





Version 1

E-PERMIT : What it is

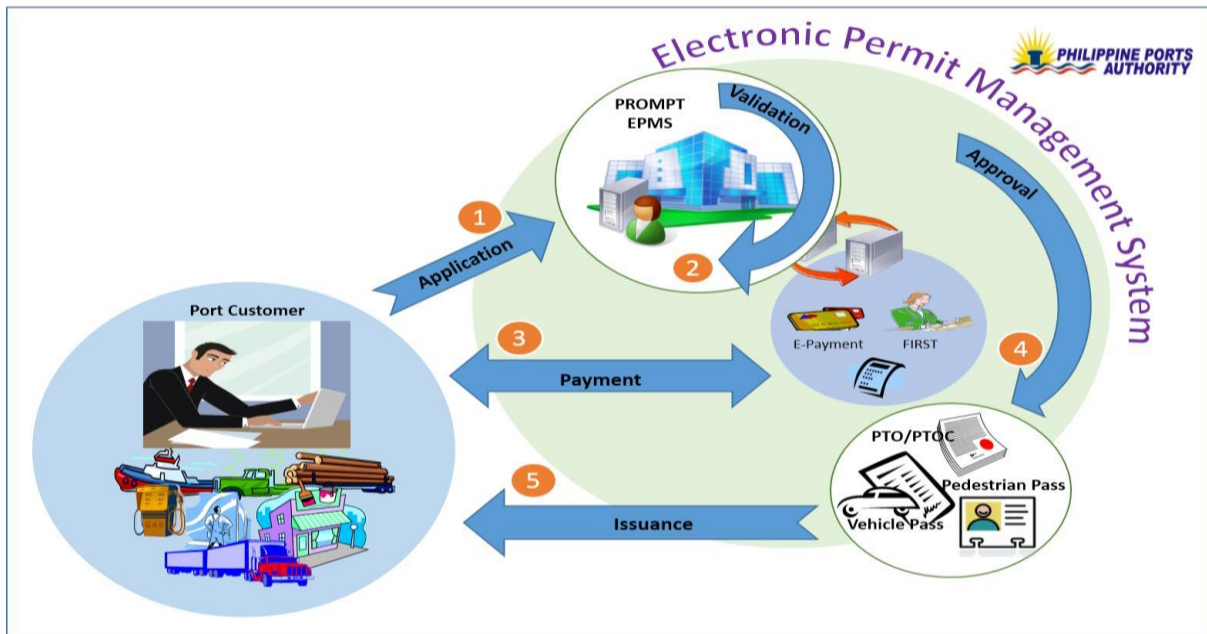
The e-Permit is a web-based system that facilitates the application, approval, and issuance of permits initially for Port Ancillary Service and Vehicle/Port Users' Pass.

MAJOR FEATURES

- Online Application for Permit to Operate
- Online Application for Port User's Pass and Vehicle Pass
- Monitoring and Tracking of Application for Permits and Passes
- Online Viewing and Updating of Port User's Profile

THE E-PERMIT PROCESS

USER'S GUIDE: E-PERMIT



1. The Customer logs-in to e-Permit (ePMS). Customer applies for Permit/Pass and uploads Documentary Requirements to e-Permit.
2. E-Permit validates/authenticates documentary requirements and processes Application for Permits/Pass.
3. Customer pays necessary Fees via Front-end Invoicing and Receipting System (FIRST). Official Receipt details are recorded in the ePMS and tagged as paid.
4. e-Permit notifies Customer on the Approval status of the Permit/Pass.
5. Customer receives approved Permit/Pass

E-PERMIT MODULES

Registration

The Registration Module is a one-time registration process required for customers/ port users doing online transactions with PPA. This is called the Port Customer Registration System (PCRS).

E-Permit Login

The E-Permit Login is the entry module to access the Electronic Permit Management System (ePMS)

Port User Profile Module

The Port User Profile Module allows customer to encode the required information needed for the transaction. This includes the company profile, the masterlist of employees who will transact with PPA, as well as the masterlist of vehicles, if any entering the port premises.

