



PHILIPPINE PORTS AUTHORITY

CITIZEN'S CHARTER
2023 (5th Edition)

5. Issuance of Handling Permit for Dangerous Goods

The purpose of this procedure is to ensure that the handling of Dangerous Goods inside the ports under the jurisdiction of PPA has a corresponding Handling Permit.

Office/Division:	PMO PSD			
Classification:	Simple			
Type of Transaction:	G2B-Government to Business G2C-Government to Citizen			
Who may avail:	Shipping Lines/Agents, Shippers, Consignees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter Request		Applicant (form secured from PPA)		
2. Dangerous Goods Manifest		Applicant (form secured from PPA)		
3. Inward/Outward Foreign Manifest, if applicable-(3 copies (PMO, BOC, PCG)		Applicant		
4. Inward/Outward Domestic Manifest, if applicable-(3 copies (PMO, BOC, PCG		Applicant		
5. Safety Data Sheet (SDS) (if applicable)		Applicant		
6. Delivery Permit and Other Necessary Documents: <ul style="list-style-type: none">• PNP Permit (for Class 1 only)• PNP Transport (for Class 1 only)• PNRI Permit (for Class 7 only)		<ul style="list-style-type: none">• Philippine National Police• Philippine National Police• Philippine Nuclear Research Institute		
* Pursuant to PPA MC Nos. 18-2020 and 22-2020, all PPA employees, including outsourced personnel, service providers, port users, stakeholders , and the general public shall follow minimum health and safety protocols in all PPA offices and facilities.				
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Applicant notifies the PPA not less than 24 hrs. in advance of the arrival of DGs by Letter Request together with the other applicable documentary requirements. Advance notification shall likewise be	1.1 Validate the completeness and veracity of the submitted documents and assess the DGs for safety concerns. Endorses the same to the port manager for approval.	None	1 day	PMO Chief Safety Officer/ Authorized Representative
		None		Port Manager

<p>given to PPA when the ship arrives under fumigation.</p> <p>2. The applicant notifies PPA by letter or telefax not less than 3 hrs. prior to the departure of the ship intended to carry DGs on board.</p>	<p>1.2 Approves/ Disapproves request for the issuance of Handling Permit for DG.</p> <p>* Once approved by the PM/ authorized representative, advise the client to pay at the cashier.</p> <p>1.3 Cashier collects payment.</p> <p>1.4 Releases the Handling Permit for Dangerous Cargo.</p>	<p>Please see the schedule of fees</p> <p>None</p>		<p>PPA Cashier</p> <p>PMO Chief Safety Officer/ Authorized</p>
<p>TOTAL:</p>		<p>See schedule of fees</p>	<p>1 day</p>	
<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>				

Handling Permit for Dangerous Cargo schedule of fees

Port Management Office	Rates
Northern Luzon	No corresponding fee
Bataan/ Aurora	P25.00 + 12% VAT
NCR-North*	P25.00 + 12% VAT
NCR-South	No corresponding fee
Batangas	No corresponding fee
Marinduque/Quezon	No corresponding fee
Bicol	No corresponding fee
Masbate	No corresponding fee
Mindoro	No corresponding fee
Palawan*	P20.00 + 12% VAT
Eastern Leyte/Samar*	P10.00 + 12% VAT
Western Leyte/Biliran	P50.00 + 12% VAT
Negros Occ./ Bacolod*	P30.00 + 12% VAT
Panay/Guimaras	No corresponding fee
Negros Or. /Siquijor	No corresponding fee
Bohol*	P50.00 + 12% VAT
Surigao	No corresponding fee
Agusan	P60.00 + 12% VAT
Zamboanga del Norte*	P15.00 + 12% VAT
Misamis Or. / Cagayan de Oro*	P25.00 + 12% VAT
Misamis Occ./ Ozamis	No corresponding fee
Lanao del Norte/ Iligan	No corresponding fee
Zamboanga	No corresponding fee
Davao	No corresponding fee
Socsargen	No corresponding fee