18. Permit to Operate Ancillary Services

The purpose of this procedure is to ensure that all ancillary port services being rendered inside all government ports under the jurisdiction of PPA have corresponding Permit to Operate (PTO).

Office/Division:	PMO Port Services Division/ Business Development and Marketing Specialist/Officer
Classification:	Simple
Type of Transaction:	G2B- Government to Business G2C-Government to Citizen
Who may avail:	Lessee/applicants for PTO Ancillary Services

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
A. New Application	
1. PPA Certificate of Accreditation (electronic copy)	PPA
2. PTO application form (accomplished online)	Online https://www.ppa.com.ph (https://epms.ppa.com.ph/epms/)
3. Basic Port Operations Seminar (BPOS)	PPA

Client Steps	**Agency Action**	**Fees to be paid**	**Processing Time**	**Person Responsible**
1. Applicant shall log in at https://www.ppa.com.ph (https://epms.ppa.com.ph/epms/) and fill out the required details in the PTO application form.	1.BDMO is notified via e-PMS that there is an existing application for Permit to Operate (PTO) and checks/validates the completeness of the submitted information, such as the validity of the accreditation certificate, in the PPA's database in the application for accreditation. Checks and coordinates with Division Manager Concerned and other OPR for any violation of PPA rules and	None	1 day and 4 hrs	Business Development and Marketing Specialist/ Officer (BDMS/O)/ Authorized Representative

	regulations and /or financial obligations with PPA. Once validated and found correct, the e-PMS Officer/ BDMS/O issues an Order of Payment to the client thru the e-PMS and or registered email. If not in order the application shall be returned, and the applicant shall be notified accordingly.			
2. After generating the Order of Payment, applicants proceed to PPA Cashier and pay the necessary fees for the PTO. * 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 Treasury Department via email (treasury@ppa.com.ph).	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. The Treasury Department will forward the client's official receipt via email. Validates the payment and submits the application, both hard and soft copies (thru the e-PMS) for processing and approval.	Regulatory Fee: (~~₱~~10,500 +12% VAT)	1 day and 4 hrs	PMO Cashier/ Authorized Representative Business Development and Marketing Specialist/ Officer /Authorized Representative

	Forwards the PTO to the Port Manager for signature/ approval. Notifies applicant of the approved PTO.			
3. Applicant picks up the approved PTO. * Applicant may opt for the Permit to be sent via regular mail, other courier services, or email.	3. Releases the signed PTO. Ensures/Advises client to sign the "Conforme" * BDMS/O shall send the Original Copy of the Permit via regular mail or other courier services.	None		Business Development and Marketing Specialist/ Officer
4. Attendance to the BPOS * Applicant to schedule for a BPOS to be attended by their personnel and workers not later than thirty (30) days from the issuance of the PTO	4. Conducting of BPOS * BDMS/O shall provide the applicant the attendance / certificate upon completion of BPOS	None		Business Development and Marketing Specialist/ Officer
	TOTAL:	**₱10,500.00 +12% VAT = ₱11,760.00**	**3 days (working days)**	
Per PPA AO No. 09-2020, attendance to Basic Port Orientation Seminar (BPOS) shall be required as a post-approval condition in the issuance of PTO to be attended by the personnel and workers of the port service provider not later than 30 days upon issuance of the PTO. Newly hired personnel or workers of the port service provider are required to attend the BPOS before transacting and entering the PPA premises.				