The Application Module

The Application Module is where customers can enter data for the kind of Permit/Pass he will apply for. This module consists the following sub-modules: Port Ancillary Services (PANSER); and, Port User/Pedestrian/Vehicle Pass (PASS)

Depending on the type of sub-module selected, Documentary requirements may be requested by the System to be uploaded.

Approval Module

The Approval Module is for access by all Approvers for approval of Applications.

Alert Notification Module

The Alert Notification Module sends email notification to Applicant, Approvers, on the status of Application.

Payment Module

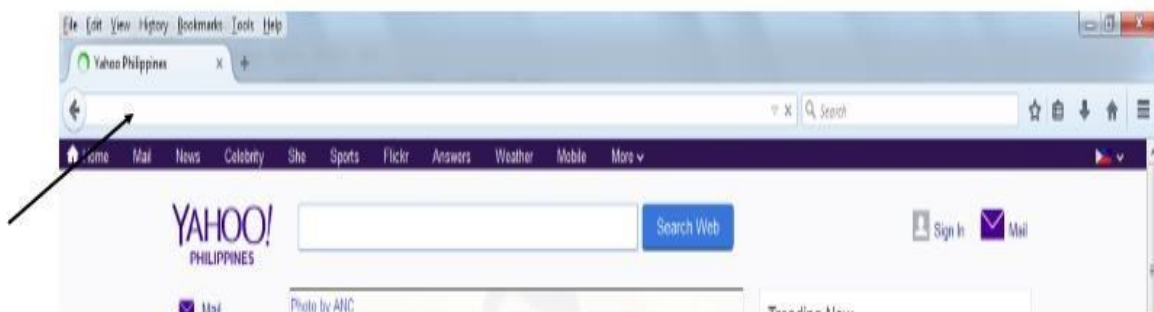
The Payment Module generates an Order of Payment (OOP) for all applicants. Upon generating the OOP, applicants may proceed with the payment thru the Front-end Invoicing and Receipting System (FIRST) at any PPA Cashier.

Issuance of Permit Module

The Issuance of Permit Module generates any of the following documents: Permit to Operate, Pedestrian Pass and Vehicle Pass.

1. REGISTRATION

- 1.1 To register**, Port Customer clicks on the ePermit link from the PPA Website or directly access the ePMS site by typing <http://epms.ppa.com.ph> on any browser



- 1.2 Click the "Register Here" button.**



Providing Reliable Operation and Management of Ports thru Technology (PROMIT)

e-Permit Management System

Version 1.0

Home FAQ

Login

User Name

Password

Upon logon, I hereby agree to its [Terms and Conditions](#).

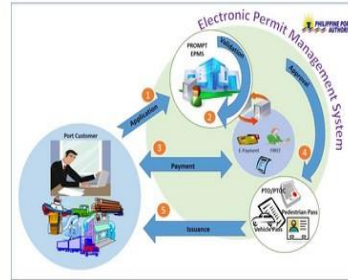
Forgot Username or Password? [Need Help?](#)

Login

Not yet registered? [Register Here](#)

Warning This website is for PPA authorized clients only. It shall be a criminal offense for any person to:

1. Corrupt, alter, steal or destroy data;
2. Obtain access to data without authority;



1. The Customer logs-in to e-Permit (ePMS). Customer ap Permit/Pass/PTOc and uploads Documentary Requirements to e-Pern

1.3 Read the Terms and Conditions, then click the checkbox at the end of the Terms and Conditions Page to indicate that you agree and have understood the Terms and Conditions:

[Terms and Conditions](#)[Registration Form](#)**User Registration, Password and Security**

Upon successful completion of PROMPT ePMS Registration, user ID and password will be registered. You are responsible for maintaining the confidentiality of your username and password and you are held accountable for all activities that occur under your PROMPT ePMS account. You agree to (a) immediately notify PPA of any unauthorized use of your PROMPT ePMS account or any other breach of security, and (b) ensure that you log out from your account at the end of each session. PPA cannot and will not be liable for any loss or damage arising from your failure to comply with the foregoing.

