



PHILIPPINE PORTS AUTHORITY

CITIZEN'S CHARTER
2023 (5th Edition)

53. Processing of Application for Short-Term Lease Applications (NEW/RENEWAL)

This provides the detailed procedure in the processing of short term lease applications for port real estate properties of more than 20sq.m. located in operational areas and more than 100sq.m. located in commercial areas, whether new or renewal that are subject for approval by the AGM for Operations. Said short-term leases are granted for a maximum period of one year and covered by a lease contract.

Office/Division:	Commercial Services Department- Real Estate Management Division (CSD-REMD) / Port Management Office-Port Services Division (PMO-PSD)/Legal Services Department			
Classification:	Highly Technical			
Type of Transaction:	G2B – Government to Business G2C – Government to Citizen			
Who may avail:	<p>Must be a Filipino citizens of lawful age/sole proprietor (for area to be leased covering not more than 20sq.m.) company/corporations/ Cooperative/partnership/ corporate entity duly organized and existing under Philippine laws</p> <p>Port service provider/s indirectly supports maritime/port operations or part of a local economic program such as ticketing offices, canteens, store, banks, office spaces among others.</p>			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly filled-out Lease Application Form with Customer Registration Form (CRF) with project brief indicating the terms of lease such as description of the proposed use, rental rate, specific area to be leased		PMO (Business Development and Marketing Specialist Officer)/ PPA Website (Downloadable Forms)/Applicant/Applicant		
2. Duly notarized Omnibus Undertaking (Sworn Affidavit)		PMO (Business Development and Marketing Specialist Officer)/ PPA Website (Downloadable Forms)		
3. Licenses, Accreditation or additional permits specifically required for the business operations of the proponent		Applicant		
4. Vicinity/Location Map		Applicant		
5. Secretary's Certificate (for corporation/partnership/cooperative)		Applicant		
6. Authorization Letter (for single proprietor)		Applicant		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Applicant submits to PMO the letter of intent/ application for STL with complete documents and pays non-refundable filing fee upon receipt of complete documentary requirements	1.1 PMO evaluates all new applications for STL over a minimum period of 3 days from receipt of complete documentary requirements based on its approved PLUS, the determined needs and demands for the proposed service or facility-used and the financial proposal	Filing Fee Php 2,000.00 + VAT	Three (3) days	PMO - Business Development and Marketing Specialist Officer

	<p>1.2 Port Manager endorses and recommends approval of lease by the AGMO thru CSD</p> <p>1.3 CSD further reviews/validates within 10 working days the STL (consults LSD, if there are deviations from the proforma contract) and recommends approval/ signing of transmittal letter by the AGMO</p> <p>1.4 AGMO approves within 5 working days the STL in principle and signs memo-transmittal for the PMO concerned.</p> <p>1.5 CSD thru the PMO transmits lease contract to the applicant, for review/conforme.</p>		<p>One (1) day</p> <p>Ten (10) days</p> <p>Five (5) days</p> <p>One (1) day</p>	<p>PMO – Port Manager</p> <p>CSD LSD</p> <p>AGMO</p> <p>CSD</p>
2. Applicant/Authorized Representative signs and submits lease contract together with annexes	<p>2.1 AGMO countersigns the lease contract</p> <p>2.2 CSD transmits the duly signed Lease Contract to PMO</p> <p>2.3 PMO coordinates with lessee for the notarization of the duly signed LC</p>		<p>Three (3) days</p> <p>One (1) day</p> <p>One (1) day</p>	<p>AGMO</p> <p>CSD</p> <p>PMO</p>
TOTAL:		Filing Fee Php 2, 0000.00 + VAT	Twenty-Five (25) days	
<p>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</p>				