10. Issuance of Bunkering Service Permit

Ensure that each bunkering activity is properly controlled, and maximum safety precautions are exercised to prevent untoward incidents.

Office/Division:	PPA PMO Port Service Division- Marine Section/ Finance Division- Assessment & Collection
Classification:	Simple
Type of Transaction:	G2B-Government to Business
Who may avail:	Vessel Representative/Agent, Shipper, Service Operator

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Bunkering Service Permit Form (1 - original copy/electronic copy)	PPA PMO-PSD Marine Section
2. Pre-Transfer Bunkering Checklist Form (1 - original copy/electronic copy)	PPA PMO-PSD Marine Section
3. PCG Bunkering Permit (if applicable) (1 - Original Copy/Electronic Copy/Scanned Copy/Photocopy)	Philippine Coast Guard

Client Steps	**Agency Action**	**Fees to be paid**	**Processing Time**	**Person Responsible**
1. Notifies the Harbor Master/ Authorized Representative in advance about the service.	1. Take note of the client's intended activity	None	5 mins.	Harbor Master/ Chief Safety Officer/ Authorized Representative PMO PSD-Marine Section
2. Client proceeds to the PMO-PSD Marine Section for the forms that need to be accomplished. * Client may request the PMO Marine Section to send the forms via email.	2. Provides the Bunkering Service Permit Form and the Pre-Transfer Bunkering Checklist Form * Bunkering Service Permit Form and Pre-Transfer Bunkering-Checklist shall be sent to the client via email.	None	5 mins.	Harbor Master/ Chief Safety Officer/ Authorized Representative PMO PSD-Marine Section

Client accomplishes the forms and submits them to PMO PSD-Marine Section * Submission can also be done thru electronic means like email and fax messages.	3. Receives and evaluates the accomplished forms. Approves and issues Bunkering Precautions Checklist. * Scanned copy of the approved Bunkering Permit and Bunkering Precautions Checklist including the amount to be paid shall be sent to the client via email. Marine Section to furnish Collection Section copy of the application.	None	10 mins.	Harbor Master/ Harbor Operations Officer/Chief Safety Officer/ Authorized Representative PMO PSD-Marine Section.
4. Proceed to PMO Collection Section for payment. * Client may opt to pay via e-payment facilities or through banks, e-payment Confirmation Receipt or Validated Deposit Slip as proof of payment shall be forwarded to the Collection Section via email.	4. Cashier computes permit fee and receives payment. * For payments coursed via e-payment facilities or through banks, proper verification prior to receipting shall be done. A scanned copy of the official receipt and Bunkering Permit will then be emailed back to the client. Collection	Please refer to the schedule of fees below	10 mins.	PPA Cashier/ Collection Representative / Authorized representative PMO Collection Section

	Section will forward the original copy of the client's Official Receipt and Permit to the Port Police to be picked up by the client later on.			
5. Provides a copy of the Permit to PPA Security Personnel at the gate upon entry.	5. Checks the receipt and permit. Allows entry to the port to do service. * Gives the original copy of the Official Receipt and Permit to the client.	None	None	Port Police/ PPA Security Personnel
	TOTAL:	**Please refer to the schedule of fees below**	**30 mins.**	

Please see below the schedule of fees

Bunkering Service Permit schedule of fees

Port Management Office	Rates
Northern Luzon	with Permit to Operate no corresponding fee; without Permit to Operate: ₱650.00 + 12%VAT = ₱728.00
Bataan/ Aurora	₱28.00 per 30 kilos
NCR-North	₱28.00
NCR-South	₱28.00
Batangas	₱1.00 per MT, minimum charge ₱22.40
Marinduque/Quezon	₱29.12; without Permit to Operate: ₱650.00 + 12%VAT = ₱728.00
Bicol	with Permit to Operate, no corresponding fee
Masbate	₱25.00 per day/vessel
Mindoro	₱16.80
Palawan	₱11.20
Eastern Leyte/Samar	₱11.20
Western Leyte/Biliran	₱22.40
Negros Occ./ Bacolod	₱33.60
Panay/Guimaras	₱33.60
Negros Or./Siquijor	with Permit to Operate no corresponding fee
Bohol	₱56.00
Surigao	₱12.00
Agusan	₱650.00 + 12% VAT = ₱728.00
Zamboanga del Norte	₱16.80
Misamis Or./ Cagayan de Oro	₱28.00
Misamis Occ./ Ozamis	₱11.20
Lanao del Norte/Iligan	with Permit to Operate, no corresponding fee
Zamboanga	₱22.40
Davao	₱10.00: 1-20 kilos ₱20.00: 11-20 kilos ₱40.00: 21-30 kilos
Socsargen	₱16.80