User Conduct

You agree that all information, data, text, software, photographs, graphics, messages or other materials (?Content?), whether publicly posted or privately transmitted, are the sole responsibility of the person from which such Content originated. This means that you, are entirely responsible for all Content that you upload, post, e-mail or otherwise transmit via the PROMPT ePMS portal.

Governing Law

PPA reserves the right to initiate any legal action against users violating all the above-mentioned terms of the PROMPT ePMS services agreement.

Modification of Terms of Agreement

PPA reserves the right to add or to change/modify the terms of this Agreement. Changes could be made by us after the first posting to the Site and you will be deemed to have accepted any change if you continue to access the Site after that time. This Site reserves the right to modify, suspend/cancel or discontinue any or all channels, or service at any time without notice, make modifications and alterations in any or all of the content, products and services contained on the site without prior notice, alterations in any or all of the content, products and services contained on the site without prior notice.

Security

The Site has security measures in place to protect against the loss, misuse and alteration of information under our control.

Please indicate if you have read and understood the Terms and Conditions.

By clicking on the checkbox, I have read understood and agree to the Terms and Conditions..

[Back to Login Page.](#)

[Print](#)

1.4 Fill-out the Registration Form, then click the "Register" button.

Terms and Conditions **Registration Form**

Company name: *

Business Type: Corporation ▾*

Short name: *

Address: *

City or Town: *

Province: *

Tax Identification No: *

Email Address: ppaepms@mail.com*

Telephone No: *

Mobile No: *

Fax No: *


SEC Reg./DTI No: *

BDT No: *

USERNAME: VILLARICODR*

PASSWORD: ●●*

Confirm PASSWORD: *



[Not readable? Change text](#)

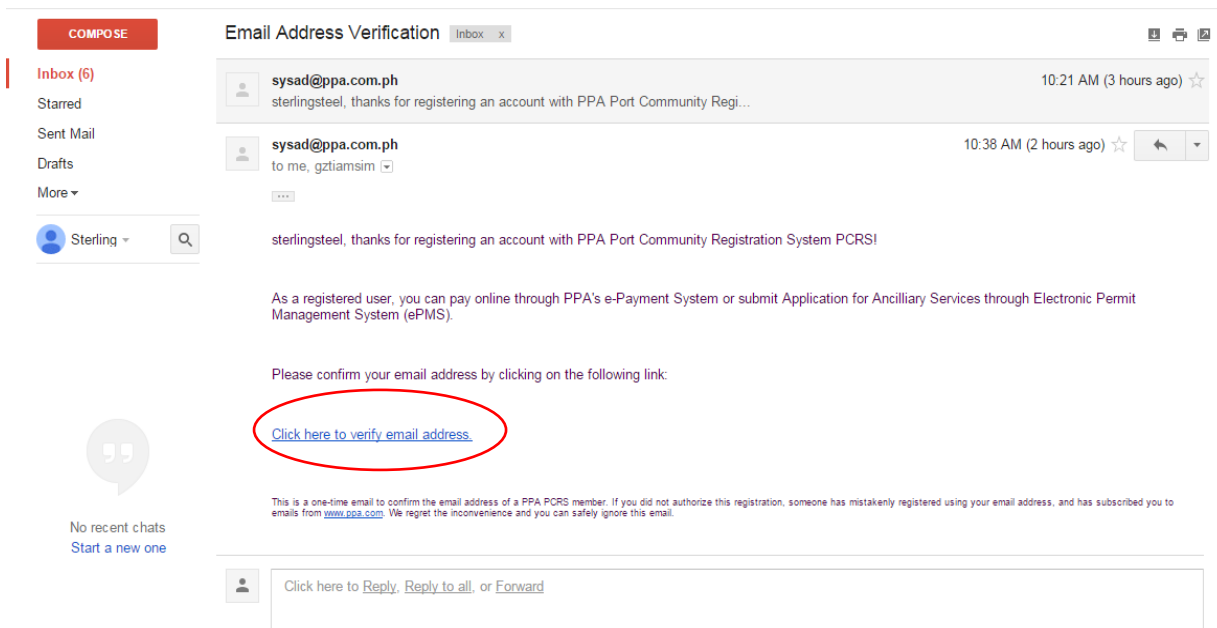
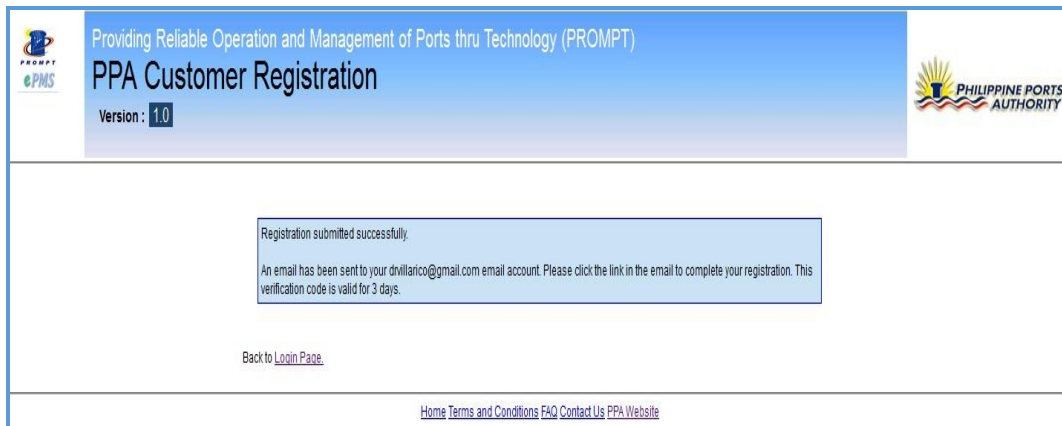
Enter word here *

