

16. Online Application on the Accreditation, Permit and Pass for Transport Service Providers in Ports (TAPPP)

This Order prescribes the omnibus guidelines for transport service providers doing business or intending to do business in ports under the jurisdiction of PPA, including private ports. This regulation is exclusive of the commercial and technical services arrangements adopted by port service providers and port terminal operators to facilitate and expedite transactions with port users.

Office/Division:	Port Management Office		
Classification:	Highly Technical		
Type of Transaction:	G2B – Government to Business		
Who may avail:	Transport Service Providers		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
Transport Service Providers			
1. Duly accomplished Application Form with Omnibus Statement (1- electronic copy)		PPA website / Business marketing Specialist / Officer (BDMS/O)	
2. - Articles of Incorporation / Partnership (For corporation/partnership) Certification of Registration - Certificate of Registration (For sole proprietorship) - Certificate of Corporation (For Cooperative) (1- electronic copy)		DTI / SEC / CDA	
3. Latest Income Tax Return (ITR) for existing entities (1- electronic copy)		BIR	
4. Proof of Authorization - Secretary's Certificate (For corporation / partnership / cooperative) - Authorization Letter signed by the sole proprietor (For single proprietor) (1- electronic copy)		Provided by Applicant	
5. List of Truck together with their Official Receipt (OR) and Certificate of Registration (CR) with Deed of Sale/Assignment/Transfer, as applicable (1- electronic copy)		LTO	
Per PPA AO No. 01 – 2022, in line with PPA's digitalization and streamlining policies, the application for issuance of TAPPP shall be filed online through the official PPA website http://www.ppa.com.ph .			

Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Perform client registration in the Transport accreditation, Permit and Pass for Ports System (TAPPP)	1.1 Validate documents submitted online.	Please refer to the schedule of fees	1 day	Business Development Marketing Specialist / Officer (BDMS/O)
	1.2 Determines qualification of applicant to provide service.		1 day	
	1.3 Determine whether applicant has no outstanding account and no derogatory record within PMO jurisdiction.		2 hours	
	1.4 Determines whether the applicant has no derogatory record with PPA.		1 day	Legal Services Department (LSD)
	1.5 Determines whether applicant has no outstanding account with PPA.		1 day	Treasury Department (TD)
	1.6 Determine whether vehicles listed have proper documentation provided.		1 day	Port Police Department (PPD)

	<ul style="list-style-type: none"> If all documents submitted are in order and no outstanding account and derogatory record with PPA, Order of Payment (OOP) will be issued and notified to the client online. 			
2. Pays TAPPP fee online	2.1 Endorse application for review to Port Operation & Services Department (POSD)		1 day	Office of the Port Manager (OPM)
	2.2 Review Application		1 day	Port Operation & Services Department (POSD)
	2.3 Print Executive Brief (EB) and PPA TAPPP Certificate.		1 day	
	2.4 Endorses (EB) and Certificate to the AGM Operation (AGMO).			
	2.5 Endorses (EB) and Certificate to the Office of the General Manager (OGM).		1 day	AGM for Operations (AGMO)
			3 days	

	2.6 Approves and signs PPA TAPPP Certificate.		1 day	Office of the General Manager (GM)
	2.7 Forwards signed PPA TAPPP certificate to the Office of the Corporate Board Secretary (OCBS) for Stamping of PPA seal.		1 day	
	2.8 Forwards signed and stamped TAPPP Certificate to POSD for encoding of validity period/ effectivity date.		1 day	Office of the Corporate Board Secretary (OCBS)
	2.9 Prepares transmittal Memorandum of signed PPA TAPPP Certificate to PMO.		1 day	Port Operation & Services Department (POSD)
	2.10 Update inventories of PPA TAPPP			
3. Secure duly signed PPA TAPPP Certificate	3. Receives the PPA TAPPP Certificate from Head Office and instruct Transport Service Provider to		1 day	Port Management Office

	claim the PPA TAPPP Certificate.			
TOTAL		(TAPPP fee + Vehicular Pass fee)+ 12% VAT	16 days and 2 hours (working days)	
As per PPA Admin Order No. 14-2020, all applicants/grantee of TAPPP Certificate, certificate of registration, appointment, or contract are required to plant trees / mangroves of at least 1,000 seedlings. Compliance with the forgoing requirement shall be made not later than one (1) year after the issuance of TAPPP, PTO, certificate of registration, appointment, or award of contract.				

TAPPP schedule of fees (PPA AO 01-2022)

Amount	Documents
₱ 10,500.00 + 12% VAT = ₱11,760.00	TAPPP
₱ 100.00 + 12% VAT = ₱ 112.00 /Truck/Vehicle	Vehicle Pass Sticker / Code
₱ 600.00 + 12% VAT = ₱ 672.00	Replacement of Lost or Damaged TAPPP
₱ 600.00 + 12% VAT = ₱ 672.00	Amendment of TAPPP