



JUL 18 2019

PPA ADMINISTRATIVE ORDER

No 06 - 2019

TO Port Managers,
Department Managers,
Port Service Providers and
Others Concerned

SUBJECT **GUIDELINES ON THE ACCREDITATION OF PORT
SERVICE PROVIDERS**

SECTION 1 AUTHORITY

- 1 1 Presidential Decree 857, Article II Section 2 (b) (f),
- 1 2 Presidential Decree 857, Article IV Section 6-a (ii), (iii), (v), (x), 6-b (xv),
- 1 3 PPA Board Resolution No 2808 dated 27 June 2019

SECTION 2. SCOPE AND COVERAGE

These guidelines prescribe the requirements in the issuance of PPA accreditation and shall apply to corporations, partnerships, single proprietorships or entities who intend to provide port services at ports under the jurisdiction of PPA

An accreditation certificate per port service shall be required prior to the issuance or award of port services contract or permit to operate. An accredited port service provider shall also comply with rules and regulations that may hereinafter be promulgated by the Authority pursuant to law

SECTION 3 POLICY STATEMENT

It shall be the policy of PPA to adopt and implement an accreditation system as a structured methodology which includes processes such as review, evaluation and registration of port user application documents to determine compliance with the requirements for port services

The Authority recognizes that port service providers help deliver efficient port operations, promote the interest and welfare of maritime/port communities and secure the long term prosperity of ports. It shall ensure that a port service provider has the legal, financial and operational capacity to perform as such

The PPA accreditation for a specific port service shall be valid in all ports under PPA jurisdiction

SECTION 4 GUIDELINES

An applicant for accreditation shall meet the following criteria

- a Must be a single proprietorship, cooperative, partnership, corporation duly organized and existing under Philippine laws or professional and licensed individual,
- b must not have an owner, incorporator, organizer, stockholder, member of the board of directors, officer, consultant, counsel, broker, agent, trustee, nominee or personnel who is an employee or official of PPA, including those separated from PPA within one (1) year from separation,
- c must not have any outstanding account with the PPA, and,
- d must not have any owner, incorporator, organizer, stockholder, member of the board of directors, trustee, officer, consultant, counsel, broker, agent, trustee, nominee or personnel with a pending case filed by or against PPA

SECTION 5. DOCUMENTARY REQUIREMENTS FOR ACCREDITATION

- a Documentary requirements for applicants for Port Terminal, Cargo Handling, Passenger Terminal, Roll On Roll Off Services
- b Documentary requirements for applicants for Port Ancillary Services
- c Documentary requirements for applicants that have been accredited/licensed/granted franchise by other government agencies

No	Documentary Requirements	a	b	c
1	Duly accomplished Application Form	√	√	√
2	Company / Business profile	√	√	√
3	Authenticated Certificate of Registration, Accreditation/ License/ Eligibility/ Franchise issued by DTI - Sole Proprietorship SEC - Corporations / Partnership CDA - Cooperatives License/Eligibility/Franchise – Applicants with Accreditation from other government agencies	√	√	√
4	Certified true copy of Articles of Incorporation/Partnership and By-laws for Corporations Articles of Cooperation for Cooperatives (Not applicable for applicants for Port Ancillary Service Providers and for applicants with valid certificates of accreditation or license or franchise granted by other government agencies)	√	N/A	N/A

5	Certified true copy of the most recent General Information Sheet duly filed with and received by SEC/CDA (Not applicable for applicants for Port Ancillary Service Providers and for applicants with valid certificates of accreditation or license or franchise granted by other government agencies)	√	N/A	N/A
6	Certified true copy of the most recent Tax Clearance Certificate per Executive Order No 398 series of 2005, (Not applicable for applicants for Port Ancillary Service Providers and for applicants with valid certificates of accreditation or license or franchise granted by other government agencies)	√	N/A	N/A
7	Certified true copy of the Audited Financial Statement immediately preceding the date of application for accreditation as filed with received by, the Bureau of Internal Revenue together with the corresponding Annual Income Tax Return, For the past three (3) years for applicants for Port Terminal, Cargo Handling Services Passenger Terminal and Roll On Roll Off Services For the past one (1) year for applicants for Port Ancillary Services Bank Statement/Annual Income Tax Return for newly registered business entities and individual professionals (Not applicable for applicants with valid certificate of accreditation, license or granted franchise by other government agencies)	√	√	N/A
8	Certified true copy of the Bureau of Internal Revenue Certificate of Registration, (Not applicable for applicants who have been accredited, licensed or granted franchise by other government agencies)	√	√	N/A
9	Copy of value-added tax or percentage tax return covering the immediately preceding year.	√	N/A	N/A
10	Duly accomplished and notarized Omnibus Sworn Statement,	√	√	√
11	Proof of Authorization (duly notarized) CDA/SEC registered Entities Secretary's Certificate Single Proprietorship Authorization Letter	√	√	√
12	Other Documentary Requirements a Service Contract or Authorization/Appointment provided by Shipping Line/Company to a Shipping Agent/Representative (emailed Authorization/Appointment is acceptable), b Copy of information of membership or affiliation from trade associations or business group	N/A	√	√

SECTION 6 DURATION AND RENEWAL OF ACCREDITATION

An Accreditation Certificate shall be valid for a period of three (3) years from date of issuance. Renewal of applications shall be filed not later than sixty (60) days before the expiration of the Accreditation Certificate.

