UNIFORM DOCUMENT REQUIREMENTS AT THE PORT OF MANILA FOR ANNUAL PERMIT TO OPERATE (PTO) FOR ANCILLARY SERVICES

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To facilitate the implementation of the PANSER regulation, respond to the clamor of ancillary operators and in line with PPA effort to streamline documentation, the numerous requirements in applying for an annual ancillary Permit to Operate (PTO) are hereby reduced and made uniform throughout the Port of Manila. The PTO documents to be required are hereby prescribed as follows:

1. FOR NEW APPLICANT

- Application letter for a PPA Permit to Operate (PTO) from the Company President/Operations Manager, together with the company profile/info sheet (including service contract with clients) duly attached. The application letter should also indicate who is authorized to receive the approved PTO and to sign the PTO Terms and Conditions in behalf of the Company

- SEC or DTI Registration

- SSS Registration/BIR Registration/VAT Certificate

- Mayor's Permit (or proof of application for current Mayor's Permit)

- Other document requirements per Attachment A depending on the type of ancillary service.

2. FOR RENEWAL APPLICANT

- Application letter for renewal of PTO from the Company President/Operations Manager. If there are changes in the company profile/info sheet, such as changes should be submitted to update the company records on file with PPA The application letter should also specify last year's PTO Control Number (or copy of previous PTO can be attached). It should also indicate who is authorized to receive the approved PTO and sign the PTO Terms and Conditions in behalf of the Company.

- Mayor's Permit (or proof of application for current Mayor's Permit or previous year's Mayor's Permit for applicants renewing within the January-March PTO period).

- Other document requirements depending on the type of ancillary service per Attachment

This Order shall take effect 17 April 2000 and shall remain in force unless otherwise revoked or amended.

Adopted: 05 April 2000

(SGD.) LEOPOLDO F. BUNGUBUNG
Port District Manager, PDO-Manila

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