



FEB 14 2020

MEMORANDUM

TO Port Managers  
Port Service Providers  
Others Concerned

FROM The General Manager

SUBJECT **CLARIFICATIONS ON PPA ADMINISTRATIVE ORDER  
NO. 06-2019 AND RELATED ISSUANCES**

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In order to ensure standard and uniform evaluation and processing of applications for accreditation under PPA Administrative Order (AO) No 06-2019, entitled "Guidelines on the Accreditation of Port Service Providers", and to promote the effective implementation of relevant PPA policies, the following guidelines shall be strictly complied

**1 APPLICATION FOR PPA ACCREDITATION**

- 1 1 All applications for accreditation pending with or received by PPA at the time of the effectivity of PPA AO No 06-2019 shall be evaluated based on the Checklist of Requirements prescribed therein
- 1 2 All accreditation certificates issued under AO No 10-2018 shall continue to be valid until their expiration. There is no need for grantees of accreditation certificates to re-apply under AO No 06-2019
- 1 3 A PPA Accreditation for a specific port service or services shall be valid in all ports under PPA's jurisdiction including private ports. However, a Permit to Operate (PTO) shall be secured from Port Management Office (PMO) or PMOs where the port service or services will be rendered, as applicable
- 1 4 In case the grantee of a PPA Accreditation Certificate would apply for accreditation of additional service or services, there is no need to require the submission of new sets of documentary requirements. The application will be evaluated and processed based on previously submitted documents

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## **2. DOCUMENTARY REQUIREMENTS**

- 2.1 On service or services to be provided and to be reflected in the accreditation certificate, the service or services should be within the primary or secondary purposes of the applicant's Articles of Incorporation or Partnership, or DTI or CDA Registration
- 2.2 Applicants for Port Terminal Operators, Cargo Handling Operators, Passenger Terminal Building Operators and Roll On Roll Off Services shall be required to submit 3 years Audited Financial Statement with corresponding Annual Income Tax Return, as applicable Port service providers for ancillary services may submit a Bank Statement or Annual Income Tax Return,
- 2.3 Port service providers who have been accredited, licensed, granted franchise or eligibility by other government agencies shall only submit the following documents,
  - a Duly accomplished application form
  - b Company/Business Profile
  - c Authenticated Certificate of Accreditation, Registration, License or Franchise issued by concerned government agency
  - d Duly accomplished and notarized Omnibus Sworn Statement,
  - e Notarized Authority to file application for PPA Accreditation
    - i Secretary's Certificate – SEC/CDA registered entities
    - ii Authorization Letter – Single Proprietorship
- 2.4 The applicant may request for the issuance of separate accreditation certificate in every service being applied for, provided that processing or application fee shall be on per service basis For a single accreditation certificate indicating two or more services, processing fee is also on a per service basis

## **3 EXEMPTIONS**

- 3.1 Private port operators, both commercial and non-commercial, are exempt from securing accreditation certificate Port Service Providers, as listed in Annex A of PPA AO 06-2019, doing business in the private ports are required to be accredited An accreditation issued under AO 06-2019 is valid both in PPA and private ports
- 3.2 Individual customs brokers are exempted from securing accreditation pursuant to PPA AO No 07-2019 However, customs brokerage

companies or entities with separate juridical personality shall be required to apply for accreditation under AO No 06-2019

- 3 3 Individual harbor pilots are exempt from securing accreditation, however, pilotage associations are covered

#### **4 MISCELLANEOUS**

- 4 1 Port service providers with issued accreditation certificate as Port Terminal Services prior to August 2019 are not required to secure accreditation for other port services until the applicants file for renewal
- 4 2 The port service provider shall pay corresponding fees prescribed in PPA Memorandum Circular No 31-2000, for any request for copy of Accreditation Certificate

For information and guidance

  
**JAY DANIEL R. SANTIAGO**