SECTION 7 VALIDATION AND UPDATING OF ACCREDITATION

The Port Service Provider shall submit an updated information/profile form, as attached, on an annual basis not later than sixty (60) days prior to the anniversary date of the accreditation. Late submission of updated documentary requirements for accreditation shall be subject to penalty of twenty-five (25) percent per annum or point sixty-nine (69) percent per day of delay based on the Accreditation Fee as prescribed in PPA Administrative Order No 01-2002. Failure to submit updated documentary requirements after sixty (60) calendar days from the anniversary date shall cause the automatic cancellation of the accreditation certificate and removal from registry of accredited port service providers.

SECTION 8 EXEMPTION

Private Non-Commercial Port Operators / Owners and their port service providers are exempt from securing an accreditation certificate, except Cargo Handling and Environmental Service Management for Ports, provided that when such Private Non-Commercial Ports require their port service providers to comply with the PPA Accreditation Certificate, said private ports shall notify PPA of such intent. Private Commercial Ports that will not comply with the Revised Accreditation Policy shall be subject to cancellation and revocation of its Certificate of Registration (COR) and Permit to Operate (PTO)

SECTION 9 GROUNDS FOR REVOCATION/CANCELLATION OF ACCREDITATION CERTIFICATE

Accreditation Certificate granted may be revoked and cancelled on any of the following grounds, in addition to what is provided under Section 7

- a Misrepresentation or submission of fraudulent document to support the application for accreditation,
- b Violations of the provisions of PD 857, as amended, the requirements stipulated in these guidelines for Accreditation of Port Service Providers, and any rules promulgated by PPA,
- c Engaging in activities other than those specified in the Accreditation Certificate,
- d Using the Accreditation Certificate to engage in nefarious, illegal, immoral and vicious activity, and
- e Non-payment of any amount due PPA

SECTION 10 APPLICABILITY CLAUSE

Any of the rules and regulations issued or promulgated by the PPA not covered by these guidelines but are deemed by the PPA to be pertinent in ensuring the effective provisions of services at ports under the jurisdiction of PPA, including those that may be issued by PPA after the effectivity of these guidelines shall be applied and implemented accordingly

SECTION 11 SEPARABILITY CLAUSE

If for any reason any provision or section of these guidelines is declared to be invalid or unconstitutional, the other provisions not affected shall remain in force and effect

SECTION 12 REPEALING CLAUSE

PPA Administrative Order 10-2018 and any other rules and regulations inconsistent herewith are hereby amended, modified or repealed accordingly

SECTION 13 EFFECTIVITY CLAUSE

This Order shall take effect after fifteen (15) calendar days from its publication in the Official Gazette or in newspaper of general circulation



JAY DANIEL R SANTIAGO
General Manager

Published in the Philippine Star - July 24, 2019
Effectivity Date August 7, 2019

List of Port Services

- 1 Bunkering – The business of supplying, delivering oil, gasoline, grease, lubricant and other oil products and materials to vessels, ships, tugboats and other seagoing crafts
- 2 Brokerage – The business of facilitating clearance of imported, exported goods, merchandise and cargoes from the Bureau of Customs
- 3 Booking / Ticketing Office – The business of selling and reserving tickets for passengers and packages/merchandise/goods inside the port
- 4 Canteen Service – The business of selling food at a fixed area within an Office building to serve employees/occupants/passengers thereat
- 5 Cargo Checking Service – The business of providing services of tallying marks, countermarks and numbers, quantity, conditions of cargoes, whether in good or bad order and measurements of breakbulk cargoes, performed by duly authorized “Cargo Checkers” other than the terminal or cargo handling operator
- 6 Cargo Handling Services - the business or services involving handling of cargo including but not limited to stevedoring, container handling and other related services
- 7 Cargo Surveying Service – The business of providing services by inspecting and determining the condition or extent and appraisal of damage of cargoes for insurance and other related purposes
- 8 Chandling – The business of supplying food items, groceries, consumables and other provisions to vessels and other sea going crafts docked at the piers, wharves or anchorage
- 9 Cleaning Service – The business of providing cleaning services for passenger, bulk, oil and other types of vessels at berth or anchorage
- 10 Engineering Contractor – The business of undertaking a contract to provide materials or labor for repair, building of infrastructure within the port premise other than those contracted by PPA
- 11 Container Repair – The business of undertaking repairs on containers within the port premises
- 12 Communication Service – The business of providing communications services to port users by means of telephone/mobile phone and/or telegrams/letters and other means within the port premises

