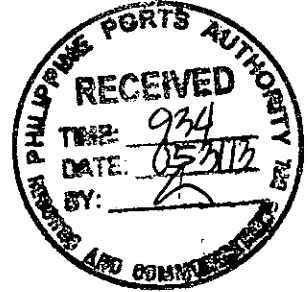




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MAY 30 2013

PPA MEMORANDUM CIRCULAR
NO. 05 - 2013



TO : All Port District Managers, Port Managers
Private Port Owners/Operators
Others Concerned

SUBJECT : **Clarificatory Guidelines for Processing Expired Private Non-Commercial Port Permits**

Pursuant to Presidential Decree 857, as amended and PPA Administrative Order No. 06-95, and in order to ease up procedures in doing business and ensure competitiveness in the delivery of vital port services, the following clarificatory guidelines are hereby issued:

1. Applications for renewal of expired Certificate of Registration/Permit to Operate (COR/PTO) (Temporary/Non-Commercial)/Special Operating Permit (SOP) shall be granted a five (5) year automatic renewal permit specifically those:
 - CORs/SOPs (temporary/non-commercial) effective January 1, 2013 up to December 31, 2013; and
 - Valid CORs (temporary/non-commercial) which have been renewed for less than five (5) years shall be automatically extended with effectivity of up to a maximum of five (5) years.

Henceforth, all renewals will now be given a maximum five (5) years effectivity.

2. Pending the approval of the simplified procedures for granting Certificates of Registration/Permits to Operate, the 5-year automatic renewal permit is given on the premise that private port owner/operator has substantially complied with the checklist of documentary requirements. Further, said five (5) year renewal permit is subject to the submission of the DENR-approved foreshore lease contract or provisional foreshore lease permit or official receipt of the annual occupancy fee on or before the first month of every year during the validity of said permit.
3. This Circular takes effect immediately.


JUAN C. STA. ANA
General Manager

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.