22. Application for Private Port Permit: Issuance of Certificate of Registration/Permit to Operate (COR/PTO) (Renewal) Private Port Facility/ies (For Energy Related Projects)

The COR/PTO is being issued pursuant to P.D. 857, PPA AO 06-95, PPA MC 21-2020, R.A. 11234 or EVOSS Act, Administrative Order No. 23 or Eliminating Overregulation to Promote Regulations Implementing R.A. 11234, and Department of Energy Circular No. DC 2019-05-007 (Rules and Regulations Implementing R.A. 11234).

Office/Division:	Port Management Offices (PMOs) / Head Office Commercial Services Department (CSD)
Classification:	Highly Technical
Type of Transaction:	G2B - Government to Business G2G - Government to Government
Who may avail:	Private port owner who have satisfactorily established new port infrastructures

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Written Request (1-original copy)	To be provided by applicant
2. Unified Application Form with the following supporting documents: (1-original copy) a. Certified true copy of Approved Foreshore Lease Contract (FLC); or certified true copy of DENR-issued Official Receipt representing payment of Annual Occupancy Fee; (1-photocopy) b. PPA certification that the owner/operator has no outstanding obligations with PPA; (1-original copy) c. Original Secretary's Certificate designating company's Authorized Representative; (1-original copy) d. Certified true copy of the Office of the Transport Security (OTS) Approved Port Facility Security Plan (PFSP). (1-photocopy)	PPA Website (downloadable forms) and supporting documents to be provided by 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	Person Responsible
1. Applicant submits the documentary requirements mentioned in the Checklist of Requirements	1.1 Acknowledges the receipt of documents, evaluates, and endorses the proposals to CSD. 1.2 Reviews, prepares complete staff work and recommends approval of application to the GM. 1.3 Approves/ Disapproves application. 1.4 Releases approved COR/PTO	Filing Fee: Php1,000.00 + 12% VAT None None None	Ten (10) calendar days Thirteen (13) calendar days Six (6) calendar days One (1) calendar days	PMO/OPM/ Cashier CSD/BDD OPR/ Department Manager GM CSD OPR/HO Records Personnel
	TOTAL:	**P1,000.00 + 12% VAT**	**Thirty (30) calendar days**	
Note: A three (3) working day buffer period will be allotted to check the completeness of the submitted documentary requirements, and notification of acceptance or non-acceptance shall be made within the said period (Section 2 of DC2019-05-0007, or Rules and Regulations Implementing RA 11234 (EVOSS Act)				