* Indicates required field.

[Back to Login Page.](#)

[Print](#)

1.4.1 An email message is sent to Customer. Customer needs to verify the registration by clicking on the link as shown below:



1.4.2 User is notified for successful validation of email address.

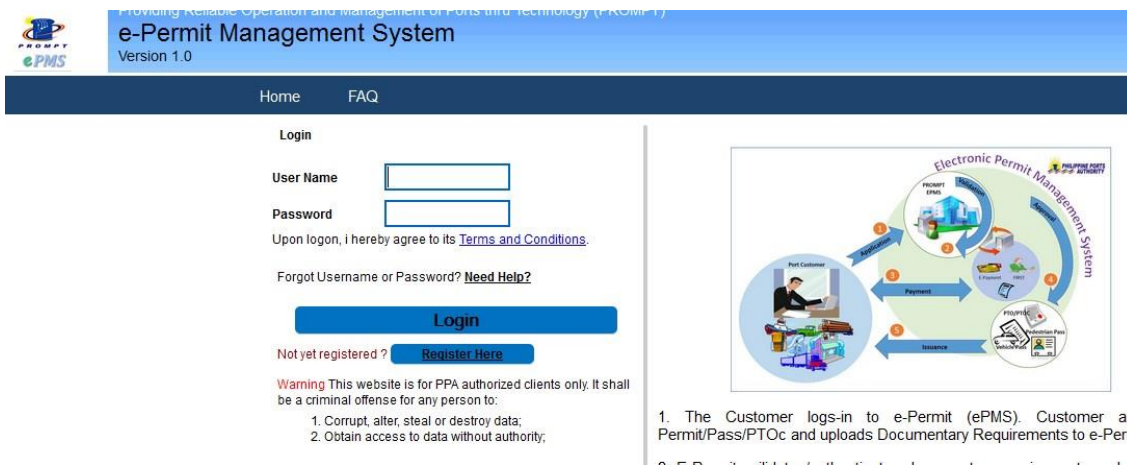


2. LOGIN TO E-PERMIT

2.1 To login, enter the registered Username

2.2 Enter Password

2.3 Click LOGIN



Providing Reliable Operation and Management of Ports thru Technology (PROMPT)
e-Permit Management System
 Version 1.0

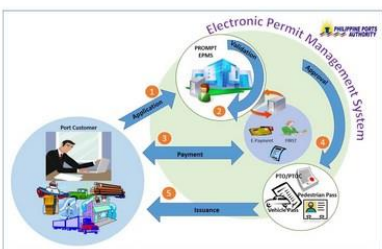
[Home](#) [FAQ](#)

