4. Registration of Online Port Charges Exemption (OPCE) Account

Facilitate registration of port users in the PPA system to avail of Port Charges Exemption upon submission of complete documentary requirements.

Office/Division:	Information and Communication Technology Department (ICTD)
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen G2B – Government to Business
Who may avail:	Port Stakeholder

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. **OPCE USER ACCOUNT FORM** - 1 copy (Original/ PDF/ Scanned copy)	PPA Website (Downloadable form)
2. **PEZA Certificate of Registration or BOI Certificate of Registration** - 1 copy (Photocopy/ Scanned copy / Screenshot)	Philippine Economic Zone Authority (PEZA) / Board of Investments (BOI)
3. **BIR 2303** -1 copy (Photocopy/ Scanned copy / Screenshot)	Bureau of Internal Revenue (BIR)

Client Steps	**Agency Action**	**Fees to be paid**	**Processing Time**	**Person Responsible**
1. Transmits/ submits Documentary requirements.	1.1 Acknowledges receipt of documents. Perform initial validation of the request and accompanying documents. Logs the RSU as USR in HITS*	None	15 mins	ICTD-Helpdesk
	1.2 Registers/sets-up/Verifies/updates the corresponding record in the PPA System.	None	30 mins	Application Support Team
	1.3 Informs the concern User of successful registration in the PPA System. Validates/Verifies with the user the completion of the request and closes ticket raised in HITS.	None	15 mins	ICTD-Helpdesk
TOTAL:		**None**	**1 hour**	

Assumption:
a. Complete documentary requirement submitted
b. Working PPA Application System
c. Stable Network Connection
d. Regular Working Days

**HITS- Helpdesk Information and Ticketing System*