

02 MAR 2020

PPA PMO MEMORANDUM CIRCULAR
No. 004-2020

TO : Division and Terminal Managers
Business Development and Marketing Officer/Specialist
Cargo Handling Operators
Private Port Operators
Port Service Providers
All Operations Personnel
All Others Concerned

SUBJECT : Clarifications on PPA Administrative Order No. 06-2019,
"Guidelines on the Accreditation of Port Service Providers",
and Related Issuances

In order to ensure standard and uniform evaluation and processing of applications for accreditation under PPA Administrative Order (AO) No. 06-2019, "Guidelines on the Accreditation of Port Service Providers", PPA issued a memorandum dated 14 February 2020 on the clarifications regarding the implementation of accreditation (*Please see attachments*).

The said Memorandum clarified that the PPA accreditation is valid in all PPA ports including private ports. However, a Permit to Operate (PTO) shall be secured from the Port Management Office (PMO) where the port service/s will be rendered. Further, it stated, "*In case the grantee of a PPA Accreditation Certificate would apply for accreditation of **additional** service or services, there is **no need to require** the submission of new sets of documentary requirements. The application will be evaluated and processed based on previously submitted documents.*"

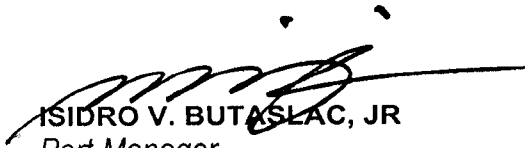
Under the "Documentary Requirements", the Memorandum promulgated the following:

- The service/s to be reflected in the accreditation certificate should be within the primary or secondary purposes of the applicant's Articles of Incorporation or Partnership, or DTI or CDA Registration;
- Applicants for Port Terminal Operators, Cargo Handling Operators, Passenger Terminal Building Operators and RORO Services shall be required to submit 3 years Audited Financial Statement with corresponding Annual Income Tax Return, as applicable. Port service providers for ancillary services may submit a Bank Statement or Annual Income Tax Return;
- Port service providers who have been accredited, licensed, granted franchise or eligibility by other government agencies shall only submit the following documents:
 - a. Duly accomplished application form
 - b. Company/Business Profile
 - c. Authenticated Certificate of Accreditation, Registration, License or Franchise issued by concerned government agency
 - d. Duly accomplished and notarized Omnibus Sworn Statement,
 - e. Notarized Authority to file application for PPA Accreditation

- Secretary's Certificate – SEC/CDA registered entities
- Authorization Letter- Single Proprietorship
- The applicant may request for the issuance of separate accreditation certificate in **every service being applied for**, provided that processing or application fee shall be **on per service basis**. For a single accreditation certificate indicating two or more services, processing fee is also on a per service basis.

Under the "Exemptions", it may be emphasized that, "*Private port operators, **both commercial and non-commercial**, are exempt from securing accreditation certificate. Port Service Providers, as listed in Annex A of PPA AO 06-2019, doing business in the private ports **are required to be accredited...***" Additionally, individual customs brokers and harbor pilots are exempt from securing accreditation; however, customs brokerage or entities with separate judicial personality and pilotage associations shall be required to apply for accreditation.

For your information and guidance.


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Port Manager