



PHILIPPINE PORTS AUTHORITY

CITIZEN'S CHARTER
2023 (5th Edition)

29. Application for Change of Name

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. Updated PFSA/PSFP 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 & 3 - To be provided by the applicant • Item 4 –To be provided by the applicant, being issued by concerned government agency

Client Step Application for Change of Name	Agency Action	Fees to be paid	Processing Time (working days)	Person Responsible
1. The applicant submits to PMO the Application for Change of Name, with complete documentary requirements.	<ol style="list-style-type: none"> 1.1 Receives Application and routes to the Office of the Port Manager 1.2 Refers/forwards to PMO Authorized Personnel 1.3 Checks if documents are complete and compliant, then issues order of payment. <p>(Note: Incomplete submission of documentary requirements shall not be accepted and shall be returned to the applicant immediately)</p>	<p>None</p> <p>None</p> <p>None</p>	Seven (7) working days	PMO Records Officer
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		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	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				