




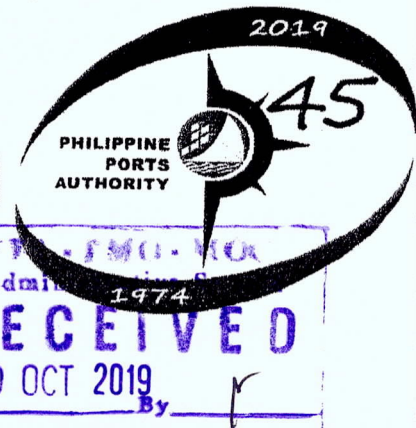
PMO MISAMIS ORIENTAL/ CAGAYAN DE ORO  
PHILIPPINE PORTS AUTHORITY  
PMO Admin Bldg. 2, Gate 5, Agora Road, Lapasan, Cagayan de Oro City

**PORT ADVISORY/BULLETIN/ANNOUNCEMENT**  
**PSD PABA No. 020 – 2019**

DATE: <b>OCT 14 2019</b>	No. of pages including this page: <b>Four (4) pages</b>
TO: <b>Cargo Handling Operator; Shipping Line Companies/Agents; Ancillary Service Operators; Consignees/Shippers Licensed Customs Brokers &amp; All Others Concerned</b>	Emails: <b>(None)</b>
FROM: <b>The Port Services Division Manager</b>	Email: <b>ppapmocdo@ppa.com.ph</b> OPM Email: <b>moc_opm@ppa.com.ph</b> PSD Email: <b>moc_psd@ppa.com.ph</b> PMO Fax: <b>(088) 856-4667</b>
Cc:	
SUBJECT: <b>PPA Administrative Order No. 07-2019 Re: Exemption from Coverage of PPA A.O. No. 06-2019 [Guidelines on the Accreditation of Port Services Providers]</b>	
<small>ATTENTION: if you have received this communication with missing, incomplete, garbled or unreadable pages, please notify us at once through Tel (088) 856-1264; Fax: (088) 856-4667; email address: ppapmocdo@ppa.com.ph or moc_psd@ppa.com.ph</small>	
<b>MESSAGE:</b> Disseminating herewith is PPA Administrative Order No. 07-2019 Re: Exemption from Coverage of PPA A.O. No. 06-2019 [Guidelines on the Accreditation of Port Services Providers] where it provides that all Licensed Customs Brokers (LCB) are hereby exempted from PPA Accreditation subject to the guidelines and compliance as prescribed in the said Admin Order.  The General Guidelines in Section 3 provides the following conditions for exemption:  <ol style="list-style-type: none"><li>1. The exemption is applicable to any LCB as defined in Section 2 hereof;</li><li>2. LCB is not applying for a "Permit to Occupy" from the Authority for purposes of leasing an office within the port or is not currently holding office inside the port;</li><li>3. LCB shall not be exempted from Port Security/Gate Procedures and shall be required to secure pedestrian/vehicle pass; and</li><li>4. LCB is not engage in port service or port ancillary service as defined by regulations which requires accreditation from the Authority</li></ol> Furthermore, please be guide on Section 4 of said order that any LCB has to file/submit a letter request for exemption from PPA Accreditation, together with the documents as required in the order, directly with the Port Management Office (PMO) holding jurisdiction over the port or ports where LCB intends to provide brokerage services.  For information and guidance.   <b>RUBY MARIA O. GUMAPON</b>  Encl: A/S  <small>(Note: This communication has also digitally scanned and transmitted to your official email addresses. Please be advise this Office of any changes in said addresses, or of alternative addresses. Email Adresses of port users and stakeholders</small>	

SEP 17 2019

PPA ADMINISTRATIVE ORDER  
NO. 07 - 2019



TO : All Port Managers  
And Others Concerned

SUBJECT : EXEMPTION FROM COVERAGE OF PPA A.O. No. 06-2019  
[Guidelines on the Accreditation of Port Service Providers]

Pursuant to Section 2-b, Section 6-a (iii), and 6-b (ix), and 26 of Presidential Decree No. 857, Revised Charter of PPA, as amended, with reference to the pertinent provisions of the following:

1. PPA Board Resolution No. 2834;
2. PPA Administrative Order No. 01-2006, as amended – "Compendium of Regulations on Cargo Handling Operations";
3. PPA Administrative Order No. 06-2019 – "Guidelines on the Accreditation of Port Service Providers";
4. PPA Memorandum Circular No. 03-2019 – "Standardized Accreditation Fee of PPA A.O. No. 06-2019",

and in order to coordinate, streamline, improve and optimize the operation of ports, all Licensed Customs Brokers (LCB) are hereby exempted from PPA Accreditation subject to the following guidelines hereby prescribed for the information and compliance by all concerned:

#### Section 1. Coverage

This Order shall apply to all LCBs seeking exemption from PPA Accreditation to be able to render brokerage services at PPA ports nationwide. It shall also specify the requirements and procedures for the processing of LCB exemption for purposes of facilitating access inside the port in the provision of such service.

