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SEP 05 2013



PPA ADMINISTRATIVE ORDER
NO. 03 - 2013

T O : All Port District Managers
Port Managers
Private Port Owners/Operators
Others Concerned

SUBJECT : **SIMPLIFICATION OF PROCEDURES IN THE ISSUANCE OF PRIVATE PORT PERMITS**

Pursuant to the provisions of Section 6 (a)(iii), and Section 26 of PD 857, as amended and in order to ease up procedures in doing business with PPA as well as enhance competitiveness in the provision of vital port services, the following provisions under Article II, Sections 5,6 and 7 of PPA AO 06-95 are hereby amended/modified as follows:

A. Application for Private Port Permits

Application/s for private port permits shall be filed with the concerned Port Management Office where the proposed facility is/will be located.

A.1 New Application

The applicant must file a formal request for clearance to develop prior to commencing of private port construction/operation.

Thereafter, upon approval of the clearance to develop, the applicant shall file the corresponding application for permit to construct and/or permit to operate.

A.2 Renewal Application

Applications for renewal shall be filed within thirty (30) days prior to the expiration of the private port certificate of registration/permit to operate.

A.3 If application is filed after said filing period, a surcharge of P1,000.00/day shall be imposed.

VISION

By 2030, customers doing business in our ports shall experience full and sustained productivity, efficiency comfort, connectivity, safety and security.

MISSION

We commit to provide reliable and responsive services in our ports, sustain development of our port communities and environment and be a model corporate agency of the government.

B. Registration Requirements

Private port application/s shall be filed in the form prescribed by the Authority. All accomplished application forms shall be accompanied by the following documents:

B.1 Clearance to Develop

- Unified Application Form specifying exact location of the foreshore area, area size in sq.m., intended use/purpose, proposed structure to be put-up and estimated cost of improvements with Summary of Project Scope, Description and Vicinity Map as attachments
- Duly Notarized Omnibus Undertaking (Sworn Affidavit)

B.2 Permit to Construct

- Unified Application Form with Working Drawings/Building Plans signed by a Licensed Civil Engineer, as attachments
- Duly Notarized Omnibus Undertaking (Sworn Affidavit)

B.3 Certificate of Registration/Permit to Operate (COR/PTO)

- Unified Application Form
- Duly Notarized Omnibus Undertaking (Sworn Affidavit)

C. Filing Fee and/Issuance of Permits

C.1 After submitting the duly accomplished application form together with the sworn affidavit of undertaking, the applicant shall pay the corresponding filing fee either at the PMO Finance Office or at the Head Office-Treasury Department.

C.2 The corresponding private port permit shall be issued to proponent by Operations Office/Commercial Services Department, copy furnished the concerned PDO/PMO.

D. Sworn Affidavit of Undertaking

All private port applicants shall execute a duly notarized Omnibus Sworn Statement and shall comply with the terms thereof otherwise the permit issued maybe revoked/cancelled. The private port applicant shall be fully responsible and accountable to all requirements prescribed by other government agencies.



E. Penalty Clause

Any false or misleading information supplied, or false or misleading document to support the application, or inconsistent to the terms and conditions of the permit issued, shall be a ground for the appropriate criminal, civil and/or administrative action against the registered/accredited private port owner/operator.

F. Repealing Clause

All PPA orders, rules and regulations or issuances inconsistent herewith are hereby deemed modified, amended or otherwise revoked accordingly.

G. Effectivity

This Order shall take effect fifteen (15) days after its publication in at least two (2) newspapers of general circulation and a copy filed with the University of the Philippines Law Center.


