



**PHILIPPINE PORTS AUTHORITY**

**CITIZEN'S CHARTER**  
**2022 (4<sup>th</sup> Edition)**

**PORT MANAGEMENT OFFICE**  
(External Services)

## 26. Application for Private Port Permit: Issuance of Certificate of Registration/Permit to Operate (COR/PTO) (New)

The COR/PTO private port facility/ies is being issued as prescribed under existing PPA rules and regulations governing private ports. And per Governance Committee Resolution No. 2016-01 or the Revised Delegation of Authority for the signatories.

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:	1. Private port investors who have satisfactorily established new port infrastructures 2. Port owners/operators who have developed and operated their facilities prior to the creation of PPA		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
For Certificate of Registration/Permit to Operate (COR/PTO) (New)			
1. Duly Accomplished Application Form with the following attachments: a. Proof of Payment of Filing Fee (plus VAT) b. Original Secretary's Certificate Designating Company's Authorized Representative c. Project Completion Report d. Copy of Tenurial Instruments (ex. FLi/LFC/MLi/MLC/MPSA/SAPA), Order Award, whichever is applicable or Official Receipt representing payment of Occupancy Dues e. Photocopy of Transfer Certificate of Title (TCT) for back-up area; or Copy of Deed of Absolute Sale; Deed of Assignment; Lease Agreement and/or Memorandum of Agreement (MOA), whichever is applicable (for River Ports and Ports along reclaimed area) f. Photocopy of approved CTD and PTC g. Certification that applicants has no outstanding obligations with PPA h. For private port with existing facility/ies without CTD or PTC, or both i. Proof of Payment of PTC and Penalty Fees for Constructing Without Prior Approval from PPA (plus VAT) ii. As-Built Plan i. For RRTS facilities (please refer to Section 5 of PPA A.O 03-2004) i. RORO docking facilities ii. Passenger facilities iii. Marshalling yard iv. Lane meter measurement area v. Parking Area vi. Security and safety facilities		PPA Website (downloadable forms)	
2. Duly Notarized Omnibus Undertaking (Sworn Affidavit)		PPA Website (downloadable forms)	

<b>For Certificate of Registration/Permit to Operate (COR/PTO) (Renewal)</b>	
1. Formal Written Request	To be provided by applicant/private port owner
2. Duly Accomplished Application Form with the following attachments: a. Proof of Payment of Filing Fee (plus VAT) b. Original Secretary's Certificate Designating Company's Authorized Representative c. Copy of Tenurial Instruments (ex. FLi/LFC/MLi/MLC/MPSA/SAPA), Order Award, whichever is applicable or Official Receipt representing payment of Occupancy Dues d. Photocopy of Transfer Certificate of Title (TCT) for back-up area; or Copy of Deed of Absolute Sale; Deed of Assignment; Lease Agreement and/or Memorandum of Agreement (MOA), whichever is applicable (for River Ports and Ports along reclaimed area) e. Certification that applicant has no outstanding obligations with PPA f. Certificate of Structural Soundness of Private Port Facility g. For RRTS facilities (please refer to Section 5 of PPA A.O 03-2004) i. RORO docking facilities ii. Passenger facilities iii. Marshalling yard iv. Lane meter measurement area v. Parking Area vi. Security and safety facilities	PPA Website (downloadable forms)
3. Duly Notarized Omnibus Undertaking (Sworn Affidavit)	PPA Website (downloadable forms)

Client Steps	Agency Action	Fees to be paid	Processing Time (working days)	Person Responsible
1. Applicant submits complete requirements to Records	1.1 Receives requirements and routes the document to Office of the Port Manager (OPM)	None	10 mins.	PMO Records Officer
	1.2 Refers/forwards to the Business Development Marketing Specialist/Officer (BDMS/BDMO).	None	1 day	PM/EA
	1.3 Reviews completeness and accuracy of submitted documents in coordination with the Engineering Services Division (ESD) and submits findings/ comments/ recommendation to the Port Manager	None	7 days 30 mins.	Business Development Marketing Specialist/Officer (BDMS/BDMO)/ Authorized Personnel

2. Applicant proceeds to PMO to pay corresponding fees	2.1 Issues order of payment for filing fee and certification fee	None	10 mins.	BDMS/BDMO/ Authorized Personnel
	2.2 Receives payment and issues PPA Official Receipt	Filing Fee: ₱1,000 + VAT Certification Fee: ₱100 + VAT	10 mins.	Cashier
	2.3 Prepares endorsement of complete documents to the AGMO thru the CSD	None	1 day	BDMS/BDMO/ Authorized Personnel
<b>A. For Application with Permanent Status or Commercial Operation</b>				
	2.4A Prepares complete staff work and recommends application to the AGMO.	None	10 days	CSD/BDD/OPR/ Department Manager
	2.5A Recommends approval to the GM.	None	2 days	AGMO
	2.6A Approves or disapproves application.	None	2 days	GM
	2.7A Releases approved COR/PTO or notifies PMO on the Denial	None	1 day	CSD OPR/HO Records Personnel
<b>TOTAL for A:</b>		<b>Filing Fee: ₱1,000 + VAT Certification Fee: ₱100 + VAT</b>	<b>25 working days</b>	
<b>B. For Application with Temporary Status and Non-commercial Operation</b>				

	2.4B Prepares complete staff work and recommends application to the AGMO.	None	10 days	CSD/BDD OPR/ Department Manager
	2.5B Approves or disapproves application.	None	4 days	AGMO
	2.6B Releases approved COR/PTO or notifies PMO on the Denial	None	1 day	CSD OPR/HO Records Personnel
	<b>TOTAL for B:</b>	<b>Filing Fee: ₱1,000 + VAT Certification Fee: ₱100 + VAT</b>	<b>25 working days</b>	

*Note: Processing time being used is based on the existing policy on private ports (PPA AO 06-95). Hence, the processing time as prescribed under ARTA will be implemented once the revised policy on private ports has been approved.*