- 13 Equipment Hire – The business of leasing/providing gears/equipment/appliance to consignees for movement/delivery of cargoes
- 14 Equipment Repair – The business of undertaking repairs of gears/equipment/appliance within the port premise
- 15 Environmental Service Management – The business of undertaking environmental safety and protection within the port premise
- 16 Fumigation – The business of disinfecting containers or ship's various compartment with the objective of ridding vans/vessels of pests
- 17 Laundering – The business of providing laundry services like washing linens, curtains and similar items used in the vessel and clothing apparel of the vessel's crew
- 18 Lighterage/Barging Service – The business of loading, unloading or transportation of goods by means of lighters or barges
- 19 Mooring / Unmooring – The business of securing and releasing of line from bollard or any securing devices on dock
- 20 Passenger Terminal Services – the business or services involving the lease, management, operation and maintenance of a Passenger Terminal Building and all its facilities and existing structures thereon
- 21 Pilotage Services – the business or service of conducting a vessel from/to Pilots' Boarding Station, to/from berth or anchorage, at any public or private wharf or pier
- 22 Port Terminal Services – The business or services involving the management and operations of a terminal and all the facilities and structures existing thereon, including the handling of cargo
- 23 Parking / Garage Service – The business of providing ample spaces for purposes of vehicles working for the general public area
- 24 Reproduction Service – The business of providing copying services for documents
- 25 Roll On Roll Off Services - the business or services involving the management and operation of the Road Ro-Ro Ferry Terminal System
- 26 Shipping Agent – The business of transacting or supervising a ship's business such as customs and immigration procedures, insurance and documentation on behalf of the principal/owner

- 27 Shipping Line – The business of operating vessels/ships that carry or transports cargoes and passengers from one port to another
- 28 Shops / Stores – The business of putting shops and stores within the port zone which includes sari-sari/convenience store, souvenir/curio/shops, bookstore, newsstand, drugstore, and similar services
- 29 Transport Service / Cargo Forwarding / Freight Forwarding / Hauling / Trucking / Shuttling / Bus – the business of providing trucks and other vehicles for delivery and movement of cargoes and passengers
- 30 Towing / Tugging Service – The business of pulling and/or pushing of vessels with the help of a watercraft
- 31 Vessel Repair / Maintenance – The business of repairing and doing maintenances work within port premises due to breakdown of vessel
- 32 Waste Disposal Service – The business of providing waste collection services for ships and within port premise due to garbage, oil/sludge and other kinds of waste
- 33 Water Suppliers – The business of supplying fresh water to vessels, ships and other port users and stakeholders within the port premise
- 34 Water Taxi – The business of ferrying ship's crew/agents/provisions and passengers to and from a vessel at berth or anchorage by means of small vessel or craft
- 35 Weighbridge/Truck Scale – The business of weighing cargoes on any truck or other delivery equipment for the purpose of determining appropriate charges based on cargo weight
- 36 Others – This refers to businesses / services which are not listed herein but may be classified by the Authority as port service

APPLICATION FOR ACCREDITATION

The General Manager
 Philippine Ports Authority
 PPA Corporate Building, Bonifacio Drive
 South Harbor Port Area, Manila

Dear Sir

I, _____, the duly authorized representative of _____, respectfully apply for
(Full Name) (Company/Individual Name)
 PPA accreditation as _____ At the Port of _____ pursuant to PPA A O No
(Port Services Offered) (Area of operation)
 ____ - 2019

Attached as supporting documents to this application are the following

No	Documentary Requirements	Please Check	Remarks
1	Duly accomplished Application Form		
2	Company / Business profile		
3	Authenticated Certificate of Registration, Accreditation/ License/ Eligibility/ Franchise issued by DTI - Sole Proprietorship SEC - Corporations / Partnership CDA - Cooperatives License/Eligibility/Franchise – Applicants with Accreditation from other government agencies		
4	Certified true copy of Articles of Incorporation/Partnership and By-laws for Corporations Articles of Cooperation for Cooperatives (Not applicable for applicants for Port Ancillary Service Providers and for applicants with valid certificates of accreditation or license or franchise granted by other government agencies)		
5	Certified true copy of the most recent General Information Sheet duly filed with, and received by SEC/CDA (Not applicable for applicants for Port Ancillary Service Providers and for applicants with valid certificates of accreditation or license or franchise granted by other government agencies)		
6	Certified true copy of the most recent Tax Clearance Certificate per Executive Order No 398, series of 2005, (Not applicable for applicants for Port Ancillary Service Providers and for applicants with valid certificates of accreditation or license or franchise granted by other government agencies)		
7	Certified true copy of the Audited Financial Statement immediately preceding the date of application for accreditation as filed with received by the Bureau of Internal Revenue together with the corresponding Annual Income Tax Return For the past three (3) years for applicants for Port Terminal, Cargo Handling Services Passenger Terminal and Roll On Roll Off Services For the past one (1) year for applicants for Port Ancillary Services Bank Statement/Annual Income Tax Return for newly registered business entities and individual professionals		

