



PHILIPPINE PORTS AUTHORITY

**CITIZEN'S CHARTER
2023 (5th Edition)**

15. Authority to Transact (ATT)

The Authority to Transact is issued where the ancillary service is provided only once a year. ATT is a one-time issuance valid only for a particular transaction and for a certain period.

Office/Division:	Port Management Office			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen G2B - Government to Business			
Who may avail:	Port Stakeholders/ Private Individuals or Groups			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Written request			Applicant	
* Pursuant to PPA MC Nos. 18-2020 and 22-2020, all PPA employees, including outsourced personnel, service providers, port users, stakeholders , and the general public shall follow minimum health and safety protocols in all PPA offices and facilities.				
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Submits Written request addressed to the Port manager stating the specific service to be performed and the duration covered. * Submission of documentary requirements can also be done via email.	1.1 Checks/ evaluates/ verifies the request. 1.2 If in order, forwards the ATT to the Port Manager for signature/ approval. If not, the applicant shall be notified accordingly. 1.3 Issues an order of payment to the client.	None None	1.5 days	Business Development and Marketing Specialist/ Officer (BDMS/O)/ Authorized Representative
2. Proceeds PPA Cashier and pays the necessary fees for ATT. * Client may opt to pay via e-payment facilities or through banks, e-payment Confirmation	2.1 Cashier receives the payment and issues a PPA Official receipt. * For payments coursed via e-payment facilities or through banks, proper verification	Regulatory Fee: (P600 + 12% VAT)	1.5 days	PMO Cashier/ Authorized Representative

Receipt or Validated Deposit Slip as proof of payment shall be forwarded to the Collection Section via email.	prior to receipting shall be done. A scanned copy of the official receipt will then be emailed back to the client. Collection Section will forward the original copy of the client's Official Receipt to the BDMS/O.			
	1.2 Validates the payment.	None		Business Development and Marketing Specialist/ Officer (BDMS/O)/ Authorized Representative
	1.3 Releases the signed ATT. Ensures/Advises client to sign the "Conforme"	None		
TOTAL:		(P600 + 12% VAT)	3 days	
Per Part 6.3.1.1 of ARTA M.C. No. 2019-002 as provided in Reference B: -for 8 hours use 1 day, for 60 minutes use 1 hour, for 60 seconds use 1 minute except for hospitals and government agencies with 24 hours operations				