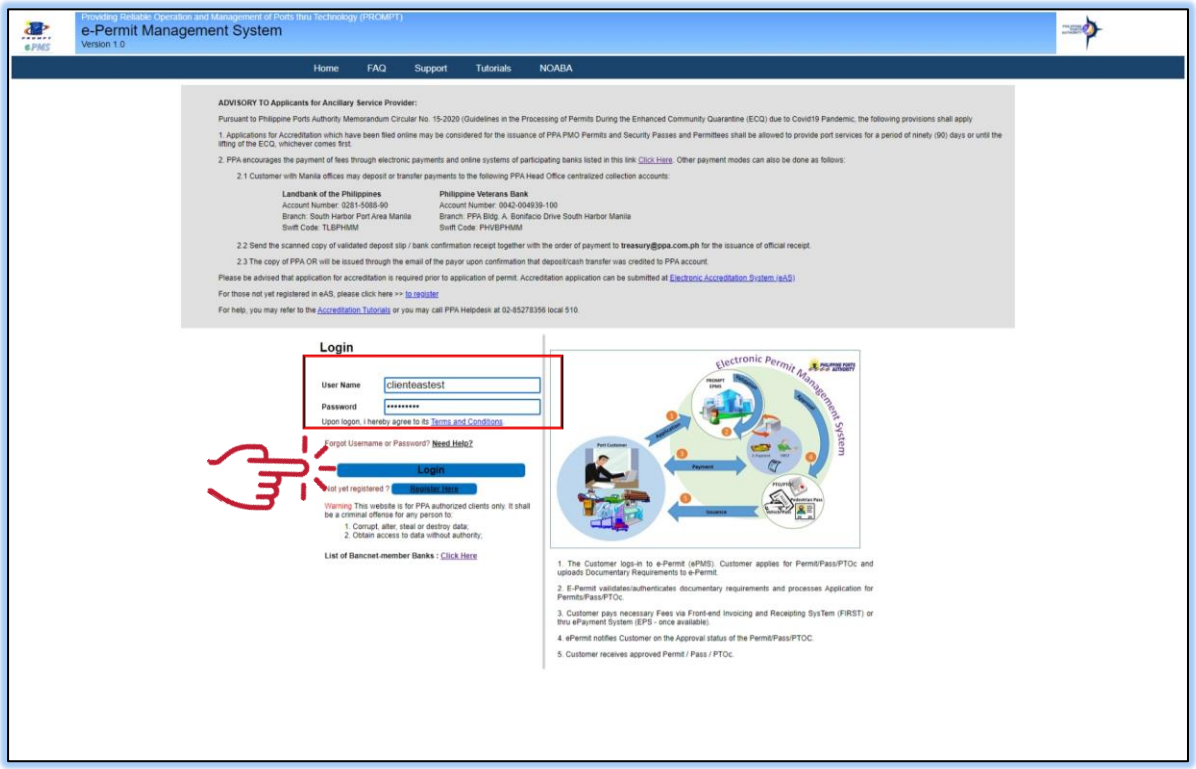
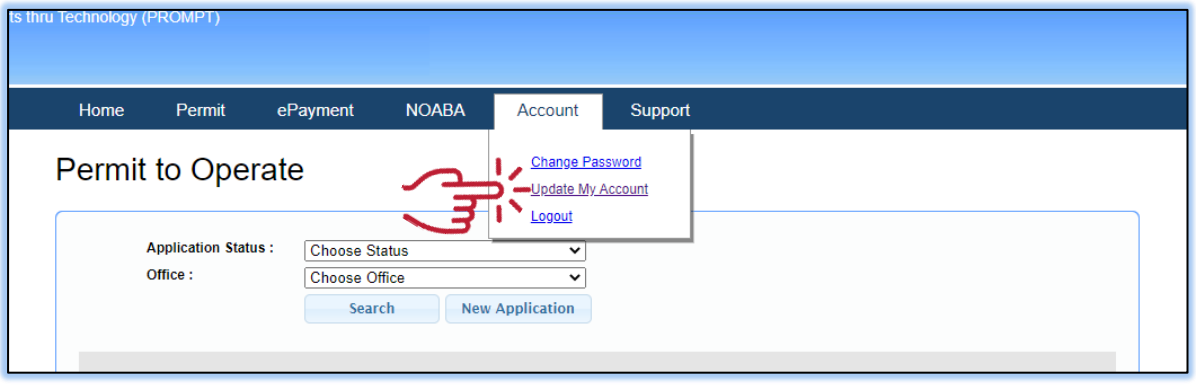
EPMS User Guide on the Revised Procedure Based on AO 009-2020 (Revised Guidelines on the Issuance of Permit to Operate (PTO) for the Provision of Ancillary Service in the Ports)

A. PORT USER (SUBMISSION OF APPLICATION FOR PTO)

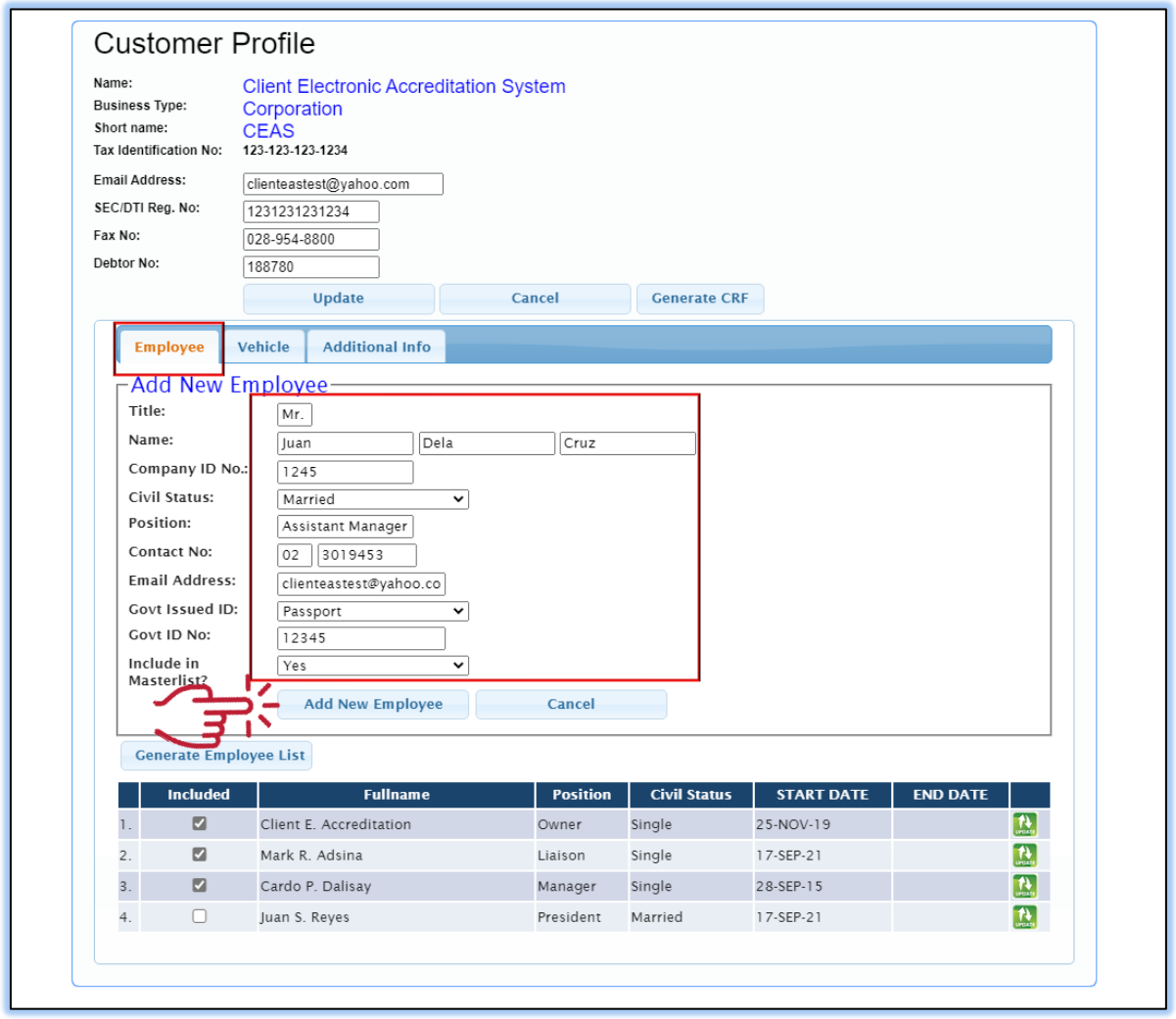
1. Navigate to website “epms.ppa.com.ph” and log in EPMS account, input username and password then click Login button.



