18. Application for Private Port Permit: Issuance of Certificate of Registration/Permit to Operate (COR/PTO) (New)

The COR/PTO private port facility/ies is being issued as prescribed under existing PPA rules and regulations governing private ports.

Office/Division:	Port Management Offices (PMOs) / Head Office Commercial Services Department (CSD)
Classification:	Highly Technical
Type of Transaction:	G2G - Government to Government
Who may avail:	1. LGU who have satisfactorily established new port infrastructures 2. LGU who have developed and operated their facilities prior to the creation of PPA

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Certificate of Registration/Permit to Operate (COR/PTO) (New)	
1. Duly Accomplished Application Form with the following attachments: (1-original copy) a. Proof of Payment of Filing Fee (plus VAT) (1-photocopy) b. Original Secretary's Certificate Designating Company's Authorized Representative (1-original copy) c. Project Completion Report (1-original copy) d. Copy of Tenurial Instruments (ex. FLi/LFC/MLi/MLC/MPSA/SAPA), Order Award, whichever is applicable or Official Receipt representing payment of Occupancy Dues (1-photocopy) e. Photocopy of Transfer Certificate of Title (TCT) for back-up area; or Copy of Deed of Absolute Sale; Deed of Assignment; Lease Agreement and/or Memorandum of Agreement (MOA), whichever is applicable (for River Ports and Ports along reclaimed area) (1-photocopy) f. Photocopy of approved CTD and PTC (1-photocopy) g. Certification that applicants has no outstanding obligations with PPA (1-original copy) h. For private port with existing facility/ies without CTD or PTC, or both i. Proof of Payment of PTC and Penalty Fees for Constructing Without Prior Approval from PPA (plus VAT) ii. As-Built Plan (1-photocopy) i. For RRTS facilities (please refer to Section 5 of PPA A.O 03-2004) i. RORO docking facilities ii. Passenger facilities iii. Marshalling yard iv. Lane meter measurement area v. Parking Area vi. Security and safety facilities	PPA Website (downloadable forms) Supporting documents to be provided by Applicants

2. Duly Notarized Omnibus Undertaking (Sworn Affidavit) (1-original copy)	PPA Website (downloadable forms)
For Certificate of Registration/Permit to Operate (COR/PTO) (Renewal)	
1. Formal Written Request (1-original copy)	To be provided by applicant/private port owner
2. Duly Accomplished Application Form with the following attachments: (1-original copy) a. Proof of Payment of Filing Fee (plus VAT) (1-photocopy) b. Original Secretary's Certificate Designating Company's Authorized Representative (1-original copy) c. Copy of Tenurial Instruments (ex. FLi/LFC/MLi/MLC/MPSA/SAPA), Order Award, whichever is applicable or Official Receipt representing payment of Occupancy Dues (1-photocopy) d. Photocopy of Transfer Certificate of Title (TCT) for back-up area; or Copy of Deed of Absolute Sale; Deed of Assignment; Lease Agreement and/or Memorandum of Agreement (MOA), whichever is applicable (for River Ports and Ports along reclaimed area) (1-photocopy) e. Certification that applicant has no outstanding obligations with PPA (1-original copy) f. Certificate of Structural Soundness of Private Port Facility (1-original copy) g. For RRTS facilities (please refer to Section 5 of PPA A.O 03-2004) j. RORO docking facilities ii. Passenger facilities iii. Marshalling yard iv. Lane meter measurement area v. Parking Area	PPA Website (downloadable forms) Attachments to be provided by the applicant
3. Duly Notarized Omnibus Undertaking (Sworn Affidavit) (1-original copy)	PPA Website (downloadable forms)

Client Steps	Agency Action	Fees to be paid	Processing Time (working days)	Person Responsible
1. Applicant submits complete requirements to Records	1.1 Receives requirements and routes the document to Office of the Port Manager (OPM)	None	9 days	PMO Records Officer
	1.2 Refers/forwards to the Business Development Marketing Specialist/Officer (BDMS/BDMO).	None		PM/EA
	1.3 Reviews completeness and accuracy of submitted documents in coordination with the Engineering Services Division (ESD) and submits findings/ comments/ recommendation to the Port Manager	None		Business Development Marketing Specialist/Officer (BDMS/BDMO)/ Authorized Personnel
2. Applicant proceeds to PMO to pay corresponding fees	2.1 Issues order of payment for filing fee and certification fee	None		BDMS/BDMO/ Authorized Personnel
	2.2 Receives payment and issues PPA Official Receipt	Filing Fee: ₱1,000 + VAT Certification Fee: ₱100 + VAT		Cashier
	2.3 Prepares endorsement of complete documents to the GM thru CSD	None		BDMS/BDMO/ Authorized Personnel

	2.4A Prepares complete staff work and recommends approval of application to the GM	None	7 days	CSD/BDD/OPR/ Department Manager
	2.6A Approves or disapproves application.	None	3 days	GM
	2.7A Releases approved COR/PTO or notifies PMO on the Denial	None	1 day	CSD OPR/HO Records Personnel
	TOTAL for A:	**Filing Fee: ₱1,000 + VAT Certification Fee: ₱100 + VAT**	**Twenty (20) working days (extension of 20 working days, per Rule VII, Section 3 (b), page 22 of the IRR of the EODB)**	