PORT OPERATIONS AND SERVICES DEPARTMENT (POSD)

External Services

1. Online Application for PPA Accreditation of Port Service Providers

These guidelines prescribe the requirements in the issuance of PPA Accreditation and shall apply to corporations, partnerships, single proprietorships, and entities who intend to provide port services at ports under the jurisdiction of PPA.

An Accreditation Certificate per port service shall be required prior to the issuance Or award of port services contract or permit to operate. An accredited port service provider shall also comply with rules and regulations that may hereinafter be promulgated by the Authority pursuant to law.

Office/Division:	Port Management Office
Classification:	Highly Technical
Type of Transaction:	G2B-Government to Business
Who may avail:	Port Service Providers and those private entities with port transactions

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Type A: Port Terminal, Cargo Handling, Passenger Terminal, RoRo Services	
1. Duly accomplished Application Form	PPA website/ Business Development Marketing Specialist/ Officer (BDMS/O)
2. Company and Business Profile (1- electronic copy)	Provided by Applicant
3. Authenticated Certificate of registration, Accreditation/ License/Eligibility /Franchise issued by • DTI- Sole Proprietorship • SEC- Corporations/ Partnership • CDA- Cooperatives • License Eligibility/ Franchise- Applicants with Accreditation from other government agencies (1- electronic copy)	Provided by Applicant
4. Certified True Copy of Articles Incorporation/Partnership and By-laws for Corporations/Articles of Partnership/ Incorporation for cooperatives. (Not applicable for applicants with a valid certificate of accreditation, licensed or granted a franchise by other government agencies.) (1- electronic copy)	Provided by Applicant
5. Certified True Copy of the most recent General Information Sheet	Provided by Applicant

duly filed with and received by SEC/CDA. (Not applicable for applicants with a valid certificate of accreditation, licensed or granted a franchise by other government agencies.) (1- electronic copy)	
6. Certified True Copy of the most recent Tax Clearance Certificate per Executive Order No. 398 Series of 2005. (Not applicable for applicants with a valid certificate of accreditation, licensed or granted a franchise by other government agencies.) (1- electronic copy)	Provided by Applicant
7. Certified True Copy of the Audited Financial Statement immediately preceding the date of application for accreditation was filed with, received by, the Bureau of Internal Revenue together with the corresponding Annual Income Tax Return - For the past three (3) years Bank Statement / Annual Income Tax Return for newly registered business entities and individual professionals. (Not applicable for applicants with a valid certificate of accreditation, licensed or granted a franchise by other government agencies.) (1- electronic copy)	Provided by Applicant
8. Certified true copy of the Bureau of Internal Revenue Certificate of Registration. (Not applicable for applicants with a valid certificate of accreditation, licensed or granted a franchise by other government agencies.) (1- electronic copy)	Provided by Applicant
9. Copy of value-added tax or percentage tax return covering the immediately preceding year (1- electronic copy)	Provided by Applicant
10. Duly accomplished and notarized Omnibus Sworn Statement (1- electronic copy)	Provided by Applicant
11. Proof of Authorization (duly notarized) CDA/SEC registered Entities Secretary's Certificate	Provided by Applicant

Single Proprietorship Authorization Letter (1- electronic copy)	
Type B: Port Ancillary Services	
1. Duly accomplished Application Form	PPA website/ Business Development Marketing Specialist/ Officer (BDMS/O)
2. Company and Business Profile (1- electronic copy)	Provided by Applicant
3. Authenticated Certificate of registration, Accreditation/ License/Eligibility /Franchise issued by • DTI- Sole Proprietorship • SEC-Corporations/ Partnership • CDA- Cooperatives • License Eligibility/ Franchise- Applicants with Accreditation from other government agencies (1- electronic copy)	Provided by Applicant
4. Certified True Copy of the audited financial statement immediately preceding the date of application for accreditation as filled with, received by, the Bureau of Internal Revenue together with the corresponding annual income tax return for the past 1 year. Bank statement/annual income tax return for newly registered business entities and individual professionals. (Not applicable for applicants with a valid certificate of accreditation, licensed of the granted franchise by other government agencies) (1- electronic copy)	Provided by Applicant
5. Certified true copy of the Bureau of Internal Revenue Certificate of Registration. (Not applicable for applicants with a valid certificate of accreditation, licensed or granted a franchise by other government agencies) (1- electronic copy)	Provided by Applicant
6. Duly accomplished and notarized Omnibus Sworn Statement (1- electronic copy)	Provided by Applicant
7. Proof of Authorization (duly notarized) CDA/SEC registered Entities Secretary's Certificate	Provided by Applicant