2. Go to Account Tab and select Update My Account.

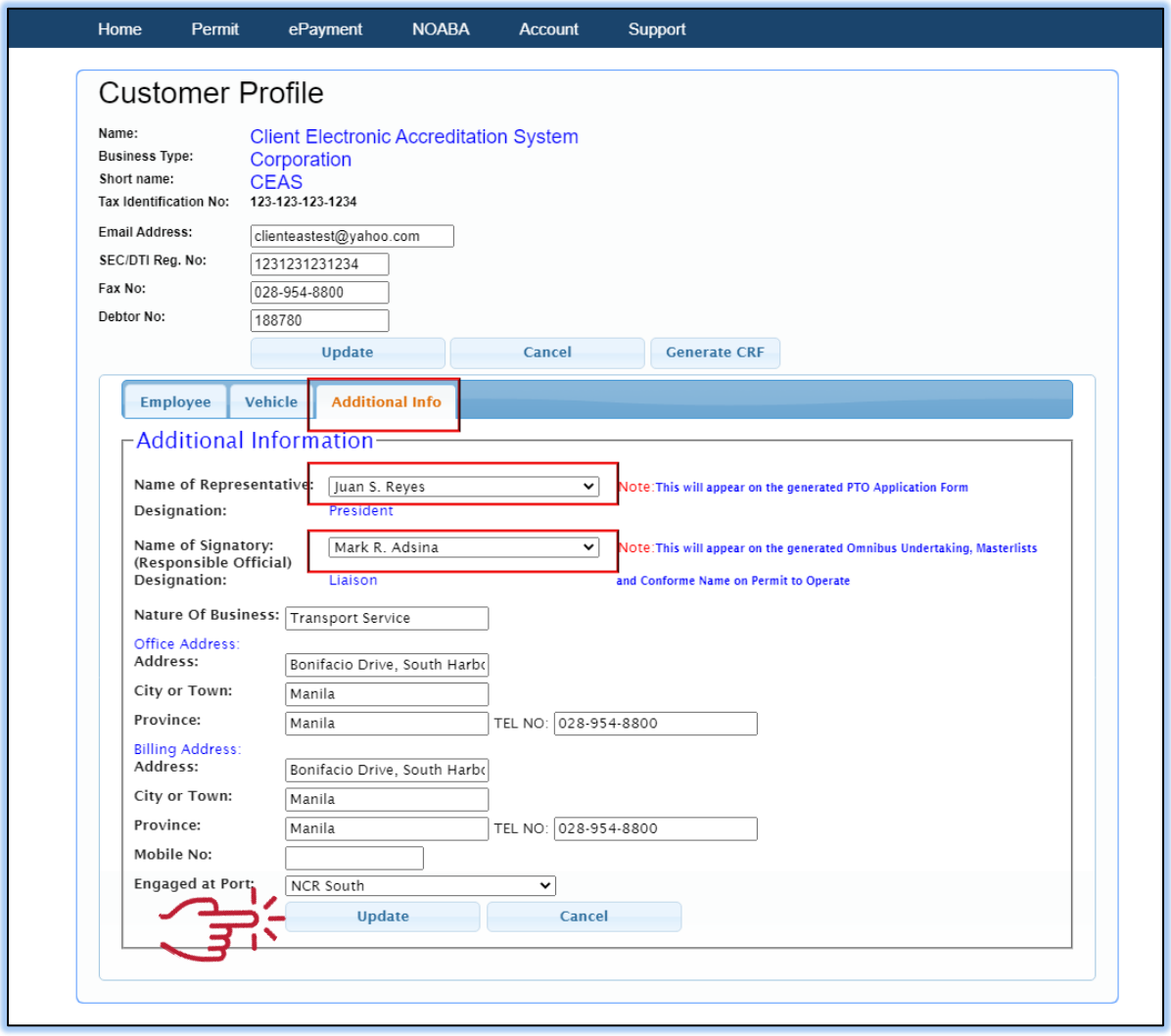


3. Under Employee Tab, Add the name of the Representative and Signatory.

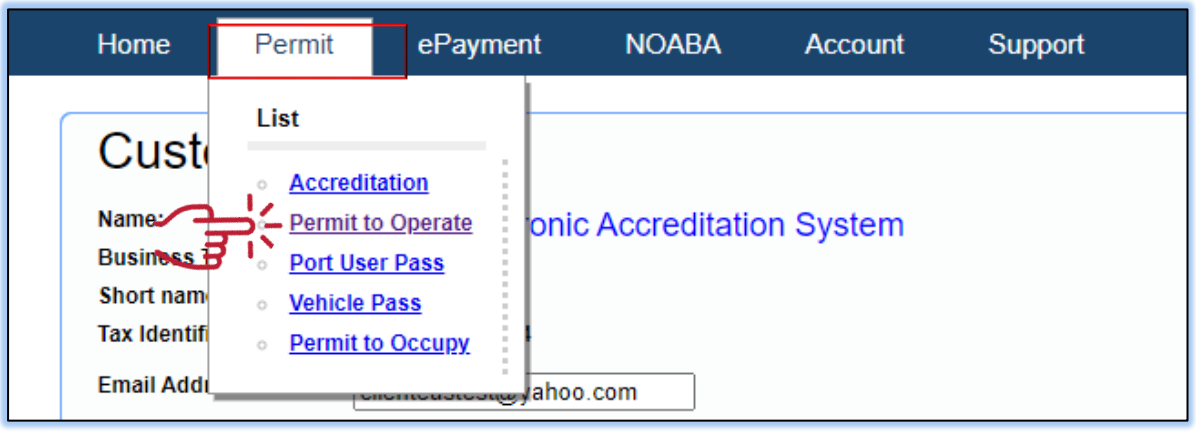


(Note: You may also add the name of Employees here subject to the application of Port User Pass.)

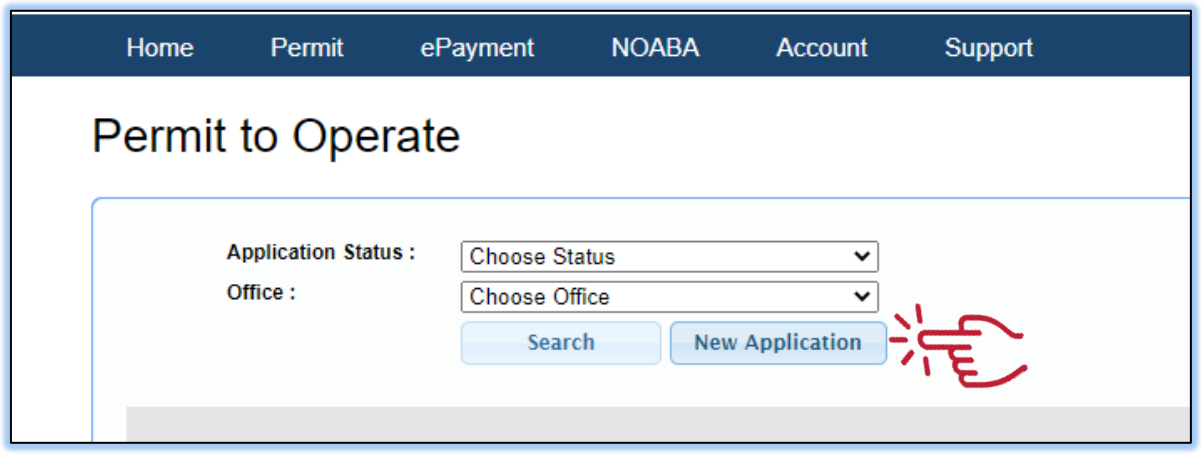
4. Go to Additional Info, Select name of Representative and Signatory and review other details the click Update button.



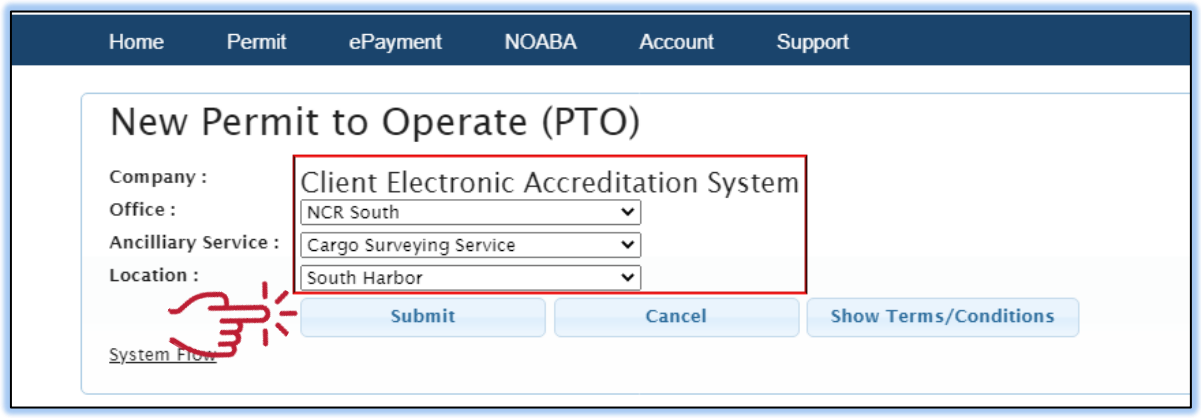
5. Go to Permit menu and select Permit to Operate.



6. Click New Application button. This will pre-fill other information relative to your account such as Company Name.

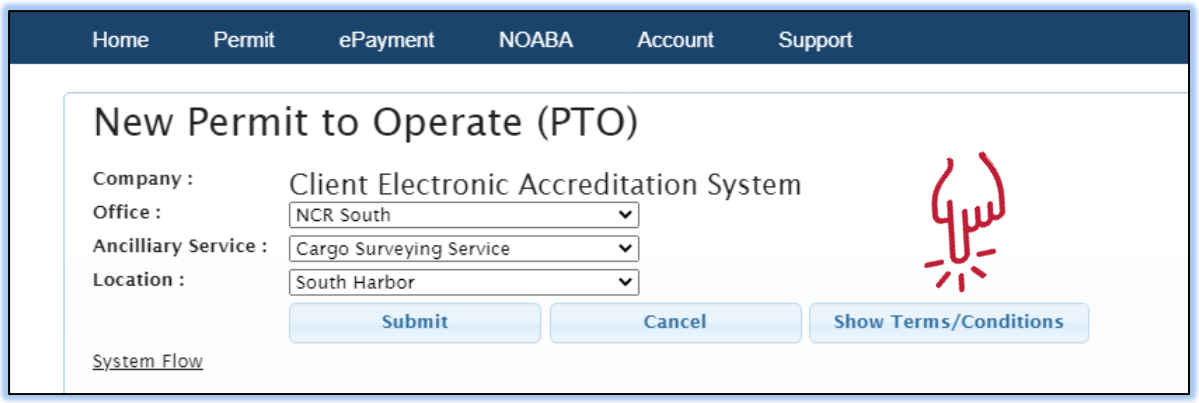


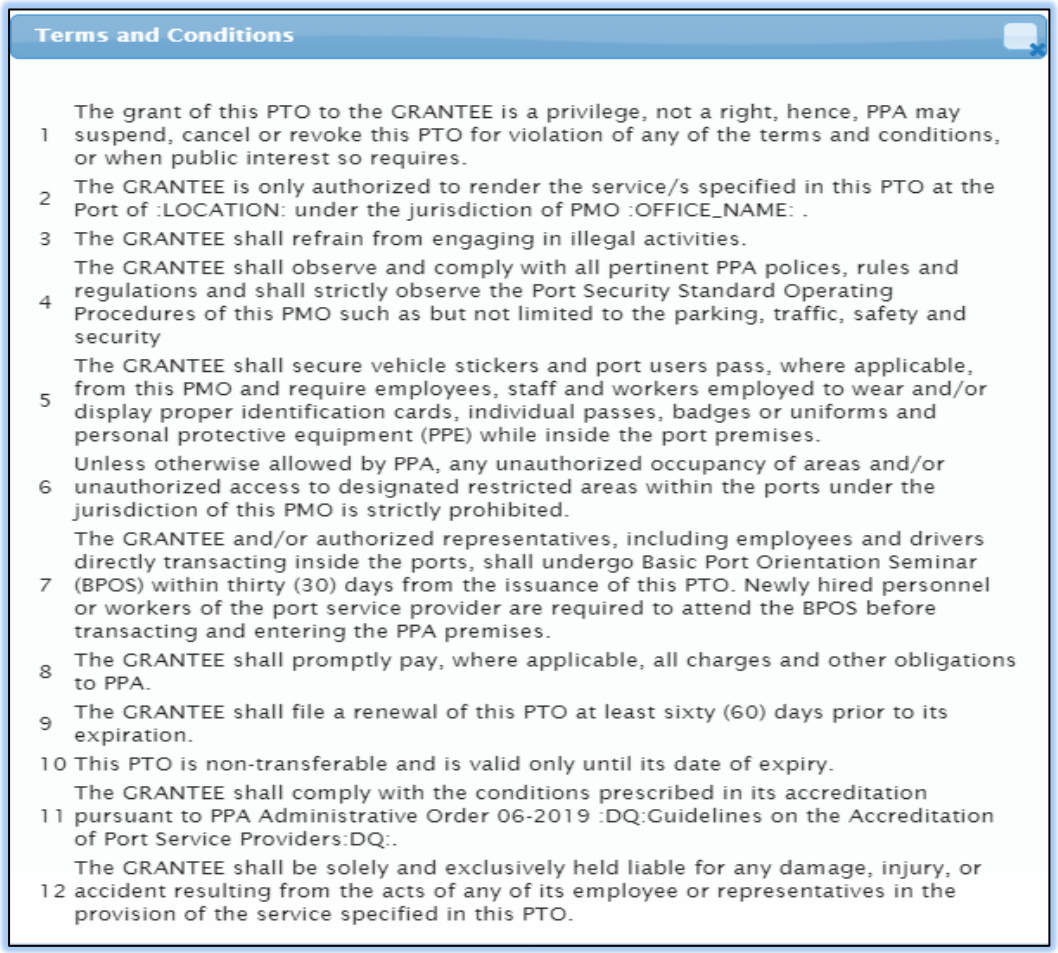
7. Select from the dropdown list the Office, Ancillary Service and Location then click Submit button.



