorization or other entity on behalf of ROP shall be issued a PPEF refund which will be automatically deducted on the traveler's travel voucher.
2. Passengers who arrived before January 1, 2018 but leaves after January 1, 2018 will not be issued refunds but will be charged the \$50.00 Departure tax and Green Fee.
  - a. Palauan Passport holders will not be charged any departure tax comes January 1, 2018.

*E. 12/28/17*