



**PHILIPPINE PORTS AUTHORITY**

**CITIZEN'S CHARTER**  
**2023 (5<sup>th</sup> Edition)**

## 19. Online Application for PPA Accreditation of Port Service Providers

To facilitate an automated processing of application for accreditation, the implementation of Electronic Accreditation System (eAS) is an online tool intended to accept application for accreditation covering processes and period of action from the Port Management Office to Head Office in real time.

<b>Office/Division:</b>	Port Management Office
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2B-Government to Business
<b>Who may avail:</b>	Port Service Providers and those private entities with port transactions
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<b>Type A: Port Terminal, Cargo Handling, Passenger Terminal, RoRo Services</b>	
1. Duly accomplished Application Form	PPA website/ Business Development Marketing Specialist/ Officer (BDMS/O)
2. Company and Business Profile	Provided by Applicant
3. Authenticated Certificate of registration, Accreditation/ License/Eligibility /Franchise issued by <ul style="list-style-type: none"> <li>• DTI- Sole Proprietorship</li> <li>• SEC- Corporations/ Partnership</li> <li>• CDA- Cooperatives</li> <li>• License Eligibility/ Franchise- Applicants with Accreditation from other government agencies</li> </ul>	Provided by Applicant
4. Certified True Copy of Articles Incorporation/Partnership and By-laws for Corporations/Articles of Partnership/ Incorporation for cooperatives. (Not applicable for applicants with a valid certificate of accreditation, licensed or granted a franchise by other government agencies.)	Provided by Applicant
5. Certified True Copy of the most recent General Information Sheet duly filed with and received by SEC/CDA. (Not applicable for applicants with a valid certificate of accreditation, licensed or granted a	Provided by Applicant

franchise by other government agencies.)	
6. Certified True Copy of the most recent Tax Clearance Certificate per Executive Order No. 398 Series of 2005. (Not applicable for applicants with a valid certificate of accreditation, licensed or granted a franchise by other government agencies.)	Provided by Applicant
7. Certified True Copy of the Audited Financial Statement immediately preceding the date of application for accreditation was filed with, received by, the Bureau of Internal Revenue together with the corresponding Annual Income Tax Return - For the past three (3) years Bank Statement / Annual Income Tax Return for newly registered business entities and individual professionals. (Not applicable for applicants with a valid certificate of accreditation, licensed or granted a franchise by other government agencies.)	Provided by Applicant
8. Certified true copy of the Bureau of Internal Revenue Certificate of Registration. (Not applicable for applicants with a valid certificate of accreditation, licensed or granted a franchise by other government agencies.)	Provided by Applicant
9. Copy of value-added tax or percentage tax return covering the immediately preceding year	Provided by Applicant
10. Duly accomplished and notarized Omnibus Sworn Statement	Provided by Applicant
11. Proof of Authorization (duly notarized) CDA/SEC registered Entities Secretary's Certificate Single Proprietorship Authorization Letter	Provided by Applicant
<b>Type B: Port Ancillary Services</b>	
1. Duly accomplished Application Form	PPA website/ Business Development Marketing Specialist/ Officer (BDMS/O)
2. Company and Business Profile	Provided by Applicant

3. Authenticated Certificate of registration, Accreditation/ License/Eligibility /Franchise issued by <ul style="list-style-type: none"> <li>• DTI- Sole Proprietorship</li> <li>• SEC-Corporations/ Partnership</li> <li>• CDA- Cooperatives</li> <li>• License Eligibility/ Franchise- Applicants with Accreditation from other government agencies</li> </ul>	Provided by Applicant
4. Certified True Copy of the audited financial statement immediately preceding the date of application for accreditation as filled with, received by, the Bureau of Internal Revenue together with the corresponding annual income tax return for the past 1 year. Bank statement/annual income tax return for newly registered business entities and individual professionals. (Not applicable for applicants with a valid certificate of accreditation, licensed of the granted franchise by other government agencies)	Provided by Applicant
5. Certified true copy of the Bureau of Internal Revenue Certificate of Registration. (Not applicable for applicants with a valid certificate of accreditation, licensed or granted a franchise by other government agencies)	Provided by Applicant
6. Duly accomplished and notarized Omnibus Sworn Statement	Provided by Applicant
7. Proof of Authorization (duly notarized) CDA/SEC registered Entities Secretary's Certificate Single Proprietorship Authorization Letter	Provided by Applicant
8. Other documentary requirements <ul style="list-style-type: none"> <li>a. Service Contract or Authorization/Appointment provided by shipping lines/ company to a shipping agent/ representative (emailed authorization/ appointment is acceptable)</li> </ul>	

