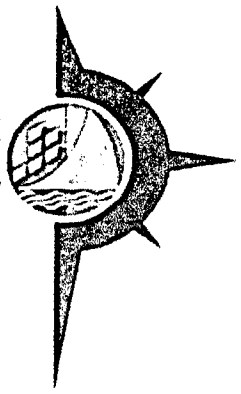




PHILIPPINE
PORTS
AUTHORITY



October 28, 2021

PPA ADMINISTRATIVE ORDER
No. 06 - 2021

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

SUBJECT : **REVISED ACCREDITATION AND PERMIT TO OPERATE (PTO)
REQUIREMENTS FOR TRANSPORT SERVICE PROVIDERS**

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 Service Delivery Act of 2018"
- 1.3 PPA Board Resolution No. 3086

SECTION 2. SCOPE AND COVERAGE

This Order prescribes the revised requirements for PPA accreditation and PTO for Transport Service Providers operating or intending to operate in ports under the jurisdiction of PPA.

SECTION 3. DOCUMENTARY REQUIREMENTS FOR ACCREDITATION AND PTO

An applicant for accreditation as Transport Service Provider shall submit the following documentary requirements:

	Document	Source/Issuing Entity
1	Duly filled-out Application Form with Omnibus Statement	Applicant (PPA Template)
2	Articles of Incorporation/Partnership (For corporation/partnership) Certificate of Business Name Registration (For sole proprietorship) Certificate of Registration (For cooperative)	SEC/ DTI/ CDA

3	Latest Income Tax Return (ITR) for existing entities	BIR
4	Proof of Authorization - Secretary's Certificate (For corporation/partnership/cooperative) - Authorization Letter signed by the sole proprietor (For single proprietor)	Applicant

The applicant for issuance of PTO as Transport Service Provider shall comply with documentary documents prescribed under PPA Administrative Order No. 09-2020 entitled "Revised Guidelines on the Issuance of Permit to Operate (PTO) for the Provision of Ancillary Service in the Ports".

SECTION 4. DURATION AND RENEWAL OF ACCREDITATION AND PTO

The Accreditation Certificate and PTO shall be valid for a period of three (3) years from date of issuance. For PTO, the applicant may opt for a validity of one (1) year, two (2) or three (3) years. Applications for renewal shall be filed not later than sixty (60) days before expiration.

SECTION 5. PROCESSING FEES FOR ACCREDITATION AND PTO

For issuance of accreditation certificate, the processing fee of P3,000.00 shall remain the same.

For PTO, the processing fee is P10,500.00. For applications filed on or before **December 31, 2021**, the following discounted fees shall apply:

Validity	Processing Fee
One (1) year	P3,500.00
Two (2) years	P5,000.00
Three (3) years	P7,000.00

All fees are exclusive of VAT.

After December 31, 2021, the regular fees prescribed under relevant PPA issuances shall apply.

SECTION 6. REPEALING CLAUSE

All PPA issuances inconsistent herewith are hereby amended, modified or repealed accordingly.

SECTION 7. EFFECTIVITY CLAUSE

This Order shall take effect 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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