Login

User Name
 Password
 Upon login, I hereby agree to its [Terms and Conditions](#).
 Forgot Username or Password? [Need Help?](#)

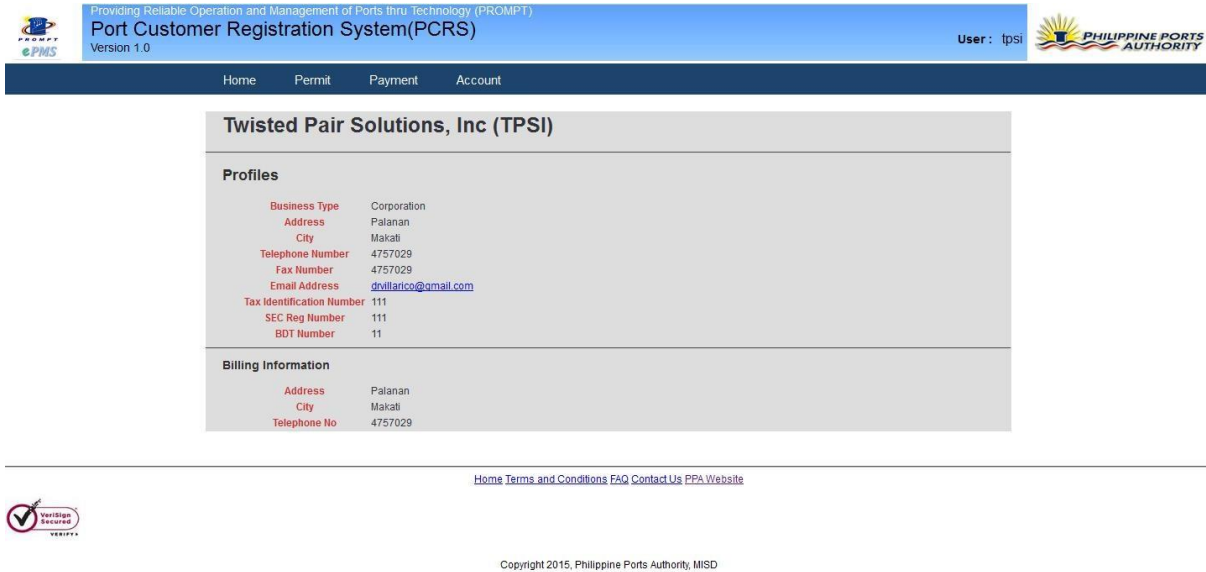
Not yet registered?

Warning This website is for PPA authorized clients only. It shall be a criminal offense for any person to:
 1. Corrupt, alter, steal or destroy data;
 2. Obtain access to data without authority.



1. The Customer logs-in to e-Permit (ePMS). Customer ap Permit/Pass/PTOc and uploads Documentary Requirements to e-Pern

Note: For first time Login, a screen showing basic information of Customer is displayed.



Providing Reliable Operation and Management of Ports thru Technology (PROMPT)
Port Customer Registration System(PCRS)
Version 1.0

User: tpsi

Home Permit Payment Account

Twisted Pair Solutions, Inc (TPSI)

Profiles

Business Type	Corporation
Address	Palanan
City	Makati
Telephone Number	4757029
Fax Number	4757029
Email Address	tpsi@tpsi.com
Tax Identification Number	111
SEC Reg Number	111
BDT Number	11

Billing Information

Address	Palanan
City	Makati
Telephone No	4757029

[Home Terms and Conditions](#) [FAQ](#) [Contact Us](#) [PPA Website](#)

Verified Secure VERIFY

Copyright 2015, Philippine Ports Authority, MISD

Before anything else, we need to build information about our company.