b. Copy of information of membership or affiliation from trade associations or business groups.	
<b>Type C: Applicant that has been accredited/licensed/ granted franchise by other government agencies</b>	
1. Duly accomplished Application Form	PPA website/ Business Development Marketing Specialist/ Officer (BDMS/O)
2. Company and Business Profile	Provided by Applicant
3. Authenticated Certificate of registration, Accreditation/ License/Eligibility /Franchise issued by <ul style="list-style-type: none"> <li>• DTI- Sole Proprietorship</li> <li>• SEC- Corporations/Partnership</li> <li>• CDA- Cooperatives</li> <li>• License Eligibility/Franchise Applicants with Accreditation from other government agencies</li> </ul>	Provided by Applicant
4. Duly accomplished and notarized Omnibus Sworn Statement	Provided by Applicant
5. Proof of Authorization (duly notarized) CDA/SEC registered Entities Secretary's Certificate Single Proprietorship Authorization Letter	Provided by Applicant
6. Other documentary requirements <ul style="list-style-type: none"> <li>a. Service Contract or Authorization/Appointment provided by shipping lines/ company to a shipping agent/ representative (emailed authorization/ appointment is acceptable)</li> <li>b. Copy of information of membership or affiliation from trade associations or business groups.</li> </ul>	Provided by Applicant

1. PPA Port Management Offices shall, under all circumstances, encourage online Registration and Application for PPA Accreditation.
2. All inquiries, follow-ups, and updates shall be lodged at the PMOs, where on- line applicants may be directed to the status trail provided in the system.
3. All payments in relation to PPA Accreditation, if cannot be made through online facilities, shall be handled at the PMO.
4. Pursuant to PPA AO No. 07-2019, all Licensed Customs Brokers are exempted from the coverage of PPA Accreditation subject to the conditions therein stated.
5. Application for PPA Accreditation is per service type.

Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Performs client registration in the PPA E-Accreditation System	1. Validate documents submitted online.	Please refer to the schedule of fees	1 day	Business Development Marketing Specialist/ Officer (BDMS/O)
2. Determines service type being applied for and applies for PPA Accreditation online.	2. Determines the capability of the applicant to provide the service applied for.		1 day	
3. Pays accreditation fee online.	3.1 Determines whether the applicant has no outstanding account within the PMO jurisdiction.		1 hour	
	3.2 Determines whether the applicant has no derogatory record within the PMO jurisdiction.		1 hour	
	3.3 Determines whether the applicant has no derogatory record with PPA.		1 day	Legal Services Department

	3.4 Determines whether the applicant has no outstanding account with PPA.		1 day	Treasury Department
	3.5 Reviews application.		1 day	Port Operations & Services Department
	3.6 Prints Executive Brief (EB) and PPA Accreditation Certificate.		1 day	
	3.7 Endorses EB and Certificate to the AGM for Operations.		1 day	
	3.8 Endorses EB and Certificate to the General Manager.		1 day	AGM for Operations
	3.9 Approves and signs PPA Accreditation Certificate.		1 day	General Manager
	3.10 Forwards signed PPA Accreditation Certificate to the Office of the Corporate Board Secretary for stamping of PPA seal.		1 day	Office of General Manager
	3.11 Forwards signed and stamped PPA Accreditation to POSD for stamping of		1 day	OCBS

	<p>validity period/ effectivity date.</p> <p>3.12 Prepares transmittal memorandum of signed PPA Accreditation Certificate to PMO.</p> <p>3.13 Updates inventories of PPA Accreditation.</p>		1 day	Port Operations & Services Department
4. Secures duly signed PPA Accreditation Certificate	4. Receives the PPA Accreditation Certificate from Head Office and instructs newly accredited service provider to claim the signed PPA Accreditation Certificate.		1 day	Port Management Office
<b>TOTAL:</b>		<b>Accreditation fee + 12% VAT</b>	<b>13 days and 2 hours</b>	
<p><b>Per Part 6.3.1.1 of ARTA M.C. No. 2019-002 as provided in Reference B:</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</p>				
<p>As per PPA Admin Order No. 04-2020, all applicants/grantees of <b>certificate of accreditation</b>, certificate of registration, appointment, or contract are required to plant trees/mangroves of at least 1,000 seedlings. Compliance with the foregoing requirement shall be made not later than one (1) year after the issuance of <b>accreditation</b>, PTO, certificate of registration, appointment, or award of contract.</p>				



Accreditation schedule of fees (PPA MC 03-2019)

<b>Amount</b>	<b>Services</b>
<b>P10,000.00</b>	-Port Terminal Services, -Cargo Handling/Roll-On -Roll-off Services, -Pilotage Services, -Passenger Terminal Building Services, -Shore Reception Facility/Environmental Management Services, -Towing/ Tugging Service/ Tug Assistance
<b>P3,000.00</b>	-Mooring/unmooring, -Vessel repair/ Maintenance, -Waste Disposal Services, -Bunkering Services, -Chandling Services, -Brokerage Services, -Cargo Checking Services, -Cargo Surveying Services, -Shipping Lines, -Shipping line agent/Representative, -Lighterage/ Barging, -Watering Services, -Parking/ Garage Services, -Water Taxi Services, -Canteen Services, -Porterage Services, -Parking Services, -Booking/Ticketing Service, -Communication services, -Shops and Stores, -Cleaning Service, -Container Repair, -Equipment hire, -Equipment Repair, -Fumigation, -Laundry service, -Water supply, -Reproduction service, -Weighbridge/ Truck scale, -Engineering Contractor, Other services