(Note: If location is not available in the dropdown list, indicate the Terminal Name instead.)

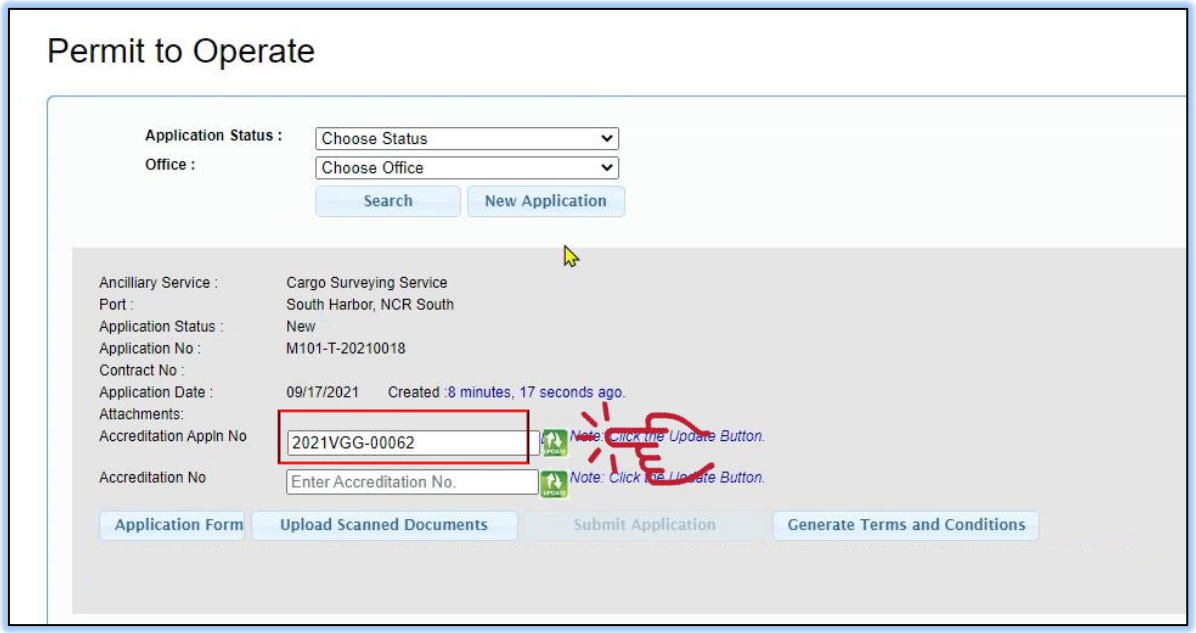
(Note: Upon selection of Ancillary Service from the dropdown list, Terms and Condition will be available. Click Show Terms/Conditions button to view.)



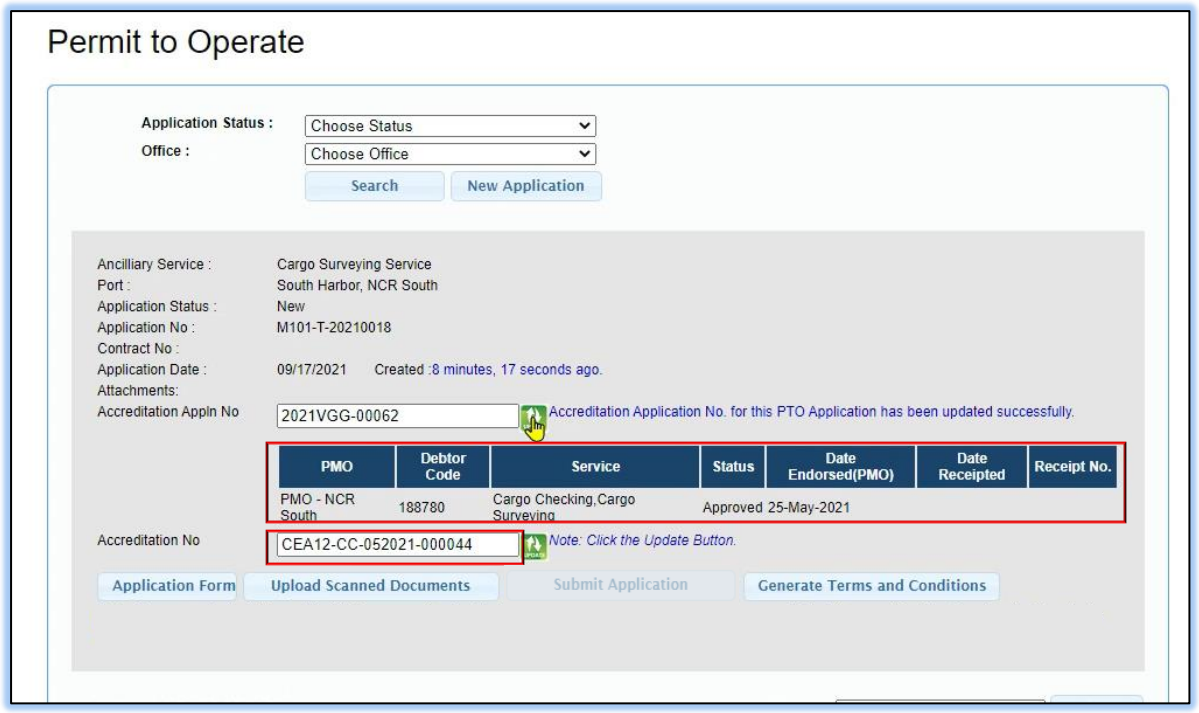


8. Click OK.

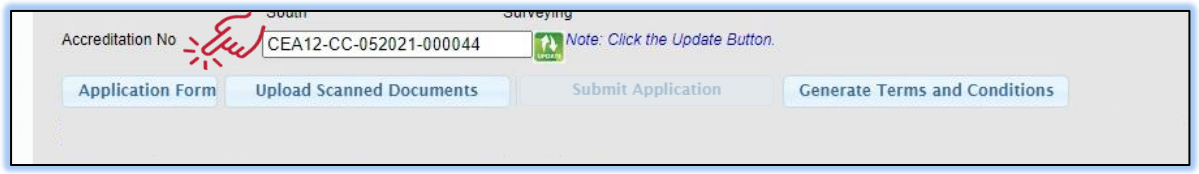
9. Enter the EAS Application number then click Update green button to save.



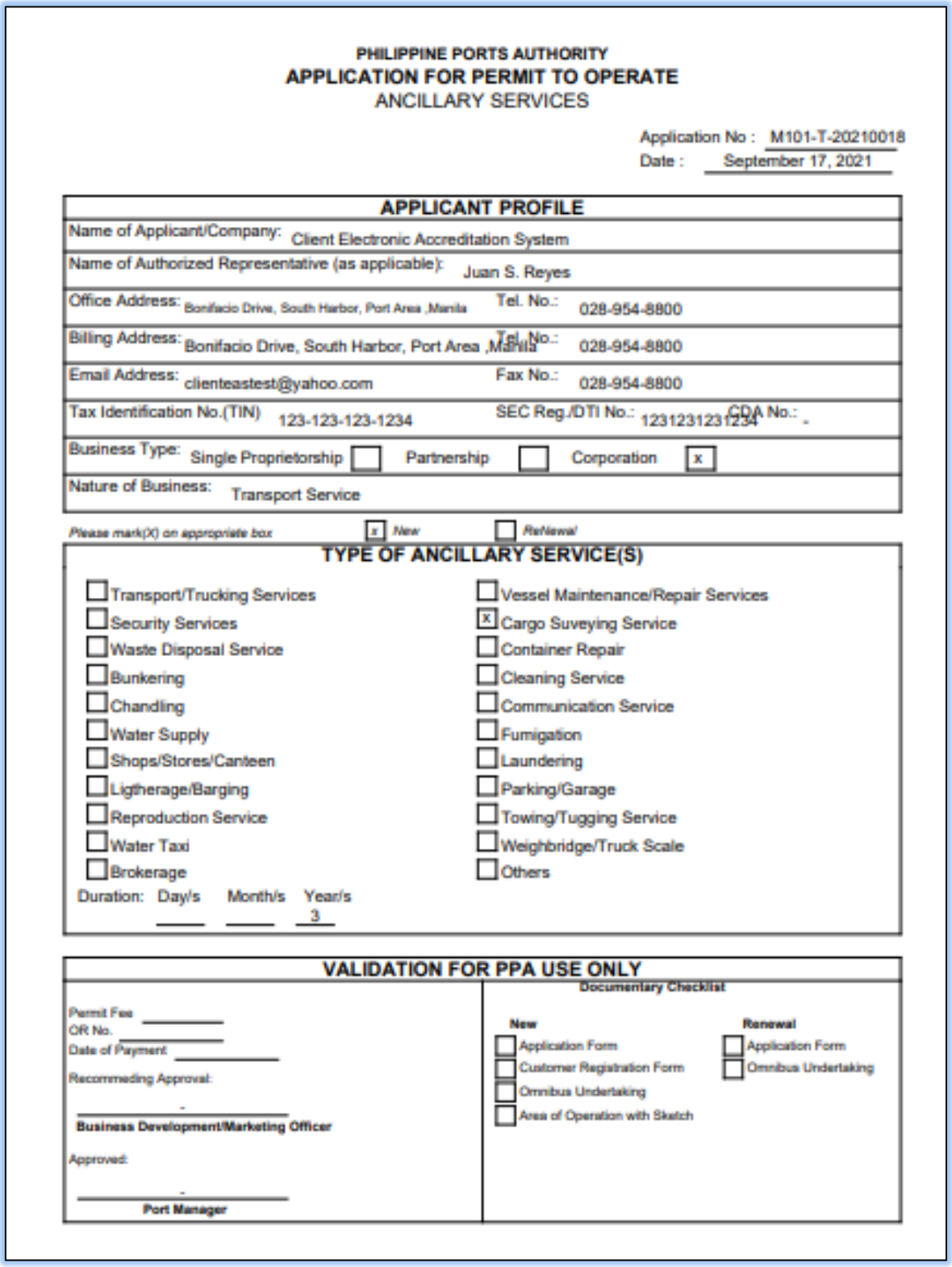
(Note: Accreditation number will be populated, and details of the Accreditation will be reflected. For Brokerage Services indicate PRC ID number for Accreditation Number and leave the Accreditation Appln No blank.)



