



PHILIPPINE PORTS AUTHORITY

CITIZEN'S CHARTER
2023 (5th Edition)

33. Application for Permit to Develop and Construct (PDC) for Private Ro-Ro Operations

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)/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/Sangguniang Resolution/ Board Resolution, whichever is applicable 3. Certified true copy of Original Transfer Certificate (OTC)/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. Private port applicants shall have a minimum paid up capital of ₱100,000,000 for those applicants whose main business is on port operations 9. Company Profile 10. Port Master Plan or Feasibility study for the project, showing among others the following: <ol style="list-style-type: none"> a.. Summary of project scope, description, intended use of the project, demand projections/market study, 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 11. 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 Civil Engineer and approved by private port owner/operator) 12. ZSPI Plan, duly approved by the Authority 13. Certified true copy of valid Environmental Compliance Certificate (ECC) or Certificate of Non-Coverage (CNC), whichever is applicable 14. 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 2-11 - To be provided by the applicant • Item 12 - To be provided by the applicant, for details please refer to Annex F, specifically Article 1 - Section 1 of PPA AO 05-2022 • Items 13 & 14 –To be provided by the applicant, being issued by concerned government agency

ADDITIONAL REQUIREMENTS (Passenger Terminal Facilities)	WHERE TO SECURE
<ol style="list-style-type: none"> 1. Ro-Ro Docking Facilities (an ordinary ramp must be able to accommodate a Ro-Ro vessel with 1,000 GRT or equivalent to the width of two (2) trucks) 2. Passenger Terminal Facilities with basic amenities such as: sufficient passenger seats, clean comfort rooms for male/female, drinking stations and water system, child care stations with feeding area for nursing mothers/diaper changing table, access ramps, railings for persons with disabilities/port users, priority lanes for pregnant women, women with children and senior citizens, properly labelled receptacles to segregate wastes, covered walkways to entry/exit doors, multi-faith prayer room, free WIFI and charging stations. <ol style="list-style-type: none"> a. Male & Female Ecumenical Room, multi-faith prayer room b. Clinic c. Free wifi and charging stations d. Security Access Control Center with complete security equipment like baggage x-ray machine and K-9 dogs e. Janitor room f. Concessionaire's Area g. For 100 or less pax PTB, a septic tank is acceptable provided the effluent will be discharged to the existing sewerage system in accordance with the DENR effluent standard, otherwise provide Sewerage Treatment Plant h. For more than 100 pax PTB, provide Sewerage Treatment Plant 3. Marshalling yard 4. Lane meter measurement area 5. Parking area 6. Security (security access control center with complete security equipment like baggage x-ray machine and K-9 dog) 7. Health and safety facilities (designated isolation areas and sanitation stations). 	<ul style="list-style-type: none"> • Photos of the Passenger Terminal Facilities – To be provided by the applicant

Client Step Application for Permit to Develop and Construct (PDC) for Private Ro-Ro Operations	Agency Action	Fees to be paid	Processing Time (working days)	Person Responsible
1. The applicant submits to PMO Application for Permit to Develop and Construct (PDC) for Private Ro-Ro Operations, 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 PMO Authorized Personnel	None		Port Manager
	1.3 Checks if documents are complete and compliant, then issues order of payment. (Note: Incomplete submission of documentary requirements shall not be accepted and shall be returned to the applicant immediately)	None		PMO Authorized Personnel
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 10 years 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	Five (5) working days	PMO-ESD Manager
	Endorses the application to Head Office – Commercial Services Department (CSD), with PMO comments and recommendations	None		PMO
	Coordinates with PPDD on the technical aspect of the application and TD and 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 AGMs for Operations/Engineering			CSD
	Reviews the documents (technical aspect)/ Submits to CSD on the fourth day upon receipt of the application from CSD, the certification/concurrence of PPDD to PMO evaluation	None		PPDD
	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	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				