- To do this, click "Account" from the Main Menu,



Providing Reliable Operation and Management of Ports thru Technology (PROMPT)
e-Permit Management System
Version 1.0

Home Permit Payment **Account**

- Click Update My Account from the dropdown Menu



Providing Reliable Operation and Management of Ports thru Technology (PROMPT)
e-Permit Management System
Version 1.0

Home Permit Payment Account

Application Status: Choose

Office: Choose

Change Password
Update My Account
Logout

Search New Application

- Update Customer Profile on the screen provided
 - Update Employee Profile
 - Update Vehicle Information
 - Update Additional Information

Customer Profile

Name: Sterling Steel Inc.
Business Type: Corporation
Short name: Sterling
Tax Identification No: 000-232-240-0000
Email Address: sterlingcorp2016@gmail.com
SEC/DTI Reg. No: 12345 **CDA No:** -
Fax No: -
Debtor No:

Employee
Vehicle
Additional Info

Add New Employee

Title:
Name: Firstname Middle Name Lastname
Company ID No.:
Civil Status: Single
Position:
Contact No:
Email Address:
Govt Issued ID: --Select--
Govt ID No:
Include in Masterlist? Yes

Included	Fullname	Position	Civil Status	START DATE	END DATE	
✓	John M. Manib...	Driver	Single	10-SEP-16		↕

Employee Screen

- Action/Description

Action	Behaviour
Update	Accepts and saves the information entered in the Customer Profile Window
Cancel	Disregards entries/updates made and returns to the previous screen
Add New Employee	Accepts and saves New Employee record to the database.
Generate Employee List	Generates an Affidavit of Assumption of Responsibility and Masterlist of Employees which customer may download and accomplish as part of documentary requirements

e-PMS TEST
Search

user/index.php?site=updaccount

Customer Profile

Name: Sterling Steel Inc.
Business Type: Corporation
Short name: Sterling
Tax Identification No: 000-232-240-0000
Email Address:
SEC/DTI Reg. No: **CDA No:**
Fax No:
Debtor No:

Vehicle
Employee
Additional Info

Add New Vehicle

Plate No:
Vehicle Type:
Make:
Vehicle Class:

	Plate No	Type	Make	Class	Start Date	End Date	
1.	WDV508	Van	Mitsubishi	Cargo	18-FEB-16	<input type="text"/>	
2.	NBZ421	Closed Van	Mitsubishi	Non Cargo	18-FEB-16	<input type="text"/>	

Vehicle Information Screen

Action	Behaviour
Update	Accepts and saves the information entered in the Customer Profile Window
Cancel	Disregards entries/updates made and returns to the previous screen
Add New Vehicle	Accepts and saves New Vehicle record to the database.
Generate Vehicle List	Generates an Affidavit of Assumption of Responsibility and Masterlist of Transport Units which customer may download and accomplish as part of documentary requirements.

Customer Profile

Name: Sterling Steel Inc.
Business Type: Corporation
Short name: Sterling
Tax Identification No: 000-232-240-0000
Email Address:
SEC/DTI Reg. No: **CDA No:**
Fax No:
Debtor No:

Additional Information

Name of Representative:
Designation: Liason
Name of Signatory:
Designation: Secretary
Nature Of Business:
Office Address:
Address:
City or Town:
Province: **TEL NO:**
Billing Address:
Address:
City or Town:
Province: **TEL NO:**
Mobile No:
Engaged at Port:

Additional Info Screen

- Action/Description

Action	Behaviour
Update	Accepts and saves the information entered in the Customer Profile Window
Cancel	Disregards entries/updates made and returns to the previous screen

