



PHILIPPINE PORTS AUTHORITY

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

28. Application for Registration of Existing Private Ports Without Valid Permit Issued by PPA

The COR 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)/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. Original copy of Secretary's Certificate designating the authorized representative to transact business with the Authority 3. Certified True Copy of SEC/DTI/CDA Registration or JV Agreement, whichever is applicable 4. Certified true copy of Original Certificate of Title (OCR)/Transfer Certificate of Title (TCT) from Registry of Deeds for applied private port and/or Lease Agreement 5. Certified true copy of As-Built Plan duly signed and sealed by the Licensed Engineer with appropriate line of profession and owner 6. 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 7. Certification of Structural Soundness of private port facilities certified by a Licensed Civil Engineer 8. 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 9. ZSPI Plan (duly approved by the Authority) 10. PFSA/PSFP and PFSO Oath duly received by OTS 		<ul style="list-style-type: none"> • Item 1 – Forms are available at PPA Website: Issuance – PPA AO 05-2022 • Items 2-7 - To be provided by the applicant • Items 8 & 10 –To be provided by the applicant, being issued by concerned government agency • Item 9 - To be provided by the applicant, for details please refer to Annex F, specifically Article 1 - Section 1 of PPA AO 05-2022

Client Step Application for Registration of Existing Private Ports Without Valid Permit Issued by PPA	Agency Action	Fees to be paid	Processing Time (working days)	Person Responsible
1. The applicant submits to PMO the Application for Registration of Existing Private Ports Without Valid Permit Issued by PPA, 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)			
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/Conducts ocular inspection if necessary/Endorses to the Port Manager	None		PMO Authorized Personnel
	Endorses the application to Head Office – Commercial Services Department (CSD), with PMO comments and recommendations	None		PMO
	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	None	Three (3) working days	GM
	Releases Memo to PMO on the approved Application/ Notifies the applicant on the denial of the application	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