14. Issuance of Authority to Transact (ATT)

The Authority to Transact is issued where the ancillary service is provided only once a year. ATT is a one-time issuance valid only for a particular transaction and for a certain period.

Office/Division:	Port Management Office
Classification:	Simple
Type of Transaction:	G2C - Government to Citizen G2B - Government to Business
Who may avail:	Port Stakeholders/ Private Individuals or Groups

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Written request/Letter (1 - original copy)	Applicant

Client Steps	**Agency Action**	**Fees to be paid**	**Processing Time**	**Person Responsible**
1. Submits written request addressed to the Port manager stating the specific service to be performed and the duration covered. * Submission of documentary requirements can also be done via email.	1.Checks/ evaluates/ verifies the request. If in order, forwards the ATT to the Port Manager for signature/ approval. If not, the applicant shall be notified accordingly. Issues an order of payment to the client.	None	1 day and 4 hrs	Business Development and Marketing Specialist/ Officer (BDMS/O)/ Authorized Representative OPM
2. Proceeds to the PMO Collection Section and pays the necessary fees for the ATT. * Client may opt to pay via e-payment facilities or through banks, e-payment Confirmation Receipt or Validated Deposit Slip as proof of	2.Cashier receives the payment and issues a PPA Official receipt. * 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 will then be emailed	Regulatory Fee: (₱600 + 12% VAT)	1 day and 4 hrs	PMO Cashier/ Authorized Representative PMO Collection Section

payment shall be forwarded to the Collection Section via email.	back to the client. Collection Section will forward the original copy of the client's Official Receipt to the BDMS/O. Validates the payment.			
3. Applicant picks up the approved ATT.	3.Releases the signed ATT. Ensures/Advises client to sign the "Conforme"	None	None	Business Development and Marketing Specialist/ Officer (BDMS/O)/ Authorized Representative OPM
	TOTAL:	**~~₱~~600.00 + 12% VAT = ~~₱~~672.00**	**3 days (working days)**	