

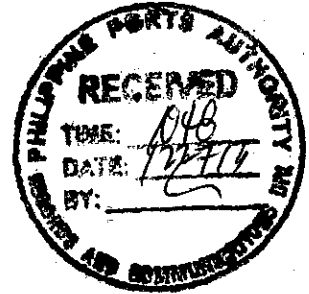


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DEC 27 2013

PPA ADMINISTRATIVE ORDER

No. 07 - 2013



TO : All District and Port Managers,
Ancillary Service Operators, Cargo Handling Contractors,
Shipping Companies, Consignees/Shippers
And Others Concerned

SUBJECT : Simplification of Procedures in the Processing and Issuance
of Permits to Operate Ancillary Services in the Ports

Pursuant to Section 2 (f), Article II and Section 6-a (ii), (iii), (v), (x), 6-b (xv) Article IV of PD 857, as amended and in line with the PPA's thrust of enhancing its competitiveness in the provision of vital port services, the following guidelines are hereby prescribed amending the Glossary of Terms on Ancillary Services (Annex "A"), Sections 6.2.1 (Annex B) and 6.2.2 (Annex C) of PPA AO No. 08-96 entitled "Regulations for the Registration and/or Grant of Permits for the Operation of Ancillary Services in the Ports":

1. Application for Permit to Operate (PTO)

Applications for a permit to operate ancillary service shall be filed with the concerned Port Management Office (PMO) where the applicant intends to operate.

1.1 For New Application

The applicant shall accomplish the prescribed PPA Application Form and Customer Registration Form to be submitted together with the following supporting documents:

- 1.1.1 Specific area of operations with sketch
- 1.1.2 Proposed ancillary rates
- 1.1.3 Duly Notarized Omnibus Undertaking

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.

1.2 For Renewal Application

The applicant shall file the prescribed Application Form within thirty (30) days before the expiration of the permit together with a duly Notarized Omnibus Undertaking. Failure to file within the prescribed period without justifiable reason constitutes a ground for non-extension of the Permit to Operate (PTO).

2. Sworn Affidavit of Undertaking

All ancillary service provider applicants shall execute a duly notarized Omnibus Sworn Statement and shall comply with all the terms and conditions thereof. Otherwise, the permit issued is deemed revoked/cancelled. It shall be the responsibility and accountability of the applicant to comply with all the requirements prescribed by other government agencies in relation to his/her application for a PTO.

3. Classification of Ancillary Services and Fees


3.1 The Glossary of Terms provided under Annex "A" of PPA Administrative Order No. 08-96 which categorized the ancillary services into Port Ancillary Services I and Port Ancillary Services II shall no longer apply.

3.2 Pending rationalization of the ancillary services fees, the applicable fees to be collected by PPA for the issuance of the PTO to service providers are the following:

Regulatory Fee	-	₱ 1,500.00
Permit Fee	-	₱ 300.00
VAT		

All other provisions of PPA Administrative Order No. 08-96 remain valid and enforceable.

This Order shall take effect fifteen (15) days after publication in newspapers of general circulation.


TOMAS B. CARLOS
Officer-in-Charge

Published in the Philippine Star - December 30, 2013

Effectivity Date January 14, 2014



APPLICATION FOR PERMIT TO OPERATE ANCILLARY SERVICES

Application No. _____
Date _____

APPLICANT PROFILE		
Name of Applicant/Company:		
Name of Authorized Representative (as applicable):		
Office Address:	Tel. No.	
Billing Address:	Tel. No.	
Email Address:	Fax No.	
Tax Identification No. (TIN)	SEC Reg. No.	BDT No.
Business Type:		
Single Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/>		
Nature of Business:		

Please mark (X) on appropriate box New Renewal

TYPE OF ANCILLARY SERVICE(S)	
<input type="checkbox"/> Transport/Trucking Services <input type="checkbox"/> Security Service <input type="checkbox"/> Waste Disposal Service <input type="checkbox"/> Bunkering <input type="checkbox"/> Chandling <input type="checkbox"/> Water Supply <input type="checkbox"/> Shops/Stores/Canteen <input type="checkbox"/> Ligthorage/Barging <input type="checkbox"/> Reproduction Service <input type="checkbox"/> Water Taxi	<input type="checkbox"/> Vessel Maintenance/Repair Service <input type="checkbox"/> Cargo Surveying Service <input type="checkbox"/> Container Repair <input type="checkbox"/> Cleaning Service <input type="checkbox"/> Communication Service <input type="checkbox"/> Fumigation <input type="checkbox"/> Laundering <input type="checkbox"/> Parking/Garage <input type="checkbox"/> Towing/Tugging Service <input type="checkbox"/> Weighbridge/Truck Scale <input type="checkbox"/> Others
Duration: Days Months Years	

VALIDATION FOR PPA USE ONLY			
Permit Fee _____ OR No. _____ Date of Payment _____ Recommending Approval: Business Development/Marketing Officer Approved: Port Manager	Documentary Checklist <table style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> New <input type="checkbox"/> Application Form <input type="checkbox"/> Customer Registration Form <input type="checkbox"/> Omnibus Undertaking <input type="checkbox"/> Area of Operation with Sketch </td> <td style="width: 50%; vertical-align: top;"> Renewal <input type="checkbox"/> Application Form <input type="checkbox"/> Omnibus Undertaking </td> </tr> </table>	New <input type="checkbox"/> Application Form <input type="checkbox"/> Customer Registration Form <input type="checkbox"/> Omnibus Undertaking <input type="checkbox"/> Area of Operation with Sketch	Renewal <input type="checkbox"/> Application Form <input type="checkbox"/> Omnibus Undertaking
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**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 Permit to Operate (PTO) (service/s to be provided) at the Port of _____.
2. As an applicant, I have full power and authority to do, execute and perform any and all acts necessary to represent it in seeking from PPA the (type of 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 PTO.
5. It is understood that I have complied with the requirements of other concerned government agencies prior to the operation of the ancillary service being applied for and I am fully responsible and accountable in complying with said requirements.
6. I hereby acknowledge that I have full knowledge of pertinent laws, regulations covering ancillary service 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 PTO issued, without prejudice to the filing of appropriate administrative, civil and criminal case 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.

Ancillary Service Operator

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

(Notary Public)

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