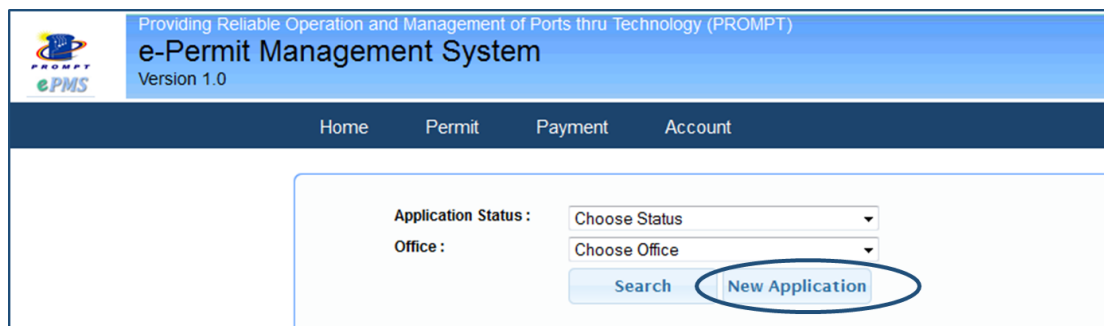
3. APPLICATION: PERMIT TO OPERATE ANCILLARY SERVICES

The following steps are done when applying for Permit to Operate for Ancillary Services:

- 3.1 On the Main Menu, click Permit, then select Permit to Operate



3.2 Click the “New Application” tab



3.3 Select “Office” from the dropdown Menu

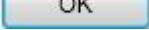
3.4 Select Ancillary Services from the dropdown menu