10. Click Application Form button and save the generated form of Application for PTO in your computer.



Sample Permit to Operate Application Form



PHILIPPINE PORTS AUTHORITY

APPLICATION FOR PERMIT TO OPERATE

ANCILLARY SERVICES

Application No : M101-T-20210018
Date : September 17, 2021

APPLICANT PROFILE

Name of Applicant/Company:	Client Electronic Accreditation System		
Name of Authorized Representative (as applicable):	Juan S. Reyes		
Office Address:	Bonifacio Drive, South Harbor, Port Area ,Manila	Tel. No.:	028-954-8800
Billing Address:	Bonifacio Drive, South Harbor, Port Area ,Manila	Tel. No.:	028-954-8800
Email Address:	clienteastest@yahoo.com	Fax No.:	028-954-8800
Tax Identification No.(TIN)	123-123-123-1234	SEC Reg./DTI No.:	1231231231234 CDA No.: -
Business Type:	Single Proprietorship [ ]	Partnership [ ]	Corporation [x]
Nature of Business:	Transport Service		

Please mark(X) on appropriate box [x] *New* [ ] *Re/Newal*

TYPE OF ANCILLARY SERVICE(S)

[ ] Transport/Trucking Services	[ ] Vessel Maintenance/Repair Services
[ ] Security Services	[x] Cargo Suveying Service
[ ] Waste Disposal Service	[ ] Container Repair
[ ] Bunkering	[ ] Cleaning Service
[ ] Chandling	[ ] Communication Service
[ ] Water Supply	[ ] Fumigation
[ ] Shops/Stores/Canteen	[ ] Laundering
[ ] Ligtherage/Barging	[ ] Parking/Garage
[ ] Reproduction Service	[ ] Towing/Tugging Service
[ ] Water Taxi	[ ] Weighbridge/Truck Scale
[ ] Brokerage	[ ] Others

Duration: Day/s ____ Month/s ____ Year/s 3

VALIDATION FOR PPA USE ONLY

Permit Fee _____
OR No. _____
Date of Payment _____

Recommeding Approval:

_____
Business Development/Marketing Officer

Approved:

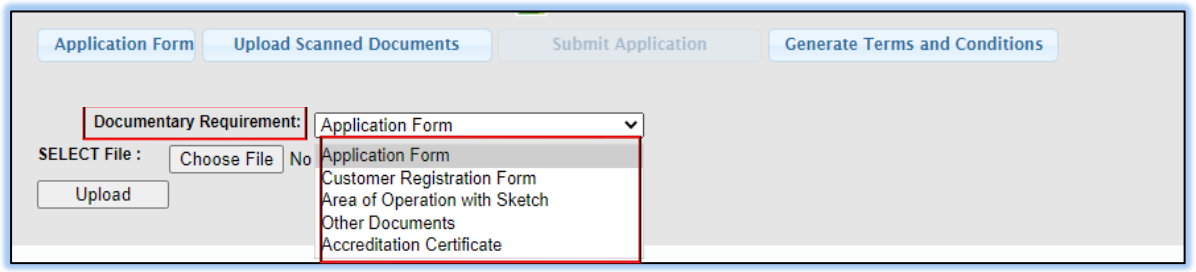
_____
Port Manager

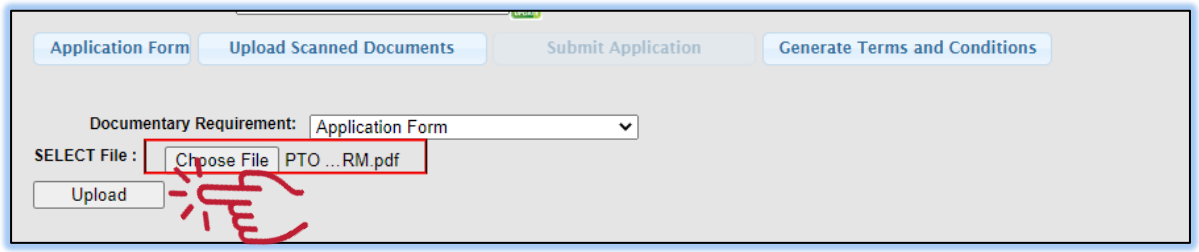
Documentary Checklist

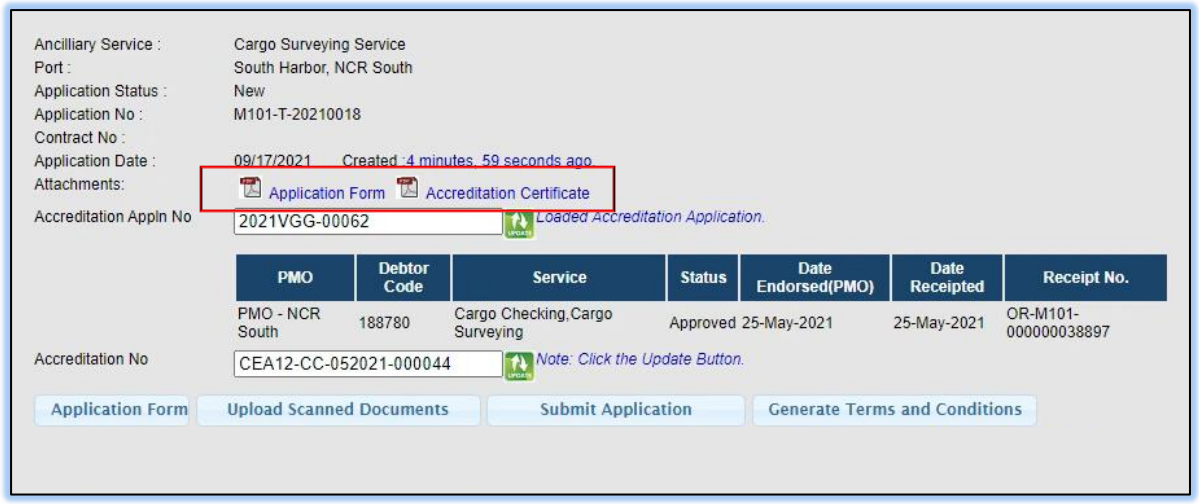
New	Renewal
[ ] Application Form	[ ] Application Form
[ ] Customer Registration Form	[ ] Omnibus Undertaking
[ ] Omnibus Undertaking	
[ ] Area of Operation with Sketch	

11. Upload the required documents by clicking Upload Scanned Documents button.

System generated PTO Application Form and Accreditation Certificate shall be uploaded.
Select from the dropdown menu of Documentary Requirement then click Choose File button, locate file from your directory then click upload button.

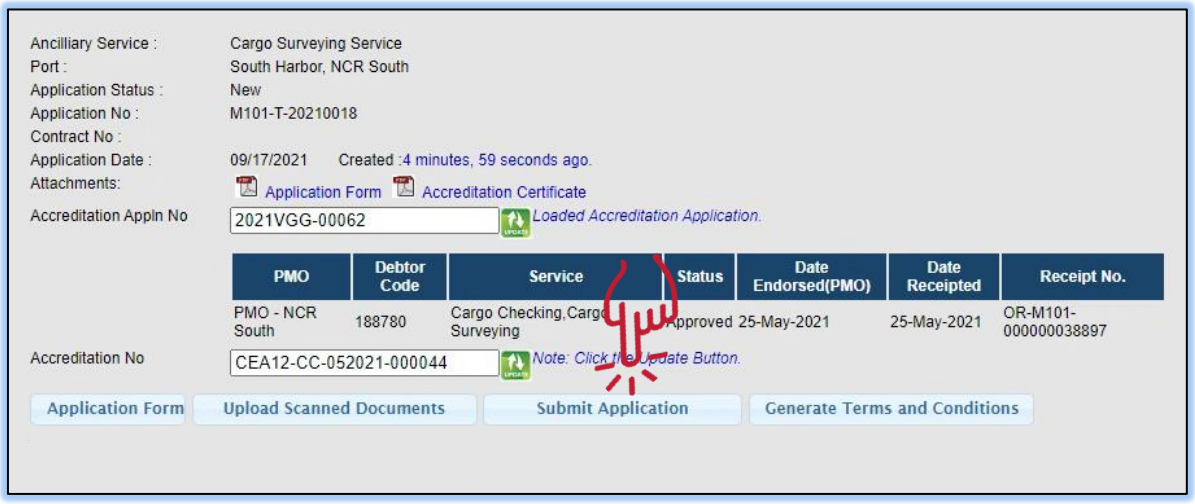




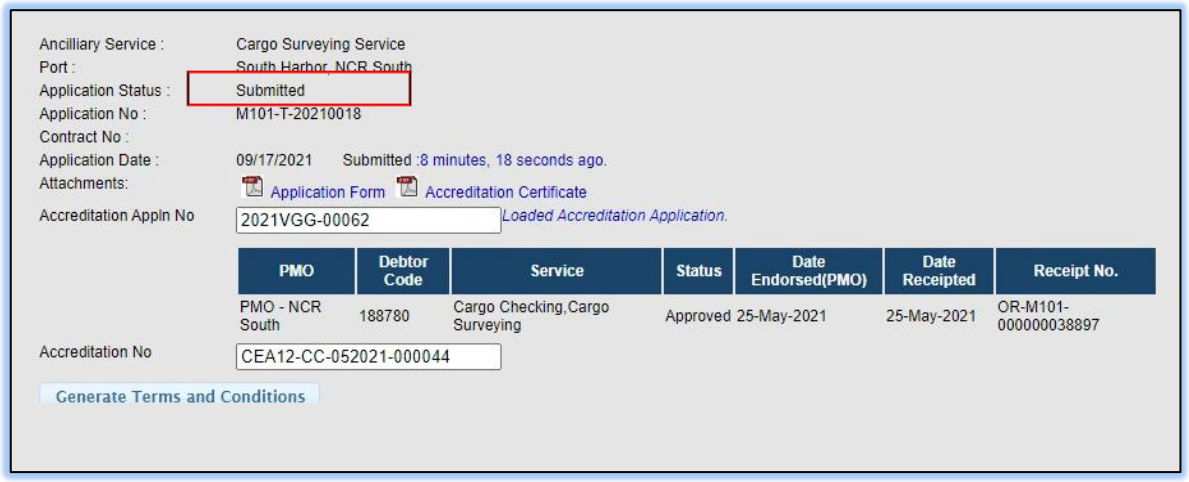


(Note: Submit Application button will be enabled only after complete uploading of the required documents.)

12. Click Submit Application button.



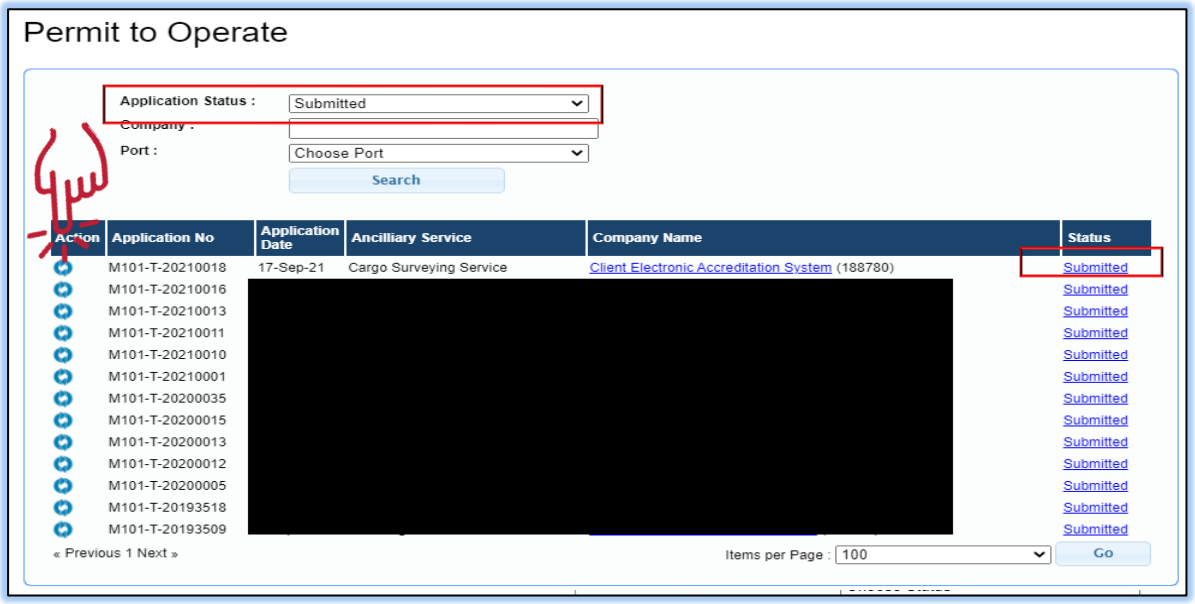
(Note: The status of your application will be updated to Submitted.)



