

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.
 Port Manager
 PMO Misamis Oriental/Cagayan de Oro

LILIAN T. JAVIER
 Manager
 Port Operations Services Department