14. Application for Private Port Permit: Issuance of Permit to Develop and Construct (PDC) - River Port (Non-Commercial and Commercial)

The PDC is being issued pursuant to PPA AO 05-2022

Office/Division:	PPA PMO/PPA Head Office - Commercial Services Department (CSD)-Business Development Division (BDD)/Legal Services Department (LSD)/Treasury Department (TD)/Port Planning and Design Department (PPDD)/Office of the AGM for Engineering (OAGME)/Office of the General Manager (OGM)
Classification:	Highly Technical
Type of Transaction:	G2B - Government to Business
Who may avail:	Private Port Owner/Operator

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Duly filled-out application form and Notarized Omnibus Undertaking 2. Certified True Copy of SEC/DTI/CDA Registration or JV Agreement, whichever is applicable 3. Certified true copy of Original Transfer Certificate (OCT)/Transfer Certificate of Title (TCT) for applied private port and/or Lease Agreement 4. Original Secretary's Certificate/Partnership Certificate designating the authorized representative of the company/partnership to transact business with the Authority 5. Audited Financial Statements and Sworn Statement of Revenue for the last three (3) years 6. Source of Funds - Certified true copy of Credit Line Commitment (CLC) equivalent to the portion to be financed by funding source the estimated cost of the port project and/or Bank Certificate provided that the amount is sufficient to cover the estimated cost of the port project. 7. For newly established entities, in lieu of Audited Statement, a certified true copy of bank certificate and/or CLC shall be sufficient. 8. Company Profile 9. Project Proposal, showing among others the following: i. Summary of project scope, description, intended use of the project, demand projections/market study, economic impact; ii. Estimated cost of project, broken down into major components (land, civil works, equipment, etc.) iii. General port lay-out plan and development plan iv. Vicinity map specifying the exact location of the port facility 10. Detailed Engineering (with detailed plans, working drawings/building plans, quantity and cost estimates, hydrographic and topographic survey, soil and foundation investigations, technical specifications, structural design, and load analysis duly signed and sealed by a Licensed Civil Engineer and approved by private port owner/operator) 11. ZSPI Plan, duly approved by the Authority 12. Certified true copy of valid Environmental Compliance Certificate (ECC) or Certificate of Non-Coverage (CNC), whichever is applicable and Provisional Permit or Order Award for foreshore lease/miscellaneous lease applications, Special Use Agreement on Protected Areas (SAPA) or Mineral Production Sharing Agreement and/or Approved Deed of Assignment or Transfer of Leasehold Rights, whichever is applicable. 13. Philippine Reclamation Authority (PRA) Approved Application for Reclamation, if applicable * For items 1-13: 1-orignal copy, 2 – photocopies	• For Item 1: PPA Website (PPA Administrative Order No. 05-2022 Issuance) or with PMO • Fore Items 2-13: To be provided by the applicant

Client Step **Application for Permit to Develop and Construct (PDC) - River Port**	**Agency Action**	**Fees to be paid**	**Processing Time (working days)**	**Person Responsible**
1. The applicant submits to PMO the application for PDC for river port with complete documentary requirements. *(Note: Incomplete submission of documentary requirements shall not be accepted and shall be returned to the applicant immediately)*	1.1 Receives Application for PDC and routes to the Office of the Port Manager. 1.2 Refers/forwards to Engineering Services Division 1.3 Checks if documents are complete and compliant/Coordinates with the Treasury Department (TD) and Legal Services Department (LSD) on the issuance of Certificates of No Outstanding Account with the Authority, and No Pending Legal Case Filed Against the PPA, respectively, then issues order of payment.	None None None	Seven (7) working days	PMO Records Officer Port Manager (PM) PMO ESD Authorized Personnel
2. The applicant pays non-refundable application fee	Receives payment and issues copy of Official Receipt.	Php3,000.00 + 12% VAT		PMO Cashier
	Checks the proof of payment/Verifies the validity and authenticity of the documents submitted/Issues certifications that the area applied for is not part of the Development Plan of PPA for the next 5 years, and the port facilities to be put up will not pose hazard to navigation/ Conducts ocular inspection if necessary.	None		PMO-ESD Authorized Personnel
	Endorses/submits findings/technical report to Port Manager.	None		PMO-ESD Manager
	Endorses the application to Head Office – Commercial Services Department (CSD), with PMO comments and recommendations.	None		Port Manager
	Reviews the documents (technical aspect)/Submits to CSD on the fourth day upon receipt of the application, the comments/findings on the submitted documents.	None	Seven (7) working days	PPDD
	Reviews, prepares complete staff work and recommends approval to the General Manager thru AGM for Engineering.	None		CSD
	Recommends approval to the General Manager.	None	Two (2) working days	AGME
	Approves/Disapproves the PDC for private non-commercial/commercial operations.	None	Three (3) working days	GM
	Notifies the PMO on the approved application/If disapproved, notifies the client thru PMO on the denial.	None	One (1) working day	CSD Authorized Personnel/HO Records Personnel

3. The applicant pays the corresponding PDC Fee	Issues Order of Payment to applicant for PDC Fee.	**For Non-Commercial Ports** If Project cost is below P10M: P40,000.00 + 12% VAT If Project Cost is P10M and above: (P60,000.00 + 1/10 of 1% of the excess of P10M) + 12% VAT **For Commercial Ports** For Project Cost of Php100M: Php80,000.00 + 12% VAT For Project Cost of Above Php100M: (P160,000.00 + 1/10 of 1% of the excess of P10M) + 12% VAT		PMO-ESD Authorized Personnel
3. Applicant pays the corresponding PDC Fee	Receives Payment from applicant for PDC Fee/Issues Official Receipt representing payment of PDC Fee.	None		PMO Cashier
	Releases Approved PDC upon receipt of Official Receipt.	None		PMO-ESD Authorized Personnel
	TOTAL	**Application Fee: Php3,000.00 + 12% VAT and corresponding PDC fee**	**Twenty (20) working days (extension of 20 working days, per Rule VII, Section 3 (b), page 22 of the IRR of the EODB)**	

NOTE:

Please note that a corresponding penalty shall be imposed to the applicant for failure to commence construction within 6 months from the approval of PDC pursuant to Section 71 of PPA AO 05-2022.