JUAN C. STA. ANA
General Manager

Published in the following newspapers:

Philippine Star
Manila Standard/Today - September 9, 2013

Effectivity Date September 24, 2013



APPLICATION FOR CLEARANCE TO DEVELOP

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
Estimated Cost of Improvements to be Put-Up:	Intended use/purpose:		
Location/Site of Private Port:	Barangay _____	Municipality/City of _____	
Foreshore Lease Contract No.	Area size (in sq.m.)	TCT No. (Back-Up Area)	
Environmental Compliance Certificate (ECC) No.	Duration/Term of Permit: No. Of Mos. ____ No. Of Yrs. ____		

DOCUMENTARY CHECKLIST

(Put (✓) if submitted, (x) is not available)

- Basic Requirements:
- Unified Application Form specifying the exact location of the foreshore area, area size in sq.m., intended use/purpose, proposed structure to be put-up and estimated cost of improvements with Summary of Project Scope, Description and Vicinity Map as attachments
- Duly Notarized Omnibus Undertaking (Sworn Affidavit)

VALIDATION FOR PPA USE ONLY

Filing Fee

Date of Filing: _____

O.R. No. _____

Received by: _____

Printed Name and Signature

Remarks:

Status as of _____

Approved Denied Pending



APPLICATION FOR PERMIT TO CONSTRUCT

APPLICANT PROFILE

Name of Applicant/Company: _____

Name of Authorized Representative: _____

Address _____

Telephone Number: _____

Location of the Proposed Facility _____

Fax Number _____

Tax Identification Number (TIN) _____

E-Mail Address: _____

Type of Application:

 New

 Additional

Nature of Business: _____

CONSTRUCTION PROFILE

Type/Description of Port Facility/Structure to be Put-Up: _____

Estimated Cost of Improvements to be Put-Up: _____

Construction Date _____

Expected Completion Date _____

DOCUMENTARY CHECKLIST

(Put (✓) if submitted, (x) is not available)

Basic Requirements:

Unified Application Form with Working Drawings/
Building Plans signed by a Licensed Civil Engineer, as
attachments

Duly Notarized Omnibus Undertaking (Sworn Affidavit)

VALIDATION

For PDO Engineering Division's Use Only

(To be accomplished by person/s who signed/sealed/recommended
plans/specifications approval)

Civil Engineer _____

Civil Engineer _____

PRC Reg. No. _____

PRC Reg. No. _____

Division/Section _____

Division/Section _____

PTR No. _____

PTR No. _____

Date Issued _____

Date Issued _____

Signature _____

Signature _____

TIN _____

TIN _____

Permit to Construct Fee : _____

Date Paid: _____ O.R. No. _____

Received by:

Manager, Engineering Division

Approved by:

Port District Manager

Status as of _____

 Approved

 Denied

 Pending

Tracking No. _____



APPLICATION FOR CERTIFICATE OF REGISTRATION/PERMIT TO OPERATE

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:
- Unified Application Form
- Duly Notarized Omnibus Undertaking (Sworn Affidavit)

VALIDATION FOR PPA USE ONLY

- Filing Fee Certification Fee
- O.R. No. _____ O.R. No. _____
- Date of Payment _____ Date of Payment _____
- Type of Application: New Renewal

Received by:

Printed Name and Signature

Remarks:

Status as of _____

- Approved Denied Pending

**OMNIBUS UNDERTAKING
(SWORN AFFIDAVIT)**

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

(Name of Applicant/Port Owner/Operator), 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;

1. I hereby apply for the Authority's issuance of (type of Private Port Application) to be located at (Address of the Proposed Port Site).
2. 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 (type of private port permit) being applied for.
3. I have complied and secured all the necessary government clearances/permits necessary to operate my business.
4. 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.
5. 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.
6. I hereby acknowledge that I have full knowledge of pertinent law, regulation covering private port operation.
7. 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 clearance to develop, permit to construct and certificate of registration/permit to operate issued, without prejudice to the filing of appropriate administrative, civil and criminal against me and/or the company/entity I represent.
8. I hereby hold PPA from all liens, encumbrances and liabilities resulting from non-compliance therewith.
9. 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.

Private Port Owner/Operator

SUBSCRIBED AND SWORN to before me this _____ day of _____.

(Notary Public)

Doc. No. _____
Page No. _____
Book No. _____
Series of _____