## 2. Application for Certification of No Outstanding Account

Certification is issued to the Port Service Providers/cargo Handling Operators with No Outstanding account with PPA, as primarily requirement for the renewal of their Accreditation with PPA.

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| **Office/Division:** | Treasury Department |
| **Classification:** | Simple |
| **Type of Transaction:** | G2B – Government to Business<br>G2C – Government to Citizen<br>G2G – Government to Government |
| **Who may avail:** | Port Customers |

| **CHECKLIST OF REQUIREMENTS** | **WHERE TO SECURE** |
|---|---|
| **Request of Walk-in port user**<br>1. Letter Request | Requesting Party/Port Customer |
| **Request through Port Operations Services Department**<br>1. Memo from Port Operation Services Department | POSD |
| **Online Confirmation**<br>1. Request sent thru PPA website | Requesting Party/Port Customer |

| **Client Steps** | **Agency Action** | **Fees to be paid** | **Processing Time** | **Person Responsible** |
|---|---|---|---|---|
| 1. Submits the Original copy of Letter Request/ submits the request thru PPA website. | 1.1 Acknowledged receipt of the letter request | None | 1 min | PPA TD Secretary/ Clerk Processor |
| | 1.2 Verify said account from the Accounts Receivable (A/R) Database | None | 2 mins | Treasury Management Specialist |
| | 1.3 Prepare the Certificate of No Outstanding Account | None | 3 mins | Treasury Management Specialist |
| | 1.4 Review the Certificate of No Outstanding Account | None | 2 mins | TMSD Manager/ SCS Chief |
| | 1.5 Signs the Certificate of No Outstanding Account | None | 1 hr | TD Manager |

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| 2. Receive the Certificate of No of Outstanding Account | 2. Release the Certificate to the requesting port user/customer | None | 2 mins | Treasury Management Specialist/ Clerk Processor |
| | **TOTAL:** | **None** | **1 hr and 10 mins.** | |
| Note:<br>For port customers/service providers **with outstanding Account**, they will coordinate with Treasury Department and PMO concerned for the settlement of their unpaid accounts. | | | | |