B. PPA OFFICER (GENERATION OF ORDER OF PAYMENT)

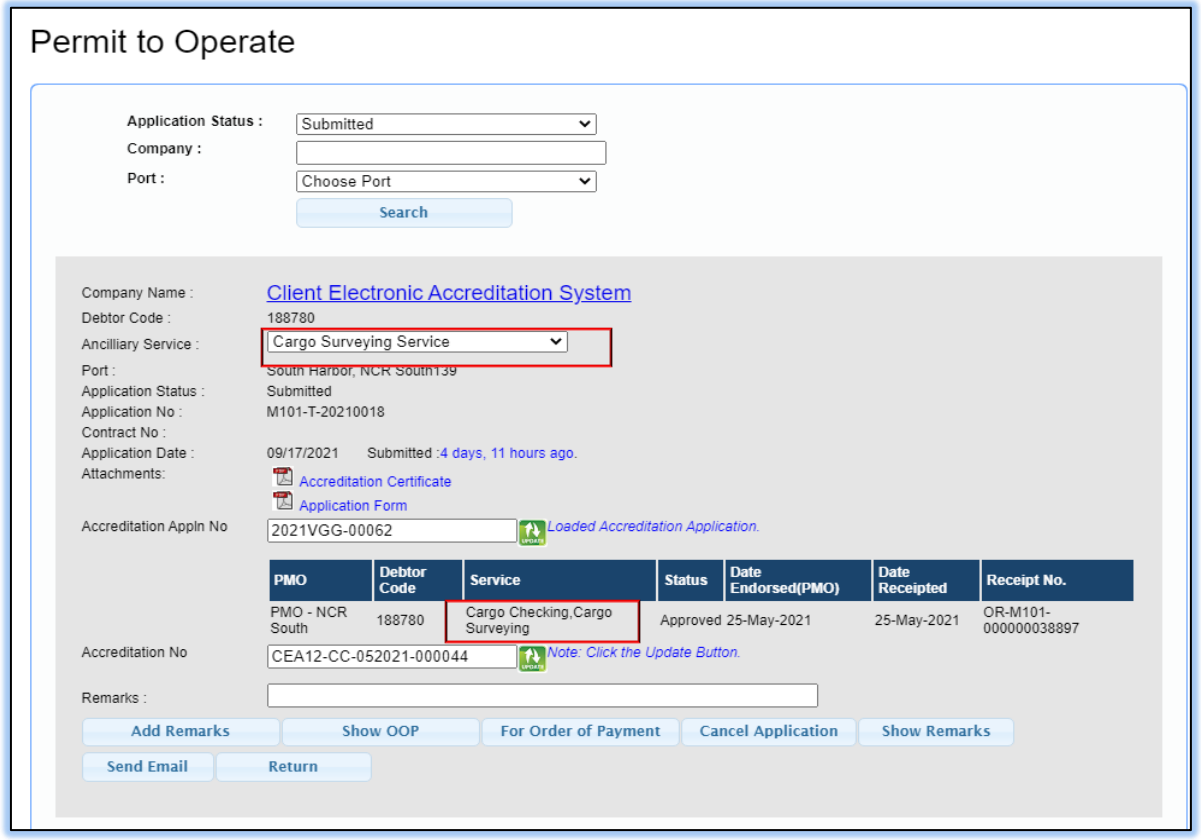
1. Log in to EPMS account. Input username and password then click Login button.

2. Search the Application for processing. *(Note: Application status must be Submitted*), click on the icon under the Action column.

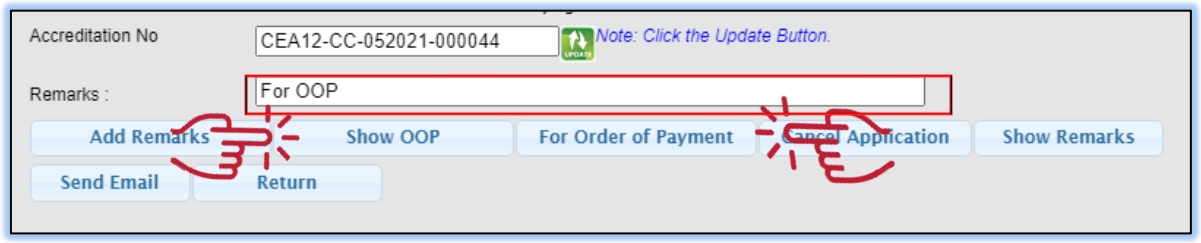


Details of the Application shall be displayed.

(Note: Ancillary Service should be manually checked and should match type of Service applied and issued in Accreditation.)

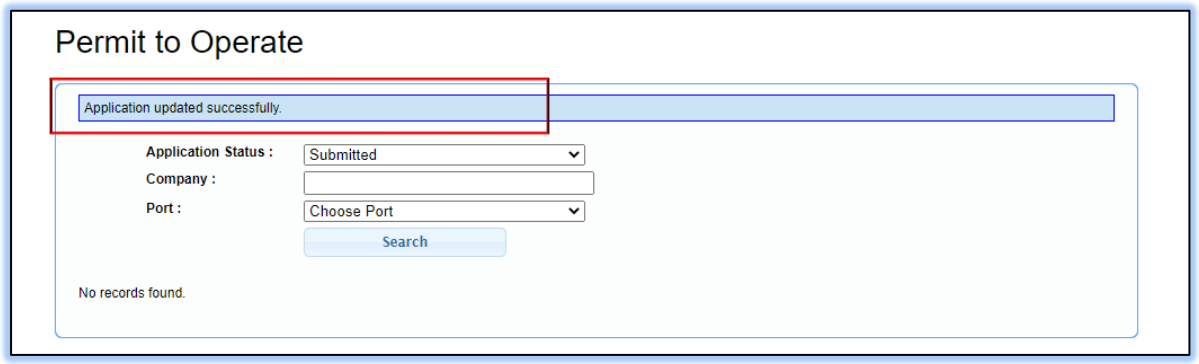


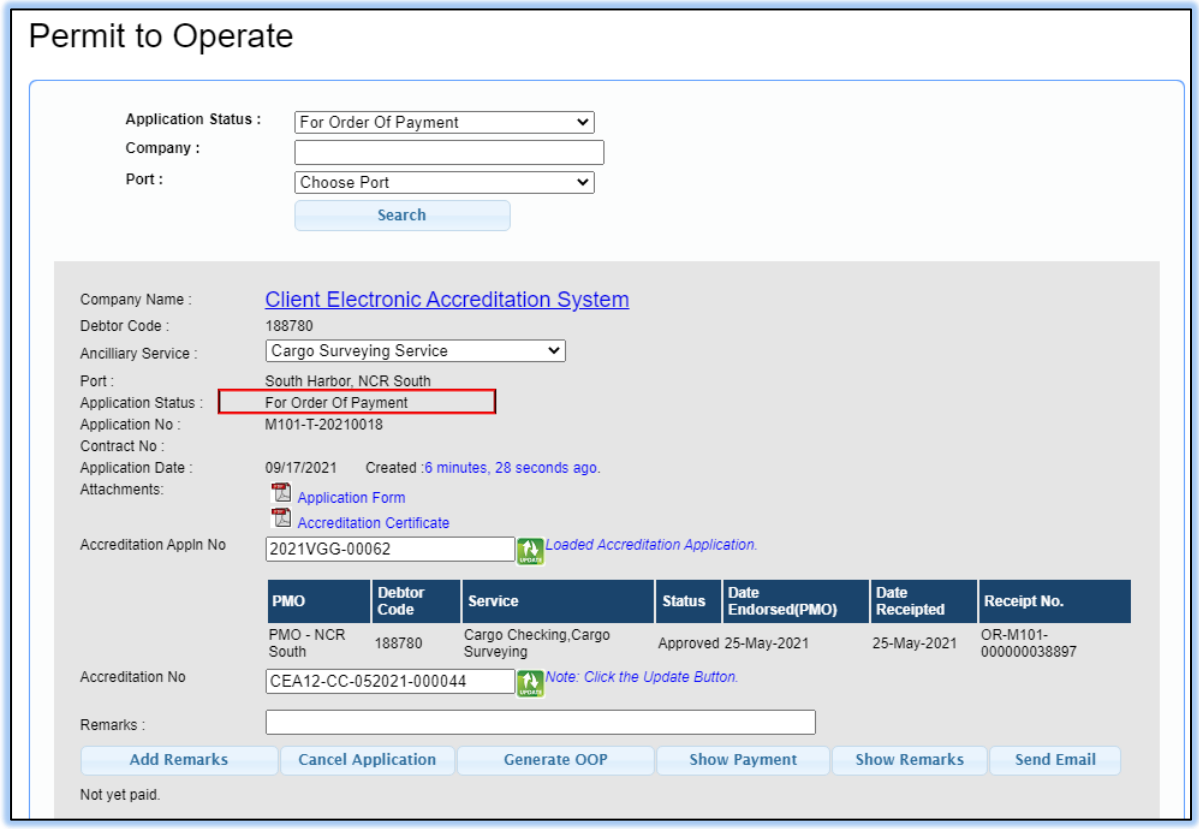
3. Click on Show OOP button to verify the amount to be paid. Enter shown amount in the Remarks field, then click For Order Payment button.



4. Click OK.

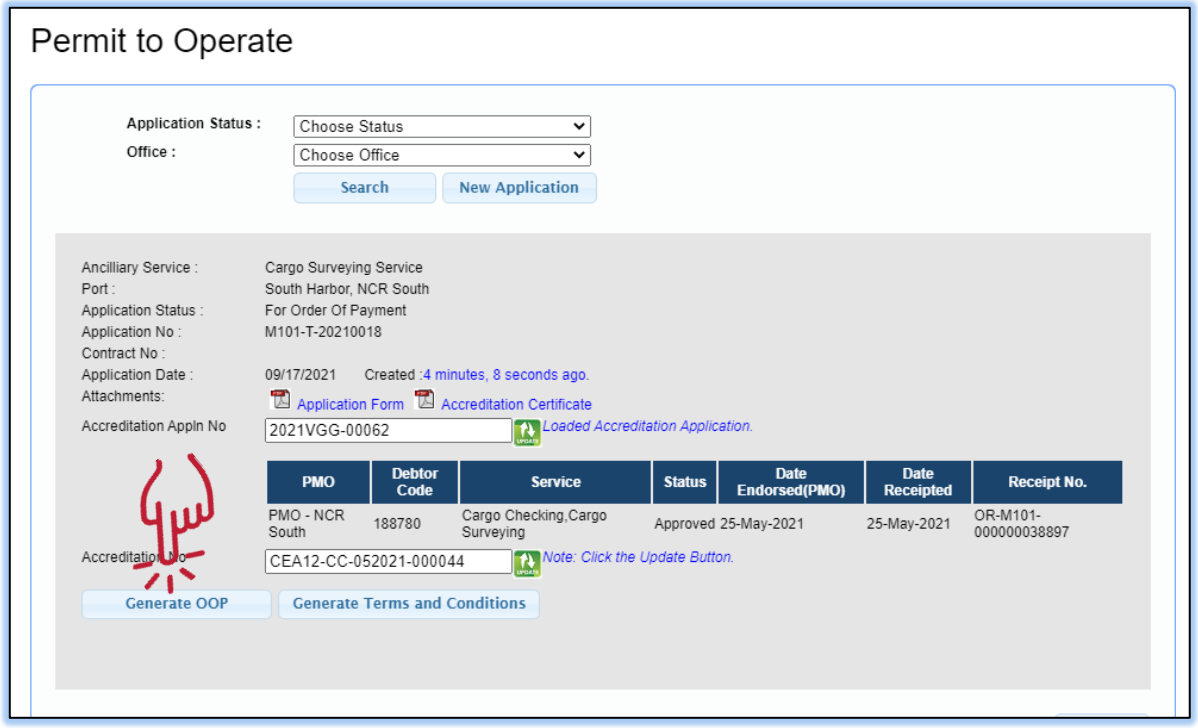
Status of application will become For Order of Payment.





