

APPLICATION FOR ACCREDITATION

The General Manager

Philippine Ports Authority
PPA Corporate Building, Bonifacio Drive
South Harbor Port Area, Manila

Dear Sir,

I, (**Full Name**), the duly authorized representative of (**Company/Individual Name**), respectfully apply for PPA Accreditation as [**Port Services Offered**] at the Port of (**Area of operation**) pursuant to PPA AO No 06-2019

Attached as supporting documents to this application are the following

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	<p>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</p> <p>For the past three (3) years for applicants for Port Terminal, Cargo Handling Services Passenger Terminal and Ro] On Roll Off Services</p> <p>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</p> <p>(Not applicable for applicants with valid certificate of accreditation, license or granted franchise by other government agencies)</p>		
8	<p>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)</p>		
9	<p>Copy of value-added tax or percentage tax return covering the immediately preceding year,</p>		
10	<p>Duly accomplished and notarized Omnibus Sworn Statement</p>		
11	<p>Proof of Authorization (duly notarized) CDA/SEC registered Entities Secretary's Certificate</p> <p>Single Proprietorship Authorization Letter</p>		
12	<p>Other Documentary Requirements,</p> <p>a. Service Contract or Authorization/Appointment provided by Shipping Line/Company to a Shipping Agent/Representative (emailed Authorization/Appointment is acceptable),</p> <p>b. Copy of information of membership or affiliation from trade associations or business group</p>		

Very truly yours

Signature Over Printed Name

Designation

Email address

Address

Telephone/Fax No