



**APPLICATION FOR CERTIFICATE OF REGISTRATION/PERMIT TO OPERATE (NEW/RENEWAL)**  
**(For energy related projects, relative to R.A 11234 or EVOSS Act)**

**APPLICANT PROFILE**

Name of Applicant/Company:		
Name of Authorized Representative:		
Address 1 (Office Address)	Telephone Number 1:	
Address 2 (Billing Address)	Telephone Number 1:	
E-Mail Address:	Fax Number	
Tax Identification Number (TIN)	SEC Registration Number	BDT No.
Business Type: <input type="checkbox"/> Single Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation		
Nature of Business:		

**PRIVATE PORT PROFILE**

Port Facility/Structure to be Put-Up:	<input type="checkbox"/> Wharf	<input type="checkbox"/> Pier	<input type="checkbox"/> Others
Draft: _____ Date Constructed: _____ No. & Type: _____			
Dimensions:		Utilization:	
Location/Site of Private Port:    Barangay _____ Municipality/City of _____			
Foreshore Lease Contract No.		TCT No. (Back-Up Area)	
Area size (in sq.m.)		Duration/Term of Permit No. Of Mos. _____ No. Of Yrs. _____	
Outstanding Obligation with PPA, if any:		Permit to Construct, O.R. No. (if applicable)	

**DOCUMENTARY CHECKLIST**  
(Put (✓) if submitted, (x) is not available)

Basic Requirements:

For New Application:

☐ Unified Application Form with following supporting documents:

- Project Completion Report;
- Certified true copy of Approved Foreshore Lease Contract (FLC); or certified true copy of Official Receipt representing payment of Annual Occupancy Fee;
- PPA Certification that the owner/operator has no outstanding obligations with PPA;
- Original Copy of Secretary's Certificate Designating the Company's Authorized Representative;
- Certified True Copy of the Office of the Transport Security (OTS) Approved Port Facility Security Plan.

☐ Duly notarized Omnibus Undertaking (Sworn Affidavit)

For Renewal Application:

☐ Unified Application Form with following supporting documents:

- Certified True Copy of Approved Foreshore Lease Contract (FLC); or Certified True Copy of DENR-issued Official Receipt representing Payment of Annual Occupancy Due;
- PPA certification that the owner/operator has no outstanding obligations with PPA;
- Original copy of Secretary's Certificate Designating the Company's Authorized Representative;
- Certified true copy of the Office of the Transport Security (OTS) Approved Port Facility Security Plan (PFSP).

☐ Duly notarized Omnibus Undertaking (Sworn Affidavit)

**VALIDATION FOR PPA USE ONLY**

<input type="checkbox"/> Filing Fee	<input type="checkbox"/> Certification Fee
O.R. No. _____ Date _____	O.R. No. _____ Date _____
Type of Application: <input type="checkbox"/> New <input type="checkbox"/> Renewal	
Received by:	
_____ BDMO/BDMS/Authorized Personnel (Printed Name and Signature)	
Remarks:	
<input type="checkbox"/> Endorse to Head Office/CSD <input type="checkbox"/> Return to Applicant <input type="checkbox"/> Reason/s: _____ _____	
Noted by:	
_____ Port Manager (Printed Name and Signature)	

**OMNIBUS UNDERTAKING  
(SWORN AFFIDAVIT)**

REPUBLIC OF THE PHILIPPINES )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

**A F F I D A V I T**

(Name of Applicant/Authorized Representative), of legal age, (Civil Status), (Position/Title), (Name of Company/Address), after having been duly sworn in accordance with law, do hereby depose and state that;

I hereby apply for the Authority's issuance of Certificate of Registration/Permit to Operate (COR/PTO) a private port located at (Address of the Applied Private Port).

As port applicant/port owner/operator /duly authorized representative of the company, I have full power and authority to do, execute and perform any and all acts necessary to represent it in seeking from PPA the corresponding COR/PTO being applied for.

I have complied and secured all the necessary government clearances/permits necessary to operate my business.

I hereby authorize your duly authorized official/employee to verify the statements/documents and information submitted herewith, to substantiate my eligibility as an applicant for a private port permit.

It is understood that I have complied with the requirements of other concerned government agencies prior to the operation of the private port and I am fully responsible and accountable in complying with said requirements.

I hereby acknowledge that I have full knowledge of pertinent law, regulation covering private port operation.

I hereby acknowledge that I have fully read the information supplied in the application and any false or misleading information provided therein shall be a ground for the cancellation of the COR/PTO issued, without prejudice to the filing of appropriate administrative, civil and criminal action against me and/or the company/entity I represent.

I hereby hold PPA free from all liens, encumbrances and liabilities resulting from non-compliance therewith.

I am executing this Omnibus Sworn Statement to attest to the veracity of the foregoing statements in support of the above-cited application.

**IN WITNESS WHEREOF**, I have hereunto set my hand this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, in the City of \_\_\_\_\_ Philippines.

\_\_\_\_\_  
Applicant/Authorized Representative

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, in the City of \_\_\_\_\_ Philippines.

\_\_\_\_\_  
(Notary Public)

Doc. No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series of \_\_\_\_\_