



27 November 2020

**PMO MOC MEMORANDUM CIRCULAR**  
**No. 10 -2020**

**TO :** All Divisions  
Terminal Management Offices  
Port Service Providers  
Shipping Lines

**Shippers/Consignees**  
Trucking/cargo forwarders  
Cargo Handling Operators  
Other Port Stakeholders

**SUBJECT :** **Revised Guidelines on the Issuance of Permit to Operate (PTO) for the Provision of Ancillary Services in the Ports**

To ensure that service providers in ports under PPA's jurisdiction comply with the health, safety, environmental and operational requirements of the port/s where the services will be rendered, the Authority issued PPA Administrative Order No. 09-2020 "*Revised Guidelines on the Issuance of Permit to Operate (PTO) for the Provision of Ancillary Services in the Ports*" (please see attachments) that prescribed the requirements and procedures in the issuance of PTOs.


In line with the streamlining policy of PPA, the only documentary requirement for the issuance of PTO is a duly filled out Application Form which can be done through the PPA Electronic Permit Management System (EPMS) that can be accessed through <https://epms.ppa.com.ph>. Processing and issuance of a PTO shall be done within three (3) days upon receipt of the completely filled-out Application Form and payment of processing fee.

The following are the salient provisions of the said Order:

1. A PTO shall be valid for **three (3) years** from date of issuance; the renewal of applications for PTO shall be filed within sixty (60) days before the expiration;
2. Attendance to the Basic Port Operations Seminar shall be required as a post-approval condition in the issuance of PTO to be attended by personnel and workers of the port service provider;
3. Payment of processing fee shall be done online through PPA ePayment Portal;
4. Exemptions of the following port service providers from securing PTO:
  - a. Port terminal operators
  - b. Cargo handling operators
  - c. Passenger Terminal Building operators
  - d. Roll On Roll Off Service operators
  - e. Harbor Pilots
  - f. Security agencies
  - g. Private port operators
  - h. All other port service providers with contract, authorization or approval issued by PPA
  - i. Shipping Lines and Shipping Companies (but Accreditation Certificate shall be required from them)
5. An Authority to Transact (ATT) shall be secured for services rendered not on a regular basis. ATT shall not require an accreditation certificate.

6. The validity of the Port Service Provider Annual Vehicle and Pedestrian Access Pass shall be co-terminus with the issued PTO and can be filed when a PTO application is filed.

For information and guidance.

  
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Port Manager

