



**PHILIPPINE PORTS AUTHORITY**

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



**41. Application for Private Port Permit: Issuance of Certificate of Registration/Permit to Operate (COR/PTO) (New) Private Port Facility/ies (For Energy Related Projects)**

The COR/PTO is being issued pursuant to P.D. 857, PPA AO 06-95, PPA MC 21-2020, R.A. 11234 or EVOSS Act, Administrative Order No. 23 or Eliminating Overregulation to Promote Regulations Implementing R.A. 11234, and Department of Energy Circular No. DC 2019-05-007 (Rules and Regulations Implementing R.A. 11234).

<b>Office/Division:</b>	Port Management Offices (PMOs) / Head Office Commercial Services Department (CSD)		
<b>Classification:</b>	Highly Technical		
<b>Type of Transaction:</b>	G2B - Government to Business G2G - Government to Government		
<b>Who may avail:</b>	Private port owner who has satisfactorily established new port infrastructures		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Written Request		To be provided by applicant	
2. Unified Application Form with the following supporting documents: a. Project Completion Report; b. Certified true copy of Approved Foreshore Lease Contract (FLC); or certified true copy of Official Receipt representing payment of Annual Occupancy Fee; c. PPA Certification that the owner/operator has no outstanding obligation with PPA; d. Original Secretary's Certificate designating company's Authorized Representative; e. Certified true copy of the Office of the Transport Security (OTS) Approved Port Facility Security Plan (PFSP).		PPA Website (downloadable forms) and supporting documents to be provided by applicant	
3. Duly Notarized Omnibus Undertaking (Sworn Affidavit)		PPA Website (downloadable forms)	



Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Applicant submits the documentary requirements mentioned in the Checklist of Requirements	1.1 Acknowledges the receipt of documents, evaluates, and endorses the proposals to CSD	Filing Fee: Php1,000.00 + 12% VAT	Two (2) calendar days	PMO/OPM/ Cashier
	1.2 Reviews, prepares complete staff work and recommends application to the AGMO	None	Three (3) calendar days	CSD/BDD OPR/ Department Manager
	1.3 Recommends approval to the GM	None	Two (2) calendar days	AGMO
	1.4 Approves/ Disapproves application	None	Two (2) calendar days	GM
	1.5 Releases approved COR/PTO	None	One (1) calendar day	CSD OPR/HO Records Personnel
<b>TOTAL:</b>		<b>P1,000.00 +12% VAT</b>	<b>Ten (10) calendar days</b>	
<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				