C. PORT USER

1. Log in to EPMS account. Input username and password then click Login button.
2. Navigate to the application, click on Generate OOP button.



(Note: Browser's Pop-Up Blocker setup should be Disabled for the OOP to be viewed and downloaded.)

Sample Order of Payment (OOP)

PMO NCR South

ORDER OF PAYMENT FOR PERMIT TO OPERATE

Name of Payee/Contractor/Company	: Client Electronic Accreditation System - 188780
Order of Payment(OOP) No	: **000000058721**
Address	: Bonifacio Drive, South Harbor, Port Area, Manila
T.I.N.	: 123-123-123-1234
Date	: Tuesday, September 21, 2021

THE CASHIER
Please accept payment of PHP 11,760.00
in payment of the following :

NATURE OF PAYMENT

Outstanding Balance	PHP 0.00
EPMS Application	
Permit To Operate (Cargo Surveying Service)	**PHP 11,760.00**
REGULATORY FEE(40201010Ba)	10,500.00
Sub Total -->	**10,500.00**
VAT	*1,260.00*
Grand Total -->	**11,760.00**

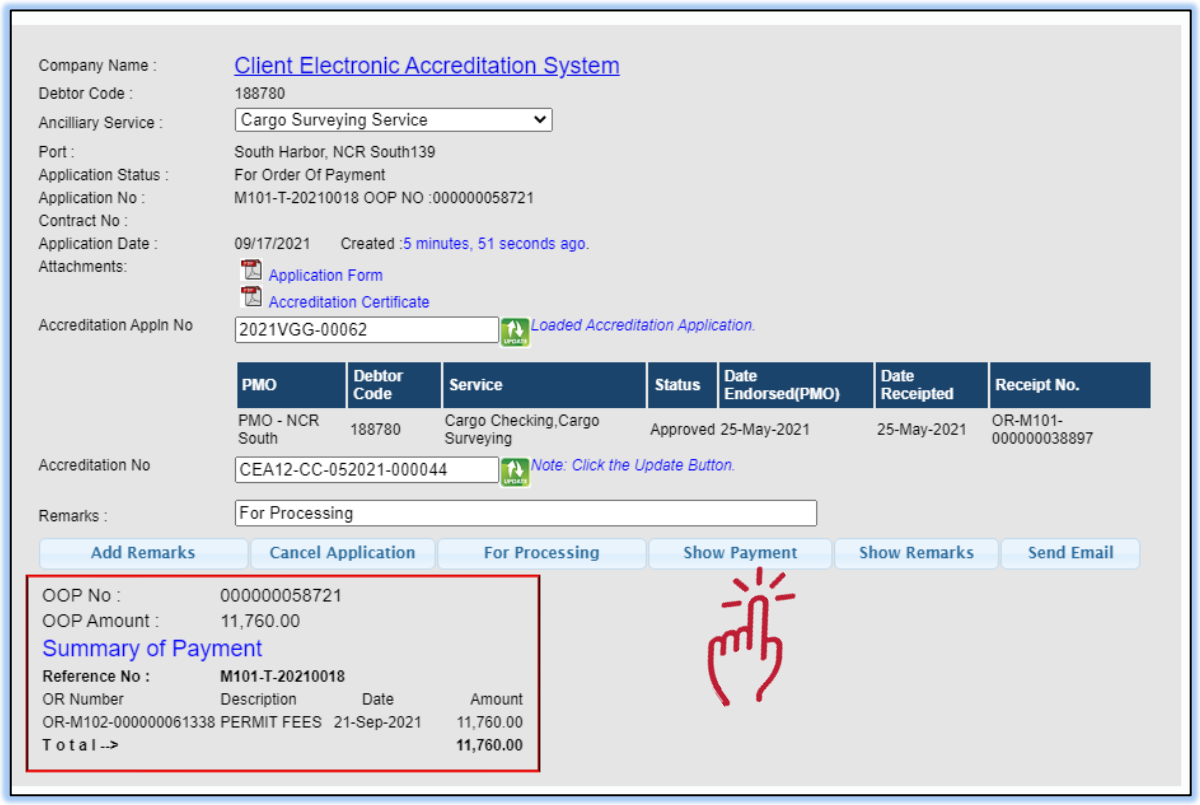
SYSTEM GENERATED, NO SIGNATURE REQUIRED
This Order of Payment must be presented to PPA upon payment
http://test.ppa.com.ph/epms/

3. Port User can pay thru the PPA's online payment facility for contactless payment transaction.

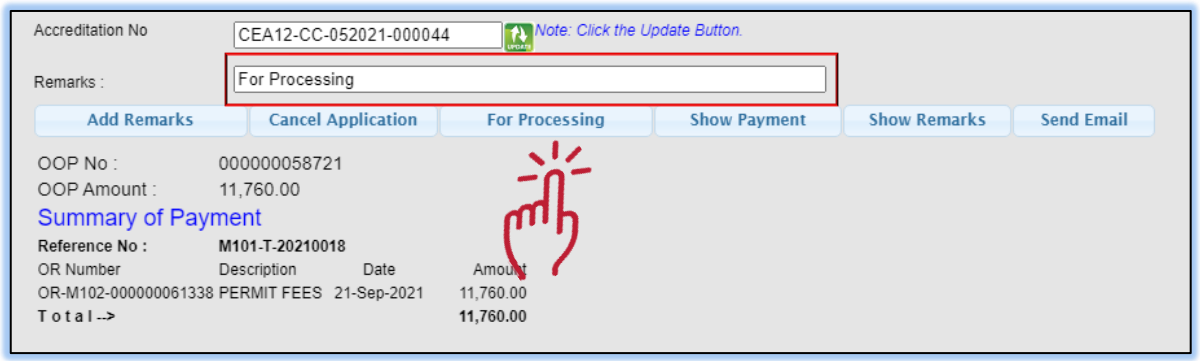
   Note: Please refer to the PPA ePayment User Manual or video tutorial posted at the ePayment site for more information.

D. PPA OFFICER (PROCESSING OF APPLICATION)

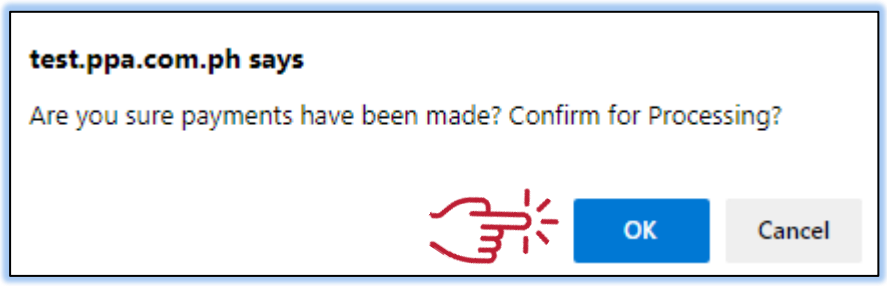
1. Log in to account, input username and password then click Login button.
2. Navigate to the application, verify payment made by clicking Show Payment button.



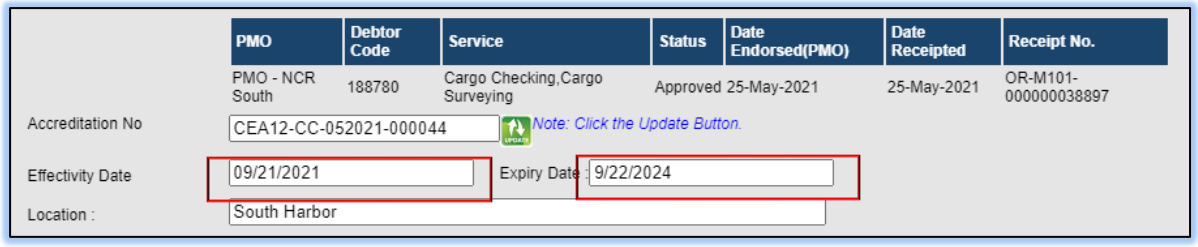
3. Upon verification of payment, click For Processing button (Status of application will become For Processing.



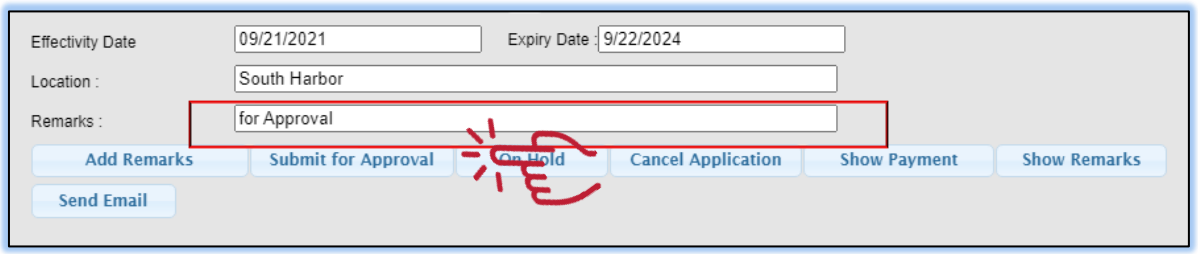
4. Click OK.



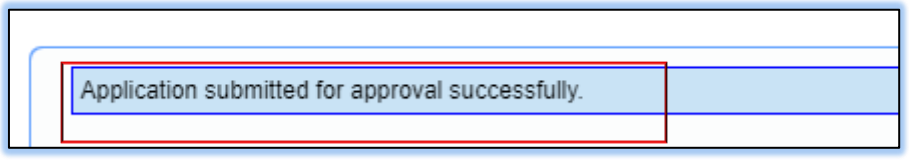
5. Enter the Effectivity Date and Expiry Date.