#### Section 2. Definition of Terms

For purposes of this Order, the following terms used herein shall be construed to mean:

- 2.1. *Authority* - the Philippine Ports Authority.
- 2.2. *Brokerage* – the business of facilitating clearance of imported and exported goods, merchandise and cargoes from the Bureau of Customs.
- 2.3. *Licensed Customs Broker* - a professional individual duly licensed by the Professional Regulatory Board for Customs Brokers to provide services consisting of consultation, preparation of customs requisite document for imports and exports, declaration of customs duties and taxes, preparation

EXEMPTION FROM PPA ACCREDITATION



signing, filing, lodging and processing of import and export entries; representing importers and exporters before any government agency and private entities in cases related to valuation and classification of imported articles and rendering of other professional services in matters relating to customs and tariff laws its procedures and practices.

- 2.4. *PPA Accreditation* - a certificate of recognition by the Authority issued to a port service provider as proof of its legitimacy, capability and competency in the provision of a particular port service.
- 2.5. *PPA-Accredited Service Provider*- holder of a certificate of recognition issued by the Authority as among the Port Service Provider with PPA-Accreditation to perform a particular cargo handling service.

### **Section 3. General Guidelines**

The exemption shall be subject to the following conditions:

- 3.1. The exemption is applicable to any LCB as defined in Section 2 hereof;
- 3.2. LCB is not applying for a "Permit To Occupy" from the Authority for purposes of leasing an office within the port or is not currently holding office inside the port;
- 3.3. LCB shall not be exempted from Port Security/Gate Procedures and shall be required to secure pedestrian/vehicle pass; and
- 3.4. LCB is not engaged in port service or port ancillary service as defined by regulations which requires accreditation from the Authority.

### **Section 4. Processing of Requests for Exemption from PPA Accreditation**

#### **4.1. Letter of Request**

Any LCB, which is qualified under existing laws to engage in business, shall file letter of request for exemption from PPA-Accreditation directly with the Port Management Office (PMO) holding jurisdiction over the port or ports where LCB intends to provide brokerage services.

The following documents shall be attached to the letter, among others:

- a. Photocopy of the identification card issued by the Professional Regulation Commission (PRC) as proof that the requesting individual is an LCB;
- b. Certificate of Good Standing issued by the PRC and by a reputable organization such as Chamber of Customs Brokers, Inc. (CCBI) or Professional Customs Brokers Association of the Philippines, Inc. (PCBAPI);
- c. Certified list of regular clients being serviced at the port.

#### **4.2. Processing of Request for Exemption**

- 4.2.1. All LCBs, upon submission of documents relative to its request for exemption from PPA Accreditation, shall be required to pay a non-

refundable Evaluation Fee of Five Hundred Pesos (Php 500.00), wherein a corresponding PPA Official Receipt shall be issued.

4.2.2. The PMO shall authenticate documents submitted and evaluate the request for exemption from PPA Accreditation. To aid in its evaluation, the PMO may require additional documentary requirements or conduct inspection, as may be necessary.

4.2.3. If the submitted documents are in order, the PMO Port Manager shall issue a Certificate of Exemption and the LCB shall be included in the PMO database of Exempted LCBs.

Copy of such database shall be provided quarterly to POSD for consolidation into an Inventory of LCBs Exempted from PPA Accreditation.

4.2.4. The Certificate of Exemption shall be valid as a documentary requirement in applying for port permits and security passes. The exemption from PPA Accreditation shall be valid for one (1) year only.

### Section 5. Supplemental Procedures

Subject to the approval of the PPA General Manager, the Port Manager may establish supplemental guidelines consistent with this Order to effectively implement the provisions hereof.

### Section 6. Amendatory Clause

This Order may be subject to appropriate amendments by the Authority as the need arises after the its effectivity.

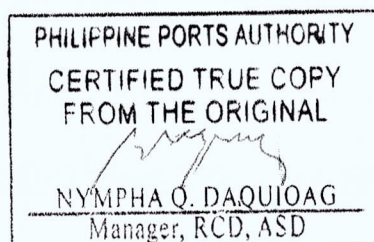
### Section 7. Effectivity Clause

This Order shall take effect fifteen (15) calendar days from its publication in the Official Gazette or in a newspaper of general circulation and a copy filed with the University of the Philippines Law Center.

**JAY DANIEL R. SANTIAGO**  
General Manager

Published in the Philippine Star - October 2, 2019

**Effectivity Date October 16, 2019**



EXEMPTION FROM PPA ACCREDITATION