**COMPLIANCE CHECKLIST FOR PPA ACCREDITATION OF PORT SERVICE PROVIDER**

**PPA Administrative Order No. 10-2018**

Name of Port Service Provider \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized Representative \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Port \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PMO \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| Annex | Required Documents | YES | NO |
|  | Duly accomplished application form |  |  |
|  | Certificate of No Outstanding Account with PPA |  |  |
|  | Company and Business Profile, indicating the port service/s offered |  |  |
|  | Certificate of Registration from DTI/SEC/CDA |  |  |
|  | Certified True Copy of the Articles of Incorporation and By- Laws/Articles of Partnership/Articles of Cooperation |  |  |
|  | Certified True Copy of the most recent General Information Sheet duly filed with, and received by, the Securities and Exchange Commission/Cooperative Development Authority |  |  |
|  | Certified True Copy of the most recent Tax Clearance Certificate per Executive Order No 398, series of 2005 |  |  |
|  | Certified True Copy of the Audited Financial Statements for the past three (3) years immediately preceding the date of application for accreditation as filed with, and received by, the Bureau of internal Revenue together with corresponding Annual Income Tax Return |  |  |
|  | Certified True Copy of the Bureau of internal Revenue Certificate of Registration |  |  |
|  | Copy of Value-Added Tax or percentage tax return covering the immediately preceding year |  |  |
|  | Certified True Copy of the Department of Labor and Employment Certificate of Registration |  |  |
|  | Duly accomplished and notarized Omnibus Sworn Statement |  |  |
|  | Proof of authorization, i.e. duly notarized Secretary's Certificate issued by the corporation or members of the joint venture |  |  |

Submitted by Reviewed and Certified Correct

ISIDRO V. BUTASLAC, JR. LILIAN T. JAVIER

Port Manager Manager

PMO Misamis Oriental/Cagayan de Oro Port Operations Services Department