Single Proprietorship Authorization Letter (1- electronic copy)	
8. Other documentary requirements a. Service Contract or Authorization/Appointment provided by shipping lines/ company to a shipping agent/ representative (emailed authorization/ appointment is acceptable) (1- electronic copy) b. Copy of information of membership or affiliation from trade associations or business groups. (1- electronic copy)	
Type C: Applicant that has been accredited/licensed/ granted franchise by other government agencies	
1. Duly accomplished Application Form	PPA website/ Business Development Marketing Specialist/ Officer (BDMS/O)
2. Company and Business Profile (1- electronic copy)	Provided by Applicant
3. Authenticated Certificate of registration, Accreditation/ License/Eligibility /Franchise issued by • DTI- Sole Proprietorship • SEC- Corporations/Partnership • CDA- Cooperatives • License Eligibility/Franchise Applicants with Accreditation from other government agencies (1- electronic copy)	Provided by Applicant
4. Duly accomplished and notarized Omnibus Sworn Statement (1- electronic copy)	Provided by Applicant
5. Proof of Authorization (duly notarized) CDA/SEC registered Entities Secretary's Certificate Single Proprietorship Authorization Letter (1- electronic copy)	Provided by Applicant
6. Other documentary requirements a. Service Contract or Authorization/Appointment provided by shipping lines/ company to a shipping agent/ representative (emailed	Provided by Applicant

authorization/ appointment is acceptable) (1- electronic copy) b. Copy of information of membership or affiliation from trade associations or business groups. (1- electronic copy)	

1. PPA Port Management Offices shall, under all circumstances, encourage online Registration and Application for PPA Accreditation.
2. All inquiries, follow-ups, and updates shall be lodged at the PMOs, where online applicants may be directed to the status trail provided in the system.
3. All payments in relation to PPA Accreditation, if cannot be made through online facilities, shall be handled at the PMO.
4. Pursuant to PPA AO No. 07-2019, all Licensed Customs Brokers are exempted from the coverage of PPA Accreditation subject to the conditions therein stated.
5. Application for PPA Accreditation is per service type.

Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Performs client registration in the PPA E-Accreditation System	1. Validate documents submitted online.	Please refer to the schedule of fees	1 day	Business Development Marketing Specialist/ Officer (BDMS/O)
2. Determines service type being applied for and applies for PPA Accreditation online.	2. Determines the capability of the applicant to provide the service applied for.		1 day	
3. Pays accreditation fee online.	3.1 Determines whether the applicant has no outstanding account within the PMO jurisdiction.		1 hour	
	3.2 Determines whether the applicant has no derogatory record within the PMO jurisdiction.		1hour	
	3.3 Determines whether the applicant has		1 day	Legal Services Department

	no derogatory record with PPA.			
	3.4 Determines whether the applicant has no outstanding account with PPA.		1 day	Treasury Department
	3.5 Reviews application.		1 day	Port Operations & Services Department
	3.6 Prints Executive Brief (EB) and PPA Accreditation Certificate.		1 day	
	3.7 Endorses EB and Certificate to the AGM for Operations.		1 day	
	3.8 Endorses EB and Certificate to the General Manager.		1 day	AGM for Operations
	3.9 Approves and signs PPA Accreditation Certificate.		1 day	General Manager
	3.10 Forwards signed PPA Accreditation Certificate to the Office of the Corporate Board Secretary for stamping of PPA seal.		1 day	Office of General Manager
	3.11 Forwards signed and stamped PPA		1 day	OCBS

	Accreditation to POSD for stamping of validity period/ effectivity date. 3.12 Prepares transmittal memorandum of signed PPA Accreditation Certificate to PMO. 3.13 Updates inventories of PPA Accreditation.		1 day	Port Operations & Services Department
4. Secures duly signed PPA Accreditation Certificate	4. Receives the PPA Accreditation Certificate from Head Office and instructs newly accredited service provider to claim the signed PPA Accreditation Certificate.		1 day	Port Management Office
	TOTAL:	**Accreditation fee + 12% VAT**	**13 days and 2 hours (working days)**	
As per PPA Admin Order No. 14-2020, all applicants/grantees of **certificate of accreditation**, certificate of registration, appointment, or contract are required to plant trees/mangroves of at least 1,000 seedlings. Compliance with the foregoing requirement shall be made not later than one (1) year after the issuance of **accreditation,** PTO, certificate of registration, appointment, or award of contract.				

Accreditation schedule of fees (PPA MC 03-2019)

Amount	Services
₱ 10,000.00 + 12% VAT = **₱11,200.00**	-Port Terminal Services, -Cargo Handling/Roll-On -Roll-off Services, -Pilotage Services, -Passenger Terminal Building Services, -Shore Reception Facility/Environmental Management Services, -Towing/ Tugging Service/ Tug Assistance
₱ 3,000.00 + 12%VAT = **₱ 3,360.00**	-Mooring/unmooring, -Vessel repair/ Maintenance, -Waste Disposal Services, -Bunkering Services, -Chandling Services, -Brokerage Services, -Cargo Checking Services, -Cargo Surveying Services, -Shipping Lines, -Shipping line agent/Representative, -Lighterage/ Barging, -Watering Services, -Parking/ Garage Services, -Water Taxi Services, -Canteen Services, -Porterage Services, -Parking Services, -Booking/Ticketing Service, -Communication services, -Shops and Stores, -Cleaning Service, -Container Repair, -Equipment hire, -Equipment Repair, -Fumigation, -Laundry service, -Water supply, -Reproduction service, -Weighbridge/ Truck scale, -Engineering Contractor, Other services