



PHILIPPINE PORTS AUTHORITY

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

38. Application for Private Port Permit: Issuance of Certificate of Registration/Permit to Operate (COR/PTO) (New)

The COR/PTO private port facility/ies is being issued as prescribed under existing PPA rules and regulations governing private ports. And per Governance Committee Resolution No. 2016-01 or the Revised Delegation of Authority for the signatories.

| Office/Division: | Port Management Offices (PMOs) / Head Office Commercial Services Department (CSD) |
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| Classification: | Highly Technical |
| Type of Transaction: | G2G - Government to Government |
| Who may avail: | 1. LGU who have satisfactorily established new port infrastructures 2. LGU who have developed and operated their facilities prior to the creation of PPA |
| CHECKLIST OF REQUIREMENTS | |
| WHERE TO SECURE | |
| For Certificate of Registration/Permit to Operate (COR/PTO) (New) | |
| 1. Duly Accomplished Application Form with the following attachments: <ul style="list-style-type: none"> a. Proof of Payment of Filing Fee (plus VAT) b. Original Secretary's Certificate Designating Company's Authorized Representative c. Project Completion Report d. Copy of Tenurial Instruments (ex. FLi/LFC/MLi/MLC/MPSA/SAPA), Order Award, whichever is applicable or Official Receipt representing payment of Occupancy Dues e. Photocopy of Transfer Certificate of Title (TCT) for back-up area; or Copy of Deed of Absolute Sale; Deed of Assignment; Lease Agreement and/or Memorandum of Agreement (MOA), whichever is applicable (for River Ports and Ports along reclaimed area) f. Photocopy of approved CTD and PTC g. Certification that applicants has no outstanding obligations with PPA h. For private port with existing facility/ies without CTD or PTC, or both <ul style="list-style-type: none"> i. Proof of Payment of PTC and Penalty Fees for Constructing Without Prior Approval from PPA (plus VAT) ii. As-Built Plan i. For RRTS facilities (Minimum Investment for RRTS Facilities) <ul style="list-style-type: none"> i. RORO 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; | PPA Website (downloadable forms) |

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| <p>ii. Passenger facilities with basic amenities such as:</p> <ul style="list-style-type: none"> • sufficient passenger seats; • clean comfort rooms for male/female; • drinking stations and water system; • child care stations with feeding area for nursing mother/diaper changing table; • access ramps, railings for handicapped passengers/port users; • priority lanes for pregnant women, women with children and senior citizens; • properly labeled receptacles to segregate wastes; and • covered walkways within entry/exit doors. <p>iii. Marshalling yard</p> <p>iv. Lane meter measurement area</p> <p>v. Parking Area</p> <p>vi. Security and safety facilities</p> | |
| <p>2. Duly Notarized Omnibus Undertaking (Sworn Affidavit)</p> | <p>PPA Website (downloadable forms)</p> |
| <p>For Certificate of Registration/Permit to Operate (COR/PTO) (Renewal)</p> | |
| <p>1. Formal Written Request</p> | <p>To be provided by applicant/private port owner</p> |
| <p>2. Duly Accomplished Application Form with the following attachments:</p> <ol style="list-style-type: none"> a. Proof of Payment of Filing Fee (plus VAT) b. Original Secretary's Certificate Designating Company's Authorized Representative c. Copy of Tenurial Instruments (ex. FLi/LFC/MLi/MLC/MPSA/SAPA), Order Award, whichever is applicable or Official Receipt representing payment of Occupancy Dues d. Photocopy of Transfer Certificate of Title (TCT) for back-up area; or Copy of Deed of Absolute Sale; Deed of Assignment; Lease Agreement and/or Memorandum of Agreement (MOA), whichever is applicable (for River Ports and Ports along reclaimed area) e. Certification that applicant has no outstanding obligations with PPA f. Certificate of Structural Soundness of Private Port Facility g. For RRTS facilities (please refer to Section 5 of PPA A.O 03-2004) <ol style="list-style-type: none"> i. RORO docking facilities ii. Passenger facilities iii. Marshalling yard iv. Lane meter measurement area v. Parking Area vi. Security and safety facilities | <p>PPA Website (downloadable forms)</p> |
| <p>3. Duly Notarized Omnibus Undertaking (Sworn Affidavit)</p> | <p>PPA Website (downloadable forms)</p> |

| Client Steps | Agency Action | Fees to be paid | Processing Time (working days) | Person Responsible |
|---|--|-----------------|--------------------------------|---|
| 1. Applicant submits complete requirements to Records | 1.1 Receives requirements and routes the document to Office of the Port Manager (OPM) | None | 10 mins. | PMO Records Officer |
| | 1.2 Refers/forwards to the Business Development Marketing Specialist/Officer (BDMS/BDMO). | None | 1 day | PM/EA |
| | 1.3 Reviews completeness and accuracy of submitted documents in coordination with the Engineering Services Division (ESD) and submits findings/ comments/ recommendation to the Port Manager | None | 7 days 30 mins. | Business Development Marketing Specialist/Officer (BDMS/BDMO)/ Authorized Personnel |

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| 2. Applicant proceeds to PMO to pay corresponding fees | 2.1 Issues order of payment for filing fee and certification fee | None | 10 mins. | BDMS/BDMO/ Authorized Personnel |
| | 2.2 Receives payment and issues PPA Official Receipt | Filing Fee: ₱1,000 + VAT Certification Fee: ₱100 + VAT | 10 mins. | Cashier |
| | 2.3 Prepares endorsement of complete documents to the AGMO thru the CSD | None | 1 day | BDMS/BDMO/ Authorized Personnel |
| A. For Application with Permanent Status or Commercial Operation | | | | |
| | 2.4A Prepares complete staff work and recommends application to the AGMO. | None | 10 days | CSD/BDD/OPR/ Department Manager |
| | 2.5A Recommends approval to the GM. | None | 2 days | AGMO |
| | 2.6A Approves or disapproves application. | None | 2 days | GM |
| | 2.7A Releases approved COR/PTO or notifies PMO on the Denial | None | 1 day | CSD OPR/HO Records Personnel |
| TOTAL for A: | | Filing Fee: ₱1,000 + VAT Certification Fee: ₱100 + VAT | 25 working days | |

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| 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 | | | | |
| B. For Application with Temporary Status and Non-commercial Operation | | | | |
| | 2.4B Prepares complete staff work and recommends application to the AGMO. | None | 10 days | CSD/BDD OPR/ Department Manager |
| | 2.5B Approves or disapproves application. | None | 4 days | AGMO |
| | 2.6B Releases approved COR/PTO or notifies PMO on the Denial | None | 1 day | CSD OPR/HO Records Personnel |
| | TOTAL for B: | Filing Fee: ₱1,000 + VAT Certification Fee: ₱100 + VAT | 25 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 | | | | |