6. Issuance of Annual Vehicle Pass/Sticker (AVP)

To ensure safety by regulating the entry of vehicles at port premises in compliance with PPA Administrative Order Nos. 04-2009, 02-2011, 01-2013, and 07-2021, and the International Ship and Port Facility Security Code Description of Service.

Office/Division:	PPA PMO Port Police Division/ Finance Division-Assessment & Collection
Classification:	Simple
Type of Transaction:	G2B-Government to Business G2C-Government to Citizen
Who may avail:	Cargo Handlers, Shipping Lines/Agents, Shippers, Consignees, Truckers/Haulers/Forwarders, other Port Ancillary Services, and Port Users Concerned

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Sworn Certificate of Assumption of Responsibility/Sworn Certificate of Master List of Transport Units (duly Notarized) (1 - original copy/electronic copy)	Applicant

Client Steps	**Agency Action**	**Fees to be paid**	**Processing Time**	**Person Responsible**
1. Fill out and submit the accomplished application form with the supporting document to PPA Port Police Division (PPD) or apply online via www.epms.ppa.com and upload the supporting document.	1. Evaluate/verify the completeness and validity of the uploaded documents from the time it was viewed/ accessed by the process owner from the system. Further, verify from the database whether the applicant has a valid Permit to Operate. Issues order of payment if documents are found complete and updated.	None	30 mins.	Port Police Officer/ Authorized Representative PPD

	An email notification will be sent to the applicant confirming the order of payment.			
2. Submit the order of payment to PMO Collection Section and pay the necessary fee for the vehicle pass. * 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.	2. Receive payment and issue an 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 back to the client. Collection Section will forward the original copy of the client's Official Receipt to the Port Police to be picked up by the client later.	**Cargo Vehicle/ Truck:** ~~₱~~112.00 (VAT included) **Non-Cargo/ Light Vehicle:** ~~₱~~84.00 (VAT included)	5 mins.	PPA Cashier/ Collection Representative/ Authorized representative PMO Collection Section
3. Proceed to PPD and submit the proof of payment.	3. Validate the proof of payment. If found in order, the sticker will be installed/posted at the upper right-side corner of the vehicle's windshield after the validation of the payment.	None	20 mins.	Port Police Division Authorized Representative PPD

	* Gives the original copy of the Official Receipt to the client.			
TOTAL:		**Cargo Vehicle/ Truck** **₱ 112.00** **Non-Cargo/ Light Vehicle** **₱ 84.00**	**55 mins.**	