

SEP 17 2019

PPA ADMINISTRATIVE ORDER
NO. 07 - 2019



TO : All Port Managers
And Others Concerned

SUBJECT : EXEMPTION FROM COVERAGE OF PPA A.O. No. 06-2019
[Guidelines on the Accreditation of Port Service Providers]

Pursuant to Section 2-b, Section 6-a (iii), and 6-b (ix), and 26 of Presidential Decree No. 857, Revised Charter of PPA, as amended, with reference to the pertinent provisions of the following:

1. PPA Board Resolution No. 2834;
2. PPA Administrative Order No. 01-2006, as amended – "Compendium of Regulations on Cargo Handling Operations";
3. PPA Administrative Order No. 06-2019 – "Guidelines on the Accreditation of Port Service Providers";
4. PPA Memorandum Circular No. 03-2019 – "Standardized Accreditation Fee of PPA A.O. No. 06-2019",

and in order to coordinate, streamline, improve and optimize the operation of ports, all Licensed Customs Brokers (LCB) are hereby exempted from PPA Accreditation subject to the following guidelines hereby prescribed for the information and compliance by all concerned:

Section 1. Coverage

This Order shall apply to all LCBs seeking exemption from PPA Accreditation to be able to render brokerage services at PPA ports nationwide. It shall also specify the requirements and procedures for the processing of LCB exemption for purposes of facilitating access inside the port in the provision of such service.

Section 2. Definition of Terms

For purposes of this Order, the following terms used herein shall be construed to mean:

- 2.1. *Authority* - the Philippine Ports Authority.
- 2.2. *Brokerage* – the business of facilitating clearance of imported and exported goods, merchandise and cargoes from the Bureau of Customs.
- 2.3. *Licensed Customs Broker* - a professional individual duly licensed by the Professional Regulatory Board for Customs Brokers to provide services consisting of consultation, preparation of customs requisite document for imports and exports, declaration of customs duties and taxes, preparation

EXEMPTION FROM PPA ACCREDITATION



signing, filing, lodging and processing of import and export entries; representing importers and exporters before any government agency and private entities in cases related to valuation and classification of imported articles and rendering of other professional services in matters relating to customs and tariff laws its procedures and practices.

- 2.4. *PPA Accreditation* - a certificate of recognition by the Authority issued to a port service provider as proof of its legitimacy, capability and competency in the provision of a particular port service.
- 2.5. *PPA-Accredited Service Provider*- holder of a certificate of recognition issued by the Authority as among the Port Service Provider with PPA-Accreditation to perform a particular cargo handling service.

Section 3. General Guidelines

The exemption shall be subject to the following conditions:

- 3.1. The exemption is applicable to any LCB as defined in Section 2 hereof;
- 3.2. LCB is not applying for a "Permit To Occupy" from the Authority for purposes of leasing an office within the port or is not currently holding office inside the port;
- 3.3. LCB shall not be exempted from Port Security/Gate Procedures and shall be required to secure pedestrian/vehicle pass; and
- 3.4. LCB is not engaged in port service or port ancillary service as defined by regulations which requires accreditation from the Authority.

Section 4. Processing of Requests for Exemption from PPA Accreditation

4.1. Letter of Request

Any LCB, which is qualified under existing laws to engage in business, shall file letter of request for exemption from PPA-Accreditation directly with the Port Management Office (PMO) holding jurisdiction over the port or ports where LCB intends to provide brokerage services.

The following documents shall be attached to the letter, among others:

- a. Photocopy of the identification card issued by the Professional Regulation Commission (PRC) as proof that the requesting individual is an LCB;
- b. Certificate of Good Standing issued by the PRC and by a reputable organization such as Chamber of Customs Brokers, Inc. (CCBI) or Professional Customs Brokers Association of the Philippines, Inc. (PCBAPI);
- c. Certified list of regular clients being serviced at the port.

4.2. Processing of Request for Exemption

- 4.2.1. All LCBs, upon submission of documents relative to its request for exemption from PPA Accreditation, shall be required to pay a non-

