



**PHILIPPINE PORTS AUTHORITY**

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

**PORT MANAGEMENT OFFICE**  
(External Services)

### 39. Processing of Request for Renewal of Lease (Medium and Long-Term Lease)

This provides the detailed procedure in the processing of renewal of medium and long-term lease contracts. All request for renewal of medium and long-term leases shall be processed in accordance with PPA AO 22-95 and PPA AO 02-2016.

<b>Office/Division:</b>	Commercial Services Department-Real Estate Management Division (CSD-REMD)/ Legal Services Department (LSD)/ Port Management Office-Port Services Division (PMO-PSD)			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2B – Government to Business			
<b>Who may avail:</b>	Lessees/Port Users/Shipping companies			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter request for renewal		Applicant		
2. Duly accomplished lease application form together with the following documents: a. Secretary's Certificate designating the authorized representative to enter into contract with PPA b. Vicinity/Location Map		Applicant / PPA Website (Downloadable Forms)		
3. Duly notarized omnibus undertaking (Sworn affidavit)		Applicant / PPA Website (Downloadable Forms)		
4. Deed of conveyance/inventory of turned over facilities, if any		Executed by PPA and Lessee/Applicant		
5. Official Receipt Representing Payment of Filing fee		PMO- Finance Division		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Lessee submits thru electronic mail to the concerned PMO the Portable Digital Format (PDF) copy of complete documents indicated in Items 1-5 and pays the necessary fee to the Cashier.	1.1 Acknowledges receipt and validates the completeness of documents.	None	1 day	PMO-PSD/ Authorized Representative
	1.2 Receives payment and issues Official Receipt.	Filing Fee Per PPA AO 02-2016  Medium-Term: Php 3,000.00  Long-Term: Php 5,000.00  (exclusive of VAT)		Cashier

	1.3 Conducts joint inventory inspection for the turnover of improvements thru Deed of Conveyance.	None	2 days	PMO-PSD/ Authorized Representative
2. Lessee submits the Deed of Conveyance of turned over port improvements.	a) Reviews merits of the request and prepares action paper and endorses the request for renewal to the Commercial Services Department (CSD)	None	4 days	PMO-PSD/ Authorized Representative
	b) Upon receipt of PMO's endorsement and complete documents, CSD, in coordination with LSD further reviews/ validates the request for renewal of lease contract, prepares the lease contract agreement and letter-advise to the proponent, for approval of the approving authority	None	10 days	CSD-REMD/LSD OPR
	c) Endorses to the Office of the Asst. General Manager for Operations (OAGMO) the renewal lease contract agreement	None	1 day	CSD Department Manager
	d) Endorses the renewal Lease Contract Agreement to the	None	1 day	AGMO

	<p>approving authority</p> <p>e) The approving authority signs the renewal Lease Contract Agreement</p> <p>a. For lease contract of 2-5 years, the AGMO approves/ signs the renewal lease contract agreement transmittal</p> <p>b. For lease contract of more than 5 years up to 10 years, the AGMO recommends approval of the lease renewal to the GM. GM approves/ signs the lease contract agreement transmittal.</p> <p>c. For lease contract more than 10 years, the GM recommends approval of the lease renewal by the Board. GM signs the lease contract agreement transmittal</p> <p>f) Releases the letter-approval to lessee transmitting the lease contract, for signature of the proponent.</p>	<p>None</p> <p>None</p>	<p>1 day</p> <p>1 day</p>	<p>AGMO</p> <p>GM</p> <p>PPA Board</p> <p>CSD-REMD OPR</p>
3 Lessee/ authorized representative signs the renewal lease	3.1 Upon receipt of the duly signed renewal lease contract from the lessee, CSD	None	3 days	CSD-REMD OPR

contract agreement and. Returns the lease contract agreement to PPA.	<p>further reviews the document. Endorses the lease contract to OAGMO for endorsement to the approving authority.</p> <p>3.2 Approving authority countersigns the renewal lease contract agreement.</p> <p>a) For lease contract of 2-5 years</p> <p>b) For lease contract of more than 5 years up to 10 years</p> <p>c) For lease contract more than 10 years</p> <p>3.3 Releases the Lease Contract to the lessee for notarization.</p>	None	1 day	<p>AGMO</p> <p>GM</p> <p>GM</p> <p>CSD-REMD OPR</p>
4 Lessee notarizes lease contract.	4. Furnishes copy of duly notarized contract to LSD and PMO concerned.			
<b>TOTAL:</b>		<p><b>Filing Fee Per PPA AO 02-2016</b></p> <p><b>Medium-Term: Php 3,000.00</b></p> <p><b>Long-Term: Php 5,000.00</b></p> <p><b>(exclusive of VAT)</b></p>	<b>25 days and 4 hours</b>	