



PHILIPPINE PORTS AUTHORITY

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

20. Online Application on the Accreditation, Permit and Pass for Transport Service Providers in Ports (TAPPP)

The purpose of this procedure is to ensure that Transport Service Providers being rendered inside all government port under the jurisdiction of PPA including private ports have corresponding Accreditation, Permit and Pass.

Office/Division:	Port Management Office
Classification:	Highly Technical
Type of Transaction:	G2B – Government to Business
Who may avail:	Transport Service Providers and those private entities with port transactions
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Transport Service Providers	
1. Duly accomplished Application Form with Omnibus Statement	PPA website / Business marketing Specialist / Officer (BDMS/O)
2. - Articles of Incorporation / Partnership (For corporation/partnership) Certification of Registration - Certificate of Registration (For sole proprietorship) - Certificate of Corporation (For Cooperative) -	Provided by Applicant
3. Latest Income Tax Return (ITR) for existing entities	Provided by Applicant
4. Proof of Authorization - Secretary's Certificate (For corporation / partnership / cooperative) - Authorization Letter signed by the sole proprietor (For single proprietor)	Provided by Applicant
5. List of Truck together with their Official Receipt (OR) and Certificate of Registration (CR) with Deed of Sale/Assignment/Transfer, as applicable	Provided by Applicant
1. PPA Port Management Offices shall, under all circumstances, encourage on-line Registration and Application for PPA TAPPP.	

<p>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.</p> <p>3. All payments in relation to PPA TAPPP, if cannot be made through on-line facilities, shall be handled at the PMO.</p>				
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Perform client registration in the Transport accreditation, Permit and Pass for Ports System (TAPPP)	1.1 Validate documents submitted online	Please refer to the schedule of fees	1 day	Business Development Marketing Specialist / Officer (BDMS/O)
	1.2 Determines qualification of applicant to provide service.		1 day	
	1.3 Determines whether vehicles listed have proper documentation provided * If approved, Order of Payment (OP) will be automatically notified to the client online.		1 day	Port Police Department (PPD)
2. Pays TAPPP fee online	2.1 Determines whether applicant has no outstanding account with PMO jurisdiction.		1 hour	Business Development Marketing Specialist/ Officer (BDMS/O)
	2.2 Determines whether the applicant has no derogatory record within the PMO jurisdiction.		1 hour	

	2.3 Determines whether the applicant has no derogatory record with PPA.		1 day	Legal Services Department (LSD)
	2.4 Determines whether applicant has no outstanding account with PPA.		1 day	Treasury Department (TD)
	2.5 Review Application.		1 day	Port Operation & Services Department (POSD)
	2.6 Print Executive Brief (EB) and PPA TAPPP Certificate.		1 day	
	2.7 Endorses (EB) and Certificate to the AGM Operation.		1 day	
	2.8 Endorses (EB) and Certificate to the General Manager.		1 day	AGM for Operations (AGMO)
	2.9 Approves and signs PPA TAPPP Certificate.		1 day	Office of the General Manager (GM)
	2.10 Forwards signed PPA TAPPP certificate to the Office of		1 day	

	<p>the Corporate Board Secretary for Stamping of PPA seal.</p> <p>2.11 Forwards signed and stamped TAPPP to POSD for stamping of validity period/ effectivity date.</p> <p>2.12 Prepares transmittal memorandum of signed PPA TAPPP Certificate to PMO.</p> <p>2.13 Update inventories of PPA TAPPP</p>		<p>1 day</p> <p>1 day</p>	<p>Office of the Corporate Board Secretary (OCBS)</p> <p>Port Operation & Services Department (POSD)</p>
3. Secure duly signed PPA TAPPP Certificate	3. Receives the PPA TAPPP Certificate from Head Office and instruct newly Transport Service Provider to claim the signed PPA TAPPP Certificate.		1 day	Port Management Office
TOTAL		(TAPPP fee + Vehicular Pass fee)+ 12% VAT	14 days and 2 hours	
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

As per PPA Admin Order No. 04-2020, all applicants/grantee of TAPPP Certificate, certificate of registration, appointment, or contract are required to plant trees / mangroves of at least 1,000 seedlings. Compliance with the forgoing requirement shall be made not later than one (1) year after the issuance of TAPPP, PTO, certificate of registration, appointment, or award of contract.

Schedule of Fees (if applicable)

TAPPP schedule of fees (PPA AO 01-2021)

Amount	Documents
₱ 10,000.00	TAPPP
₱ 100.00 /Truck/Vehicle	Vehicle Pass Sticker / Code
₱ 600.00	Replacement of Lost or Damaged TAPPP
₱ 600.00	Amendment of TAPPP