



October 13, 2021

PPA MEMORANDUM CIRCULAR
NO. 19, Series 2021

TO : The Port Managers
PMO NCR South Harbor
PMO NCR North Harbor
Port Terminal Operators
Trucking Companies/Operators
Others Concerned

SUBJECT : **MORATORIUM ON THE SUBMISSION OF PERMIT TO OPERATE (PTO) FOR TRANSPORT PROVIDERS OPERATING IN MANILA PORTS**

This Memorandum Circular is issued in order to afford all trucking companies/ operators transacting in Manila Ports the additional time needed to comply with the requirements of PPA Administrative Order (AO) No. 09-2020 entitled "Revised Guidelines on the Issuance of Permit to Operate (PTO) for the Provision of Ancillary Service in the Ports", taking into account the community quarantines imposed in the National Capital Region (NCR) and its neighboring areas and the considerable volume of transport requirements in Manila Ports.

This Memorandum Circular prescribes the special procedures in the application and processing of Certificate of Accreditation (CA) and PTO during the moratorium and encourages all trucking operators who are operating or intending to operate in Manila Ports to comply with PPA's requirements.

Consistent with the foregoing considerations, the following guidelines are hereby prescribed:

1. Effective November 1, 2021, trucking companies/operators without a valid PTO shall be **ALLOWED** to transact in the Ports of Manila (South Harbor, Manila International Container Terminal [MICT], and Manila North Harbor) **only if the following conditions are met:**
 - 1.1 An application for issuance of CA or PTO has been filed with PPA on or before October 31, 2021. The application must be filed and submitted online using the following link: <https://services.ppa.com.ph> or <https://epms.ppa.com.ph/epms/>. A manual application may be filed and submitted in PMO NCR South Harbor or PMO NCR North Harbor but online application is encouraged.
 - 1.2 Payment of Processing Fee has been made.

2. Effective November 1, 2021, trucking companies/operators without a valid PTO and have not filed for issuance of CA or PTO before October 31, 2021 shall NOT BE ALLOWED to transact in the Ports of Manila.
3. For CA applications filed **before** October 31, 2021, only the following documents shall be submitted at the time of the application:
 - a. Duly accomplished Application Form to be signed by the proprietor in case of sole proprietorship, and duly authorized representative in case of corporation/partnership, or cooperative
 - b. Articles of Incorporation/Partnership/DTI Registration/CDA Registration
 - c. Omnibus Statement (copy of template hereto attached as Annex "A")
- 3.1 All other documents prescribed under PPA Administrative Order (AO) No. 06-2019 (or any amendment thereof) shall be submitted on or before December 31, 2021. Failure to submit the remaining documents shall be a ground for the cancellation of the CA or PTO.
- 3.2 In case the applicant has outstanding financial obligations or pending case with PPA, the same should be settled on or before December 31, 2021. Failure to settle said outstanding obligation or case shall be a ground for the cancellation of the CA or PTO issued.
4. For CA applications filed **after** October 31, 2021, all documents prescribed under PPA AO No. 06-2019 (or amendment thereof) shall be submitted at the time of the application.
5. All existing PTOs or those to be issued by PMOs NCR South Harbor and NCR North Harbor shall be valid and recognized in all terminals under the jurisdiction of both PMOs.
6. The Basic Port Orientation Seminar (BPOS) required under PPA AO No. 09-2021 as a post-approval condition in the grant of PTO shall be undertaken in the PMO which issued the PTO.
7. Third party registration in trucking associations shall be voluntary and shall not be made a requirement for registration or issuance of any authority to operate within any port under PPA's jurisdiction.

The Port Managers of PMOs NCR North Harbor and NCR South Harbor shall designate their respective personnel to assist and guide applicants in the use of the online application, and to attend to issues related thereto.

This Memorandum Circular shall take effect immediately.


JAY DANIEL R. SANTIAGO
General Manager

OMNIBUS STATEMENT

I, [Name of authorized representative of Applicant] of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], 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, I am the duly authorized and designated representative of [Name of company] with office address at [Address of Company]

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 (AO) No. 06-2019.

If a partnership, corporation, cooperative, I have been 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 AO No. 06-2019 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 partnership).

3. [Name of company] intends to apply for accreditation of port service providers pursuant to PPA AO No. 06-2019 and is not blacklisted and has no terminated/cancelled contracts with PPA.
4. [Name of company] has no incorporator, organizer, stockholder, member of the board of directors, trustee, officer, or key personnel with a derogatory record with PPA, any court, tribunal, or other quasi-judicial agency, or any other government agency.
5. 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.

6. [Name of company] shall abide with the existing laws, rules and regulations issued by PPA and relevant government entities in connection with the implementation of PPA AO No. 06-2019.
7. [Name of company] has no outstanding accounts or pending case with PPA and in case there is one, I will settle it immediately and not later than December 31, 2021.
8. [Name of company] is authorizing PPA to verify the statements, documents, and information submitted herewith to substantiate our application.
9. I hereby acknowledge that I have fully read the information supplied in the application and any false statement or falsified document submitted shall be a ground for the revocation of the Certificate of Accreditation or Permit to Operate issued.

Signed this _____ day of _____, 2021 in the City of _____, Philippines.

(Name and Signature)