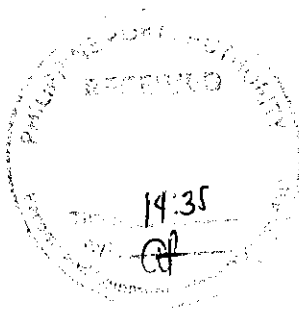


JUN 19 2023



PHILIPPINE  
PORTS  
AUTHORITY



PPA ADMINISTRATIVE ORDER  
NO. 004 - 2023

TO : All Port Managers  
Others Concerned

SUBJECT : REVISED GUIDELINES ON THE EXEMPTION OF LICENSED  
CUSTOMS BROKERS

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### Section 1. LEGAL BASES

- 1.1 Presidential Decree No. 857, as amended
- 1.2 Republic Act No. 11032, also known as "*The Ease of Doing Business and Efficient Government Services Delivery Act*"
- 1.3 PPA Board Resolution No. 3206 dated March 9, 2023

### Section 2. SCOPE AND COVERAGE

This Order prescribes the guidelines on the grant of exemption to Licensed Customs Brokers (LCBs) from the accreditation and permitting requirements of the Philippine Ports Authority (PPA) and cover all ports under PPA's jurisdiction, including private ports.

### Section 3. DEFINITION OF TERMS

For purposes of this Order, the following terms used herein shall be construed to mean:

- 3.1 *Licensed Customs Broker (LCB)* - is any person who is bona fide holder of a valid Certificate of Registration/Professional Identification Card issued by the Professional Regulatory Board and Professional Regulation Commission.
- 3.2 *Customs Broker Profession* - consists of consultation, preparation of customs requisite document for imports and exports, declaration of customs duties and taxes, preparation signing, filing, lodging and processing of import and export entries; representing importers and exporters before any government agency and private entities in cases related to valuation and classification of imported articles and rendering of other professional services in matters relating to customs and tariff laws, their procedures and practices.

- 3.3 *Accreditation* - a certificate of recognition issued by PPA to a port service provider as proof of its legitimacy, capability and competency in the provision of a particular port service
- 3.4 *PTO* – refers to a document authorizing the port service provider to perform or provide service/s inside PPA ports, including harbors/fairways and extensions, and private ports.

#### **Section 4. GENERAL GUIDELINES**

- 4.1 LCBs are exempted from securing PPA Accreditation and PTO provided that they are engaged in customs broker profession only. However, a Certificate of Exemption (COE) shall be secured from PPA as proof of said exemption.
- 4.2 The COE shall be valid in all PMOs/ports under PPA's jurisdiction, including private ports.
- 4.3 LCBs who are engaged in the provision of port service or port ancillary service as defined by PPA regulations shall comply with the accreditation and /or PTO requirements.
- 4.4 LCBs are required to comply with Port Security/Gate Procedures and shall be required to secure pedestrian and/or vehicle pass. The COE shall be used in securing a pedestrian and/or vehicle pass.
- 4.5 LCBs who are applying for a "Permit To Occupy" for purposes of leasing an office within the port or are currently holding office inside the ports are not exempted and shall be covered by applicable PPA issuances.
- 4.6 LCBs must not have any outstanding account and pending legal case with PPA.
- 4.7 The application for issuance of COE shall be filed with the Port Operations and Services Department (POSD), PPA Head Office, for evaluation and processing. The COE shall be issued by the PPA General Manager.

## Section 5. DOCUMENTARY REQUIREMENTS

The following are the documentary requirements for the issuance of COE:

	Document	Source / Issuing Entity
1	Duly filled-out and signed Application Form	PPA Template hereto attached as Annex "A"
2	Photocopy of updated and Identification Card issued by the Professional Regulation Commission	Applicant
3	Notarized certification of list of clients being serviced or to be serviced at the port	Applicant

## Section 6. VALIDITY AND RENEWAL

- 6.1 The COE shall be valid for a period of THREE (3) years from the date of issuance.
- 6.2 An application for renewal shall be filed not later than sixty (60) days prior to the expiration of the COE.

## Section 7. PROCESSING FEE

Document	Fee
COE	Five Hundred Pesos (P500.00)
Replacement of Lost or Damaged COE	Three Hundred Pesos (P200.00)
Amendment of COE	Three Hundred Pesos (P300.00)

The above fees shall be exclusive of VAT.

## Section 8. REPEALING CLAUSE

PPA Administrative Order No. 07-2019 is hereby repealed. Any issuance inconsistent herewith are hereby amended, modified or repealed accordingly.

## Section 9. EFFECTIVITY CLAUSE

This Order shall take immediately after its publication in a newspaper of general circulation and a copy filed with UP Law Center.

  
**JAY DANIEL R. SANTIAGO**  
General Manager

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