**APPLICATION FOR ACCREDITATION**

**The General Manager**

Philippine Ports Authority

PPA Corporate Building, Bonifacio Drive

South Harbor Port Area, Manila

Dear Sir,

I, **(Name)**  the duly authorized representative (**Company**), respectfully apply for PPA Accreditation as (**ancillary service**) at the Port of Cagayan de Oro city pursuant to PPA AO No. 06-2019

Attached as supporting documents to this application are the following

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| --- | --- | --- | --- |
| **No** | **Documentary Requirements** | **Please Check** | **Remarks** |
| 1 | Duly accomplished Application Form |  |  |
| 2 | Company / Business profile |  |  |
| 3 | Authenticated Certificate of Registration, Accreditation/ License/ Eligibility/ Franchise issued by  DTI - Sole Proprietorship  SEC - Corporations / Partnership  CDA - Cooperatives  License/Eligibility/Franchise — Applicants with Accreditation from  other government agencies |  |  |
| 4 | Certified true copy of Articles of Incorporation/Partnership and By-laws for Corporations  Articles of Cooperation for Cooperatives  (Not applicable for applicants for Port Ancillary Service Providers and for applicants with valid certificates of accreditation or license or franchise granted by other government agencies) |  |  |
| 5 | Certified true copy of the most recent General Information Sheet duly filed with, and received by SEC/CDA  (Not applicable for applicants for Port Ancillary Service Providers and for applicants with valid certificates of accreditation or license or franchise \_granted by other government agencies) |  |  |
| 6 | Certified true copy of the most recent Tax Clearance Certificate per Executive Order No 398, series of 2005,  (Not applicable for applicants for Port Ancillary Service Providers and for applicants with valid certificates of accreditation or license or franchise granted by other government agencies) |  |  |
| 7 | Certified true copy of the Audited Financial Statement immediately preceding the date of application for accreditation as filed with received by the Bureau of Internal Revenue together with the corresponding Annual Income Tax Return  For the past three (3) years for applicants for Port Terminal, Cargo Handling Services Passenger Terminal and Roll On Roll Off Services  For the past one (1) year for applicants for Port Ancillary Services  Bank Statement/Annual Income Tax Return for newly registered business entities and individual professionals  (Not applicable for applicants with valid certificate of accreditation, license or granted franchise by other government agencies) |  |  |
| 8 | Certified true copy of the Bureau of Internal Revenue Certificate of Registration (Not applicable for applicants who have been accredited, licensed or granted franchise by other government agencies) |  |  |
| 9 | Copy of value-added tax or percentage tax return covering the immediately preceding year  (Not applicable for applicants for Port Ancillary Service Providers and for applicants with valid certificates of accreditation or license or franchise granted by other government agencies) |  |  |
| 10 | Duly accomplished and notarized Omnibus Sworn Statement |  |  |
| 11 | Proof of Authorization (duty notarized) CDA/SEC registered Entities Secretary's Certificate  Single Proprietorship Authorization Letter |  |  |
| 12 | Other Documentary Requirements  **a.** Service Contract or Authorization/Appointment provided by  Shipping Line Company to a Shipping Agent Representative (emailed Authorization/Appointment is acceptable) for Shipping Agents/representatives  **b**. Copy of information of membership or affiliation from trade associations or business group (for Shipping Lines) |  |  |

Very truly yours,

**Authorized Signatory**

position

email address

contact number