	(Not applicable for applicants with valid certificate of accreditation, license or granted franchise by other government agencies)		
8	Certified true copy of the Bureau of Internal Revenue Certificate of Registration (Not applicable for applicants who have been accredited, licensed or granted franchise by other government agencies)		
9	Copy of value-added tax or percentage tax return covering the immediately preceding year,		
10	Duly accomplished and notarized Omnibus Sworn Statement		
11	Proof of Authorization (duly notarized) CDA/SEC registered Entities Secretary's Certificate Single Proprietorship Authorization Letter		
12	Other Documentary Requirements, c Service Contract or Authorization/Appointment provided by Shipping Line/Company to a Shipping Agent/Representative (emailed Authorization/Appointment is acceptable), a Copy of information of membership or affiliation from trade associations or business group		

Very truly yours

Signature Over Printed Name

Designation

Email address

Address

Telephone/Fax No

Omnibus Sworn Statement

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

AFFIDAVIT

I, **[Name of authorized representative of Applicant]**, of legal age, **[Civil Status]**, **[Nationality]**, and residing at **[Address of Affiant]**, after having been duly sworn in accordance with law, do hereby depose and state that

- 1 Select one, delete the other

If a sole proprietorship I am the sole proprietor of **[Name of Company]** with office address at **[address of Company]**.

If a partnership, corporation, cooperative, or joint venture I am the duly authorized and designated representative of **[Name of Company]** with office address at **[address of Company]** (each of the partnership of the joint venture must submit separately),

- 2 Select one, delete the other

If a sole proprietorship As the owner and sole proprietor of **[Name of Company]**, I have full power and authority to do, execute and perform any and all acts necessary to represent it in the application for accreditation of port service providers pursuant to PPA Administrative Order No _____

If a partnership, corporation, cooperative, or joint venture I am granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the **[Name of Company]** in the application for accreditation of port service providers pursuant to PPA Administrative Order No _____, as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate issued by the corporation or the members of the joint venture)],

- 3 That the **[Name of Company]**, intends to apply for accreditation of port service providers at the Philippine Ports Authority pursuant to PPA Administrative Order No _____, and is not blacklisted and has no terminated/cancelled contracts with PPA,
- 4 That the **[Name of Company]**, does not have any owner, incorporator, organizer, stockholder, member of the board of directors, trustee, officer, consultant, counsel,

broker, agent, trustee, nominee or personnel with a pending case filed by or against PPA

- 5 The **[Name of Company]** does not have any owner, incorporator, organizer, stockholder, member of the board of directors, trustee, officer, consultant, counsel, broker, agent, nominee or personnel who is an official or employee of PPA, including those separated from PPA within one (1) year from separation
- 6 That each of the documents submitted in satisfaction of the documentary requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct,
- 7 That the **[Name of Company]** shall abide with the existing laws, rules and regulations, such as those issued by the Authority and the Department of Labor and Employment (DOLE), in connection with the implementation of PPA Administrative Order No _____
- 8 That the **[Name of Company]** has no outstanding accounts with the Philippine Ports Authority,
- 9 That the **[Name of Company]** is authorizing the Authority or its duly authorized representative(s) to verify the statements, documents and information submitted herewith to substantiate our application,

The following persons, including telephone numbers and email addresses, may be contacted to provide further information with regard to this application

	NAME	TEL. NUMBER	E-MAIL ADDRESS
a	_____	_____	_____
b	_____	_____	_____
c	_____	_____	_____

IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of _____, 20 ____ at _____, Philippines

(Name of Applicant / Authorized Signatory)

PPA Accredited Port Service Providers Log					
Accreditation Certificate No	Name of Entity	Type of Port Service	Official Receipt No	Date of Effectivity	Date of Expiration

PROFILE UPDATING FOR ACCREDITATION

Company Name _____	Accredited Since _____
Address _____	Expiring date _____
TIN _____	Port Service Provider of
Telephone No _____	1 _____
E-Mail _____	2 _____
Contact Person _____	3 _____
	4 _____
	5 _____

Attached as supporting documents to this Profile Updates are the following

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Very truly yours

Signature Over Printed Name