



**PHILIPPINE PORTS AUTHORITY**

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

## 26. Application for Private Port Permit: Issuance of Certificate of Registration (COR)

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

<b>Office/Division:</b>	PPA PMO/PPA Head Office - Commercial Services Department (CSD)-Business Development Division (BDD)/Legal Services Department (LSD)/Treasury Department (TD)/Office of the AGM for Operations (OAGMO)/Office of the General Manager (OGM)			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2B - Government to Business			
<b>Who may avail:</b>	Private Port Owner/Operator			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<b>FOR NEW APPLICATION</b>		<b>FOR NEW APPLICATION</b>		
<ol style="list-style-type: none"> <li>1. Duly filled-out application form and Notarized Omnibus Undertaking</li> <li>2. Original Secretary's Certificate designating the authorized representative to transact business with the Authority</li> <li>3. Certified true copy of As-Built Plan with detailed actual cost duly signed and sealed by the Licensed Engineer with appropriate line of profession and owner</li> <li>4. Certified true copy of Project Completion Report including the Material testing results of fendering systems, mooring bollard and other basic components of the port facility/equipment installed</li> <li>5. Approved Foreshore or Miscellaneous Lease Contract, SAPA or MPSA, whichever is applicable and/or Approved Deed of Assignment or Transfer of Leasehold Rights, whichever is applicable</li> <li>6. Certified true copy of the Office of the Transport Security (OTS) Port Facility Security Assessment (PFSA), Port Security Facility Plan (PSFP) and Port Facility Security Officer (PFSO) Oath duly received by OTS</li> </ol>		<ul style="list-style-type: none"> <li>• Item 1 – Forms are available at PPA Website: Issuance – PPA AO 05-2022</li> <li>• Items 2-4, to be provided by the applicant</li> <li>• Items 5 &amp; 6 - To be provided by the applicant, being issued by concerned government agency</li> </ul>		
<b>FOR RENEWAL APPLICATION</b>		<b>FOR RENEWAL APPLICATION</b>		
<ol style="list-style-type: none"> <li>1. Duly filled-out application form and Notarized Omnibus Undertaking</li> <li>2. Original copy of Secretary's Certificate designating the authorized representative to transact business with the Authority</li> <li>3. Certification of Structural Soundness of Private Port Facilities <b>signed by Licensed Civil Engineer</b></li> <li>4. Amended ECC for additional facilities or improvement not covered in the previous issued ECC, if applicable</li> <li>5. Certificate of Compliance on PFSA and PFSP issued by OTS</li> </ol>		<ul style="list-style-type: none"> <li>• Item 1 – Forms are available at PPA Website: Issuance – PPA AO 05-2022</li> <li>• Items 2 &amp; 3, to be provided by the applicant</li> <li>• Items 4 &amp; 5 - To be provided by the applicant, being issued by concerned government agency</li> </ul>		
<b>Client Step</b> Application for Certificate of Registration (COR)	<b>Agency Action</b>	<b>Fees to be paid</b>	<b>Processing Time (working days)</b>	<b>Person Responsible</b>

1. The applicant submits to PMO the application for COR, with complete documentary requirements.	1.1 Receives Application and routes to the Office of the Port Manager.	None	Seven (7) working days	PMO Records Officer
	1.2 Refers/forwards to PMO Authorized Personnel	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)	None		
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/Evaluates, processes application, coordinates with concerned RC, and conducts ocular inspection, if necessary/ Submits findings/report to Port Manager	None		PMO Authorized Personnel
	Endorses the application to Head Office – Commercial Services Department (CSD), with the comments and recommendations	None		Port Manager
	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	Five (5) working days	CSD
	Recommends approval to the General Manager	None	Four (4) working days	AGMO
	Approves/Disapproves the Application for COR	None	Three (3) working days	AGMO - 5 years (Non-Commercial)  GM - 10 years and above (Non-Commercial) - Commercial
	Releases approved Application/Notifies the applicant on the denial cc: PMO	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	
<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				