

**[PPA ADMINISTRATIVE ORDER NO. 07-2013,
December 27, 2013]**

**SIMPLIFICATION OF PROCEDURES IN THE PROCESSING AND
ISSUANCE OF PERMITS TO OPERATE ANCILLARY SERVICES IN
THE PORTS**

Adopted: 27 December 2013

Date Filed: 07 January 2014

Pursuant to Section 2 (f), Article II and Section 6-a (ii), (iii), (v), (x), 6-b (xv) Article IV of PD 857, as amended and in line with the PPA's thrust of enhancing its competitiveness in the provision of vital port services, the following guidelines are hereby prescribed amending the Glossary of Terms on Ancillary Services (Annex "A"), Sections 6.2.1 (Annex B) and 6.2.2 (Annex C) of PPA AO No. 08-96 entitled "Regulations for the Registration and/or Grant of Permits for the Operation of Ancillary Services in the Ports":

1. Application for Permit to Operate (PTO)

Applications for a permit to operate ancillary service shall be filed with the concerned Port Management Office (PMO) where the applicant intends to operate.

1.1 For New Application

The applicant shall accomplish the prescribed PPA Application Form and Customer Registration Form to be submitted together with the following supporting documents:

- 1.1.1 Specific area of operations with sketch
- 1.1.2 Proposed ancillary rates
- 1.1.3 Duly Notarized Omnibus Undertaking

1.2 For Renewal Application

The applicant shall file the prescribed Application Form within thirty (30) days before the expiration of the permit together with a duly Notarized Omnibus Undertaking. Failure to file within the prescribed period without justifiable reason constitutes a ground for non-extension of the Permit to Operate (PTO).

2. Sworn Affidavit of Undertaking