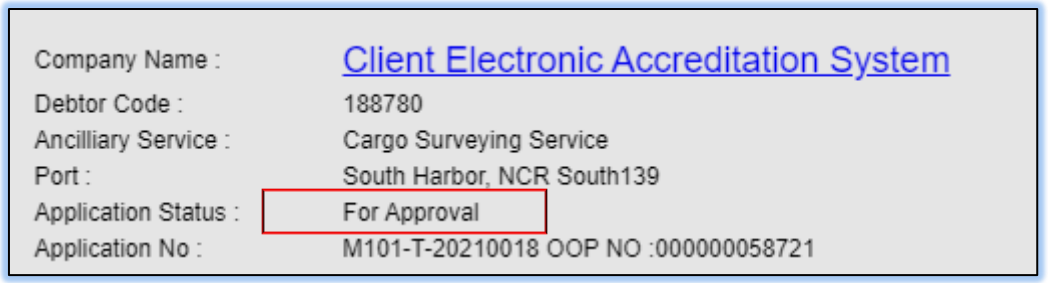


6. Enter Remarks and click Submit for Approval button.



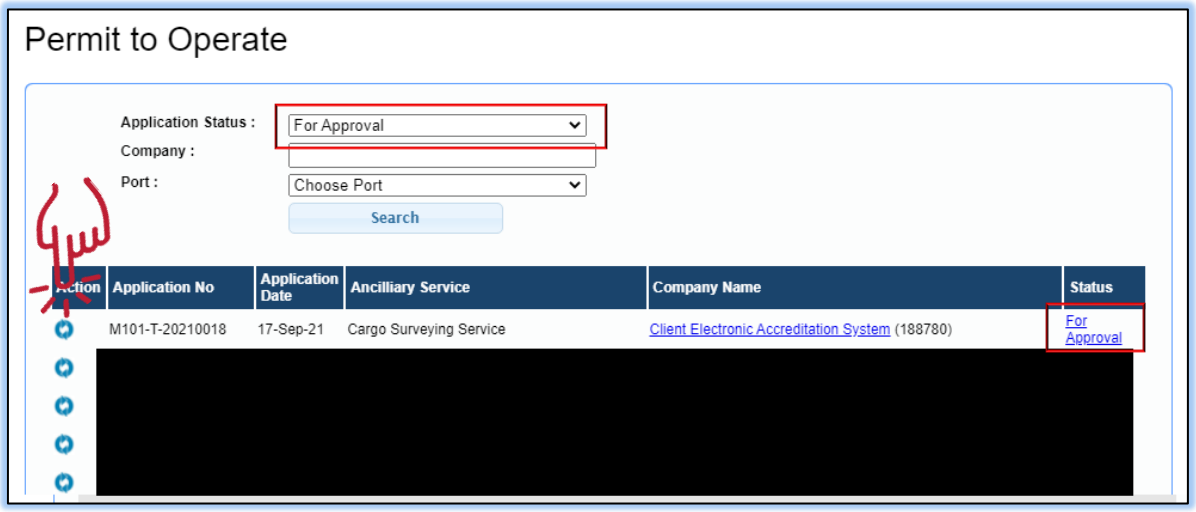
Application status will become For Approval.





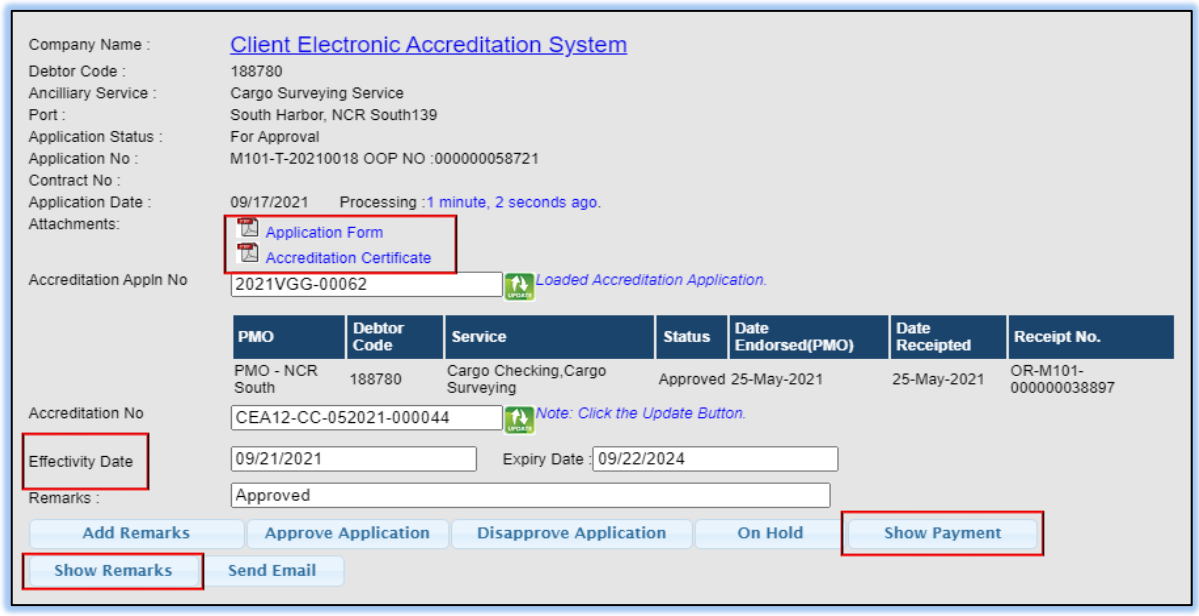
E. PORT MANAGER (APPROVAL OF PTO APPLICATION)

1. Log in to EPMS account, input username and password then click Login button.
2. Navigate to the application with status as “For Approval”. Click on the icon under the Action column.

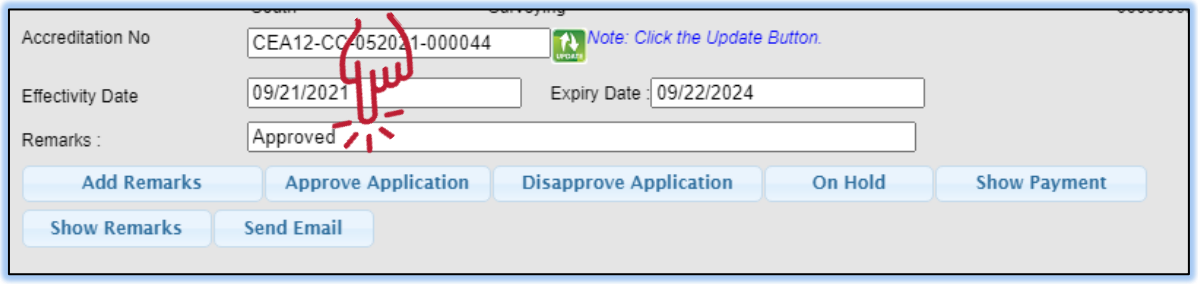


Details of application shall be displayed. Approver may verify the following:

a) Payment - click Show Payment button
b) Remarks - click Show Remarks button
c) Attachments - click the icon of attached documents
d) Effectivity and Expiry Date

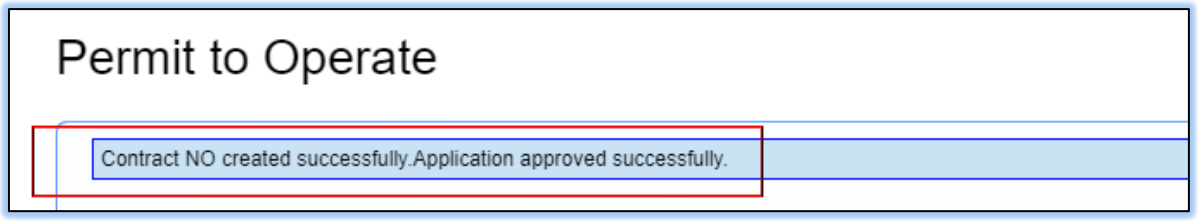


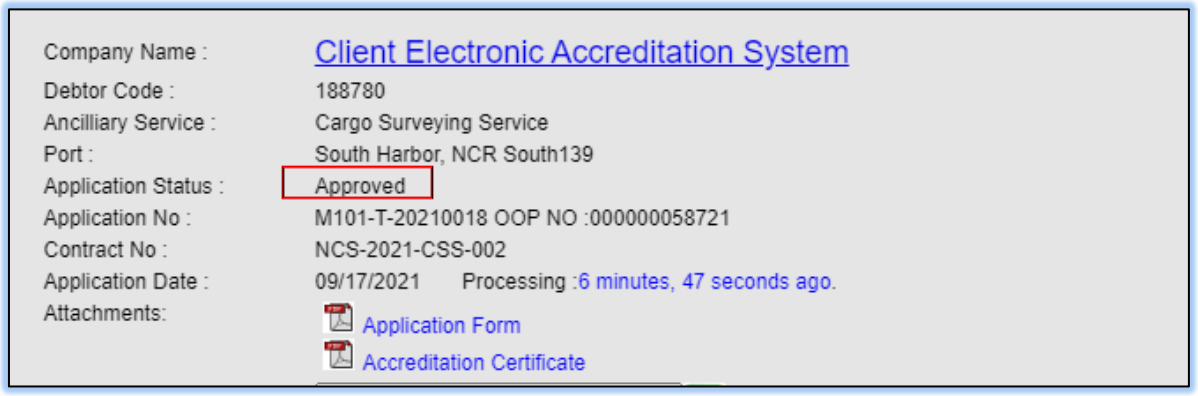
3. If requirements have been met, click Approve Application button.



4. Click OK.

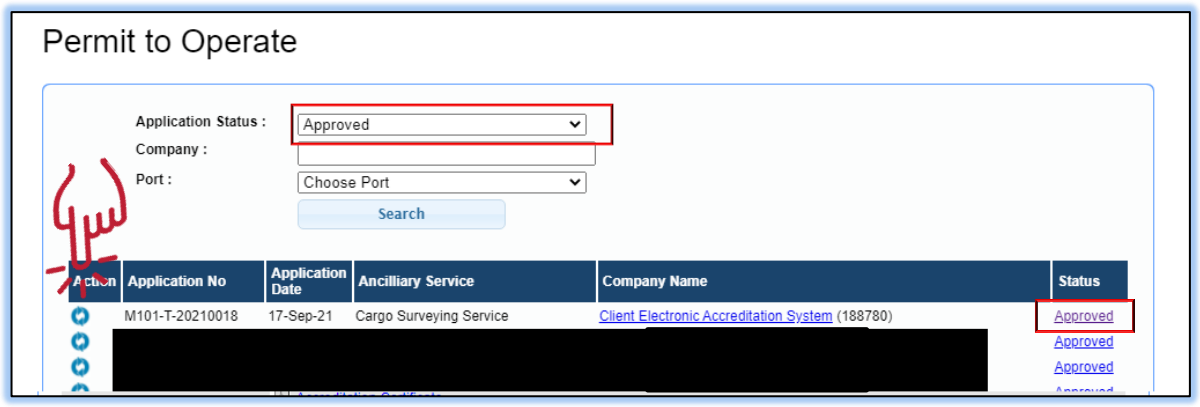
Status of application will be changed to Approved.



