



PHILIPPINE PORTS AUTHORITY

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

24. Application for Private Port Permit: Issuance of Permit to Develop and Construct (PDC) a Non-Commercial Port

The PDC is being issued pursuant to PPA AO 05-2022

Office/Division:	PPA PMO/PPA Head Office – Commercial Services Department (CSD)-Business Development Division (BDD)/Legal Services Department (LSD)/Treasury Department (TD)/Port Planning and Design Department (PPDD)/Office of the AGM for Engineering (OAGME)/Office of the AGM for Operations (OAGMO)/Office of the General Manager (OGM)	
Classification:	Highly Technical	
Type of Transaction:	G2B - Government to Business	
Who may avail:	Private Port Owner/Operator	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<ol style="list-style-type: none"> 1. Duly filled-out application form and Notarized Omnibus Undertaking 2. Certified True Copy of SEC/DTI/CDA Registration or JV Agreement, whichever is applicable 3. Certified true copy of Original Certificate of Title (OCT)/Transfer Certificate of Title (TCT) for applied private port and/or Lease Agreement 4. Original Secretary's Certificate/Partnership Certificate designating the authorized representative of the company to transact business with the Authority 5. Audited Financial Statements and Sworn Statement of Revenue for the last three (3) years 6. Source of Funds - Certified true copy of Credit Line Commitment (CLC) equivalent to the portion to be financed by funding source the estimated cost of the port project and/or Bank Certificate provided that the amount is sufficient to cover the estimated cost of the port project 7. For newly established entities, in lieu of Audited Statement, a certified true copy of bank certificate and/or CLC shall be sufficient 8. Company Profile 9. Project Proposal stating the following: <ol style="list-style-type: none"> a. Summary of project scope, description, intended use of the project, economic impact b. Estimated cost of project, broken down into major components (land, civil works, equipment, etc.) c. General port lay-out plan and development plan d. Vicinity map specifying the exact location of the port facility 10. Detailed Engineering (with detailed plans, working drawings/building plans, quantity and cost estimates, hydrographic and topographic survey, soil and foundation investigations, technical specifications, structural design and load analysis duly signed and sealed by a Licensed Engineer with appropriate line of profession and approved by private port owner/operator) 11. ZSPI Plan, duly approved by the Authority and signed by a Geodetic Engineer 12. Certified true copy of valid Environmental Compliance Certificate (ECC) or Certificate of Non-Coverage (CNC), whichever is applicable and Provisional Permit or Order Award for foreshore lease/miscellaneous lease applications, Special Use Agreement on Protected Areas (SAPA) or Mineral Production Sharing Agreement and/or Approved Deed of Assignment or Transfer of Leasehold Rights, whichever is applicable 13. Philippine Reclamation Authority (PRA) approved application for Reclamation, if applicable 		<ul style="list-style-type: none"> • Item 1 – Forms are available at PPA Website: Issuance – PPA AO 05-2022 • Items 2-10, to be provided by the applicant • Item 11 - To be provided by the applicant, for details please refer to Annex F, specifically Article 1 - Section 1 of PPA AO 05-2022 • Items 12 & 13 – To be provided by the applicant, being issued by concerned government agency

Client Step Application for Permit to Develop and Construct (PDC) a Non-Commercial Port	Agency Action	Fees to be paid	Processing Time (working days)	Person Responsible
1. The applicant submits to PMO the application for PDC a private non-commercial port with complete documentary requirements.	1.1 Receives Application for PDC and routes to the Office of the Port Manager.	None	Seven (7) working days	PMO Records Officer
	1.2 Refers/forwards to Engineering Services Division	None		Port Manager
	1.3 Checks if documents are complete and compliant, then issues order of payment.	None		PMO Authorized Personnel
	(Note: Incomplete submission of documentary requirements shall not be accepted and shall be returned to the applicant immediately)			
2. The applicant pays non-refundable filing fee	2.1 Receives payment and issues copy of Official Receipt	Php1,000.00 + 12% VAT		PMO Cashier
	Checks the proof of payment/Verifies the validity and authenticity of the documents submitted/Issues certifications that the area applied for is not part of the Development Plan of PPA for the next 5 years (non-commercial) and 10 years (commercial) and the port facilities to be put up will not pose hazard to navigation/ Conducts ocular inspection if necessary	None		PMO Authorized Personnel
	Endorses/submits findings/technical report to Port Manager	None		PMO-ESD Manager
	Endorses the application to Head Office – Commercial Services Department (CSD), with PMO comments and recommendations.	None		Port Manager
	Reviews the documents (technical aspect)/ Submits to CSD on the fourth day upon receipt of the application, the certification/concurrence of PPDD to PMO evaluation	None	Five (5) working days	PPDD
	Coordinates with the Treasury Department (TD) and Legal Services Department (LSD) on the issuance of Certificates of No Outstanding Account with the Authority, and No Pending Legal Case Filed Against the PPA, respectively/ Reviews, prepares complete staff work and recommends application to the AGM for Operations	None		CSD
	Recommends approval to the General Manager	None	Four (4) working days	AGMO/AGME
	Approves/Disapproves the PDC for private noncommercial operations.	None	Three (3) working days	GM
	Releases approved Application/Notifies the applicant on the denial cc: PMO Note: If approved, CSD will notify the PMO will advise the applicant thru PMO to pay the corresponding PDC fee to PMO Cashier or Treasury Department in Head Office. If denied, no PDC fee shall be paid	None	One (1) working day	CSD Authorized Personnel/HO Records Personnel

	TOTAL	Filing Fee: Php1,000.00 + 12% VAT	Twenty (20) working days (extension of 20 working days, per Rule VII, Section 3 (b), page 22 of the IRR of the EODB) TOTAL- 40 WORKING 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				