



PHILIPPINE PORTS AUTHORITY

CITIZEN'S CHARTER
2022 (4th Edition)

PORT MANAGEMENT OFFICE
(External Services)

30. Application for Private Port Permit: Issuance of Certificate of Registration/ Permit to Operate (COR/PTO) (New) Private Port Facility/ies (For Energy Related Projects)

The COR/PTO is being issued pursuant to P.D. 857, PPA AO 06-95, R.A. 11234 or EVOSS Act, Administrative Order No. 23 or Eliminating Overregulation to Promote Regulations Implementing R.A. 11234, and Department of Energy Circular No. DC 2019-05-007 (Rules and Regulations Implementing R.A. 11234).

| Office/Division: | Port Management Offices (PMOs) / Head Office Commercial Services Department (CSD) | |
|---|---|------------------------|
| Classification: | Highly Technical | |
| Type of Transaction: | G2B - Government to Business G2G - Government to Government | |
| Who may avail: | Private port owner who have satisfactorily established new port infrastructures | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE |
| 1. Written Request | To be provided by applicant | |
| 2. Unified Application Form with the following supporting documents: a. Project Completion Report; b. Certified true copy of Approved Foreshore Lease Contract (FLC); or certified true copy of Official Receipt representing payment of Annual Occupancy Fee; c. PPA Certification that the owner/operator has no outstanding obligation with PPA; d. Original Secretary's Certificate designating company's Authorized Representative; e. Certified true copy of the Office of the Transport Security (OTS) Approved Port Facility Security Plan (PFSP). | PPA Website (downloadable forms) and supporting documents to be provided by applicant | |
| 3. Duly Notarized Omnibus Undertaking (Sworn Affidavit) | PPA Website (downloadable forms) | |

| Client Steps | Agency Action | Fees to be paid | Processing Time | Person Responsible |
|--|---|-----------------------------------|-----------------------------------|--|
| 1. Applicant submits the documentary requirements mentioned in the Checklist of Requirements | 1.1 Acknowledges the receipt of documents, evaluates, and endorses the proposals to CSD | Filing Fee: Php1,000.00 + 12% VAT | Two (2) calendar days | PMO/OPM/ Cashier |
| | 1.2 Reviews, prepares complete staff work and recommends application to the AGMO | None | Three (3) calendar days | CSD/BDD OPR/ Department Manager |
| | 1.3 Recommends approval to the GM | None | Two (2) calendar days | AGMO |
| | 1.4 Approves/ Disapproves application | None | Two (2) calendar days | GM |
| | 1.5 Releases approved COR/PTO | None | One (1) calendar day | CSD OPR/HO Records Personnel |
| TOTAL: | | P1,000.00 +12% VAT | Ten (10) calendar days | |