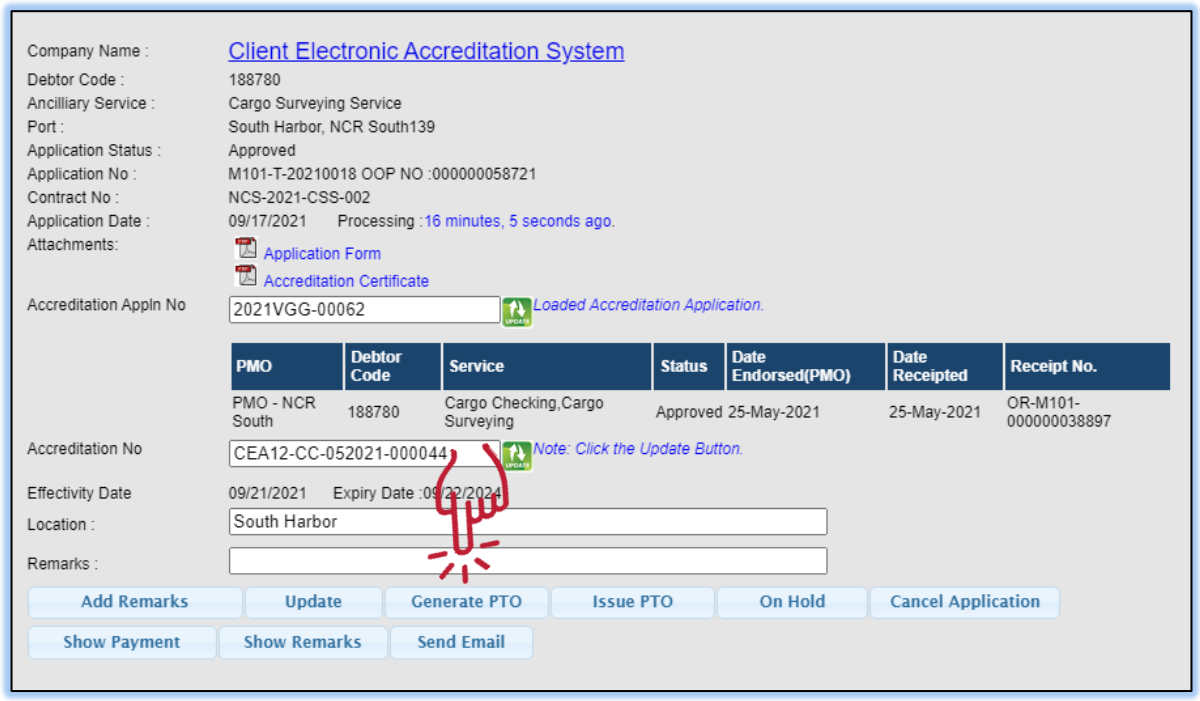


F. PPA OFFICER (GENERATION AND ISSUANCE OF PERMIT TO OPERATE)

1. Log in to account, input username and password then click Login button.
2. Navigate to the application with “Approved” status. Click on the icon under the Action column.



3. Click Generate PTO button, download, and print the generated PTO file. *(Permit to Operate shall be signed by the Port Manager)*



Sample of Permit to Operate

PMO- NCR South No. NCS-2021-CSS-002

Pursuant to the provisions of Presidential Decree No. 857, as amended, and Philippine Ports Authority (PPA) Administrative Order No. 009-2020, entitled "Revised Guidelines on The Issuance of Permit to Operate (PTO) for the Provision of Ancillary Services in the Ports", this

PERMIT TO OPERATE

is hereby granted to

Client Electronic Accreditation System
Grantee

Cargo Surveying Service
Service/s

123-123-123-1234
Tax Identification Number

valid for three (3) years,

starting from 21 September 2021 to 22 September 2024 ,

at the Port of South Harbor

The issuance of PTO is subject to compliance by the GRANTEE with the Terms and Conditions stated herein and pertinent laws and existing PPA rules and regulations, including those that will be promulgated during the validity of this PTO.

Port Manager, PMO

PTO No. **NCS-2021-CSS-002**

TERMS AND CONDITIONS

1. The grant of this PTO to the GRANTEE is a privilege, not a right, hence, PPA may suspend, cancel or revoke this PTO for violation of any of the terms and conditions, or when public interest so requires.
2. The GRANTEE is only authorized to render the service/s specified in this PTO at the Port of **South Harbor** under the jurisdiction of PMO **NCR South** .
3. The GRANTEE shall refrain from engaging in illegal activities.
4. The GRANTEE shall observe and comply with all pertinent PPA polices, rules and regulations and shall strictly observe the Port Security Standard Operating Procedures of this PMO such as but not limited to the parking, traffic, safety and security
5. The GRANTEE shall secure vehicle stickers and port users pass, where applicable, from this PMO and require employees, staff and workers employed to wear and/or display proper identification cards, individual passes, badges or uniforms and personal protective equipment (PPE) while inside the port premises.
6. Unless otherwise allowed by PPA, any unauthorized occupancy of areas and/or unauthorized access to designated restricted areas within the ports under the jurisdiction of this PMO is strictly prohibited.
7. The GRANTEE and/or authorized representatives, including employees and drivers directly transacting inside the ports, shall undergo Basic Port Orientation Seminar (BPOS) within thirty (30) days from the issuance of this PTO. Newly hired personnel or workers of the port service provider are required to attend the BPOS before transacting and entering the PPA premises.
8. The GRANTEE shall promptly pay, where applicable, all charges and other obligations to PPA.
9. The GRANTEE shall file a renewal of this PTO at least sixty (60) days prior to its expiration.
10. This PTO is non-transferable and is valid only until its date of expiry.
11. The GRANTEE shall comply with the conditions prescribed in its accreditation pursuant to PPA Administrative Order 06-2019 "Guidelines on the Accreditation of Port Service Providers".
12. The GRANTEE shall be solely and exclusively held liable for any damage, injury, or accident resulting from the acts of any of its employee or representatives in the provision of the service specified in this PTO.

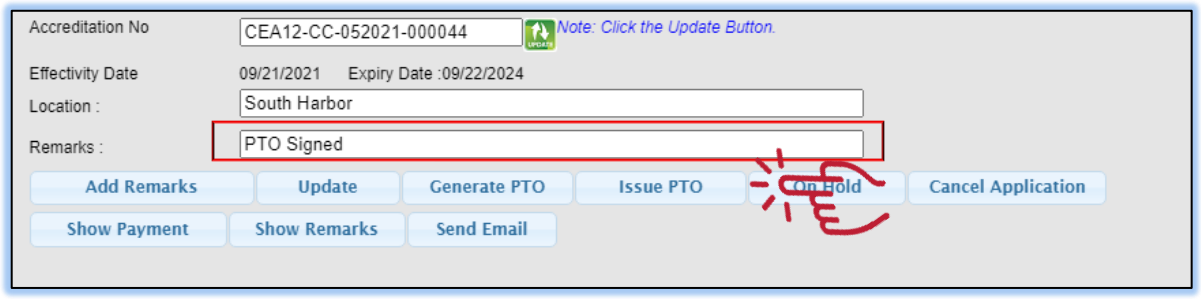
CONFORME:

Mark R. Adsina
(Signature over Printed Name)

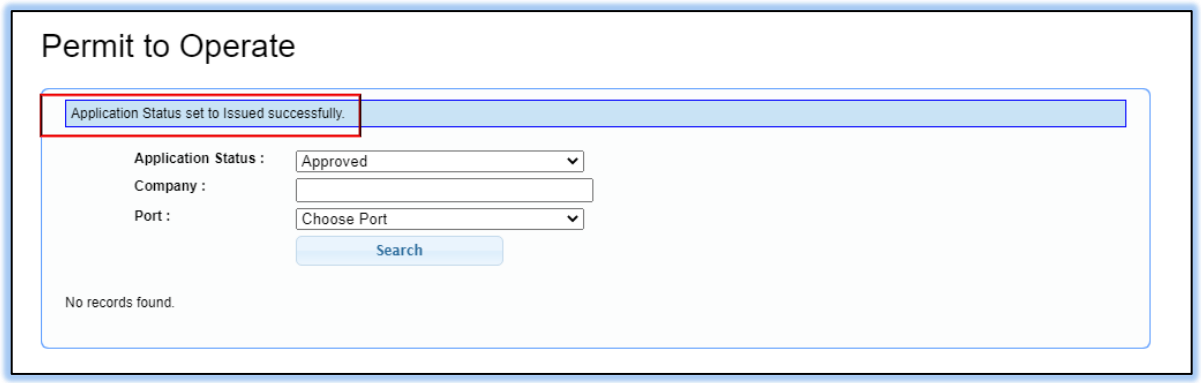
Authorized Signatory
Client Electronic Accreditation System
Name of Company

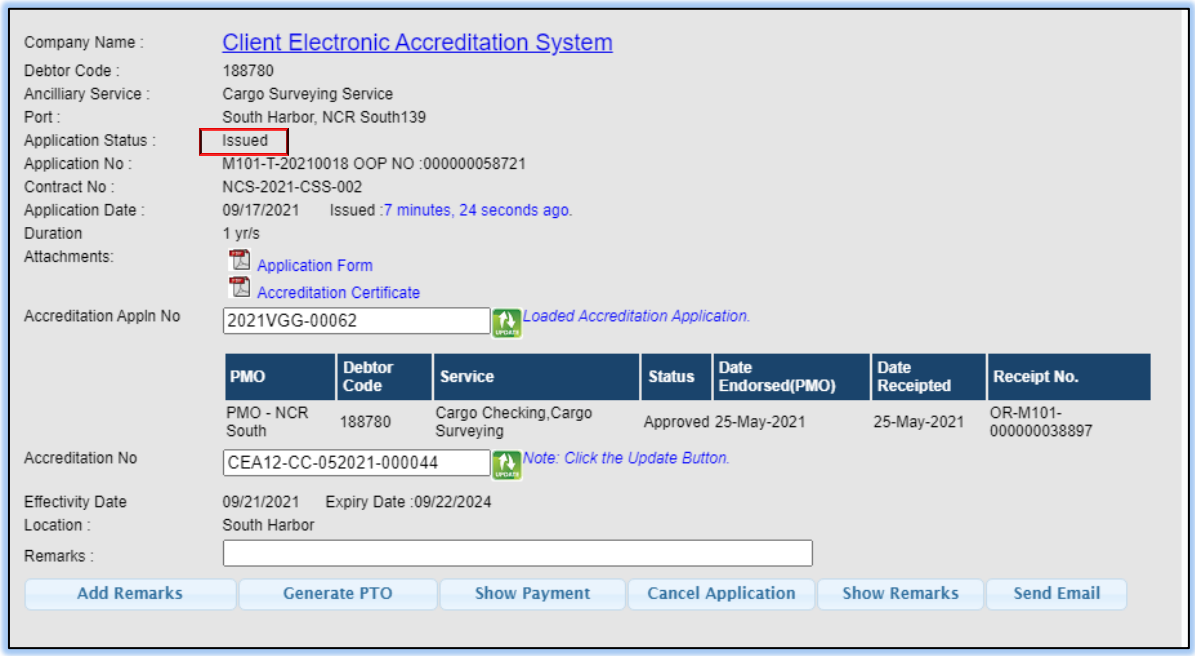
(Note: This PTO must be displayed or made readily available during inspection of PPA)

4. Once signed, click on Remarks, input PTO signed and then click Issue PTO button.



Status of PTO will become Issued.





~NOTHING FOLLOWS~

For system-related assistance as regards this user guide, you may contact the PPA Helpdesk at the following:

Email: helpdesk@ppa.com.ph
Trunk Line: 84055500 loc. 510/522
Yealink: 1510/1551/1552/1555
Microsoft Teams Chat: helpdesk@ppa.com.ph