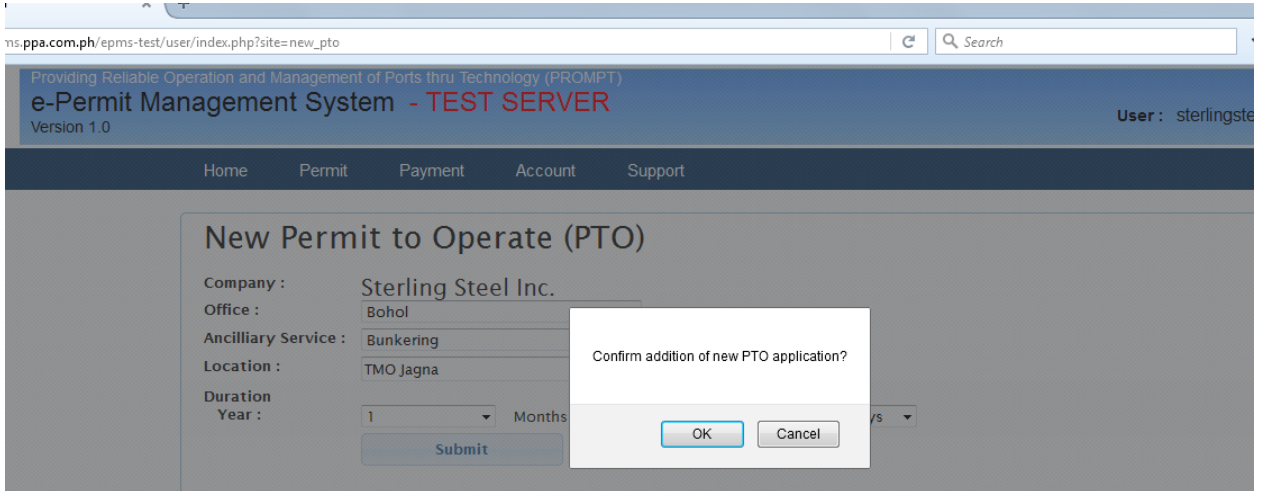
3.5 Enter Location where to operate

3.6 Select duration of Permit to Operate from the dropdown menu.

3.7 Click the **Submit** button.



3.8 Click the  button to confirm submission of Application

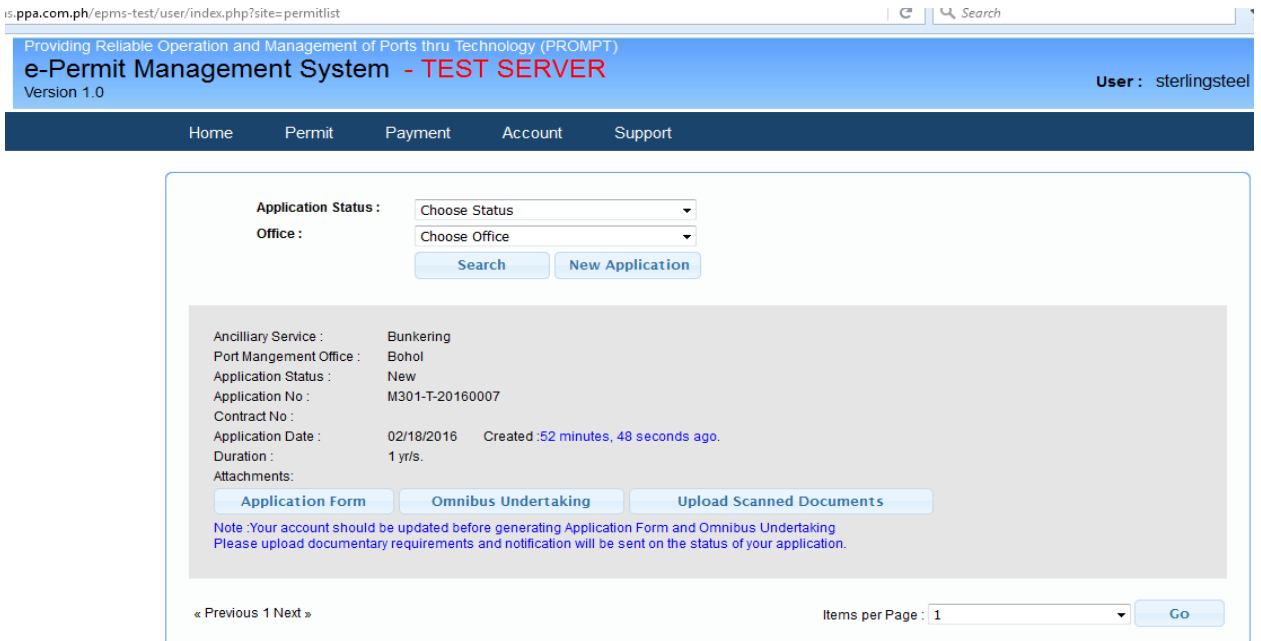


The screenshot shows a web browser window with the URL `ms.ppa.com.ph/epms-test/user/index.php?site=new_pto`. The page header includes the PPA logo and the text "e-Permit Management System - TEST SERVER Version 1.0". The user is identified as "sterlingste". The navigation menu contains "Home", "Permit", "Payment", "Account", and "Support". The main content area is titled "New Permit to Operate (PTO)" and contains a form with the following fields:

- Company : Sterling Steel Inc.
- Office : Bohol
- Ancillary Service : Bunkering
- Location : TMO Jagna
- Duration Year : 1 Months

A "Submit" button is located at the bottom of the form. A modal dialog box is displayed over the form, asking "Confirm addition of new PTO application?" with "OK" and "Cancel" buttons.

3.9 The following screen is displayed upon submitting PTO Application



The screenshot shows a web browser window with the URL `ms.ppa.com.ph/epms-test/user/index.php?site=permitlist`. The page header includes the PPA logo and the text "e-Permit Management System - TEST SERVER Version 1.0". The user is identified as "sterlingsteel". The navigation menu contains "Home", "Permit", "Payment", "Account", and "Support". The main content area is titled "Permit List" and contains a search and filter section with the following fields:

- Application Status : Choose Status
- Office : Choose Office

Buttons for "Search" and "New Application" are present. Below this is a table of application details:

Ancillary Service :	Bunkering
Port Management Office :	Bohol
Application Status :	New
Application No :	M301-T-20160007
Contract No :	
Application Date :	02/18/2016 Created :52 minutes, 48 seconds ago.
Duration :	1 yr/s.
Attachments:	

Buttons for "Application Form", "Omnibus Undertaking", and "Upload Scanned Documents" are located below the table. A note states: "Note :Your account should be updated before generating Application Form and Omnibus Undertaking Please upload documentary requirements and notification will be sent on the status of your application." At the bottom, there are navigation links "« Previous 1 Next »" and a pagination control "Items per Page : 1" with a "Go" button.

Action	Behaviour
Application Form	Displays the filled-out Application Form. Save the form at your hard drive for future uploading.
Omnibus Undertaking	Generates the Omnibus Undertaking for the Customer to Fill-out and have the Form Notarized.
Upload Scanned Document	Allows uploading of files

3.10 Clicking the **Upload Scanned Documents** allows uploading of files to the system.

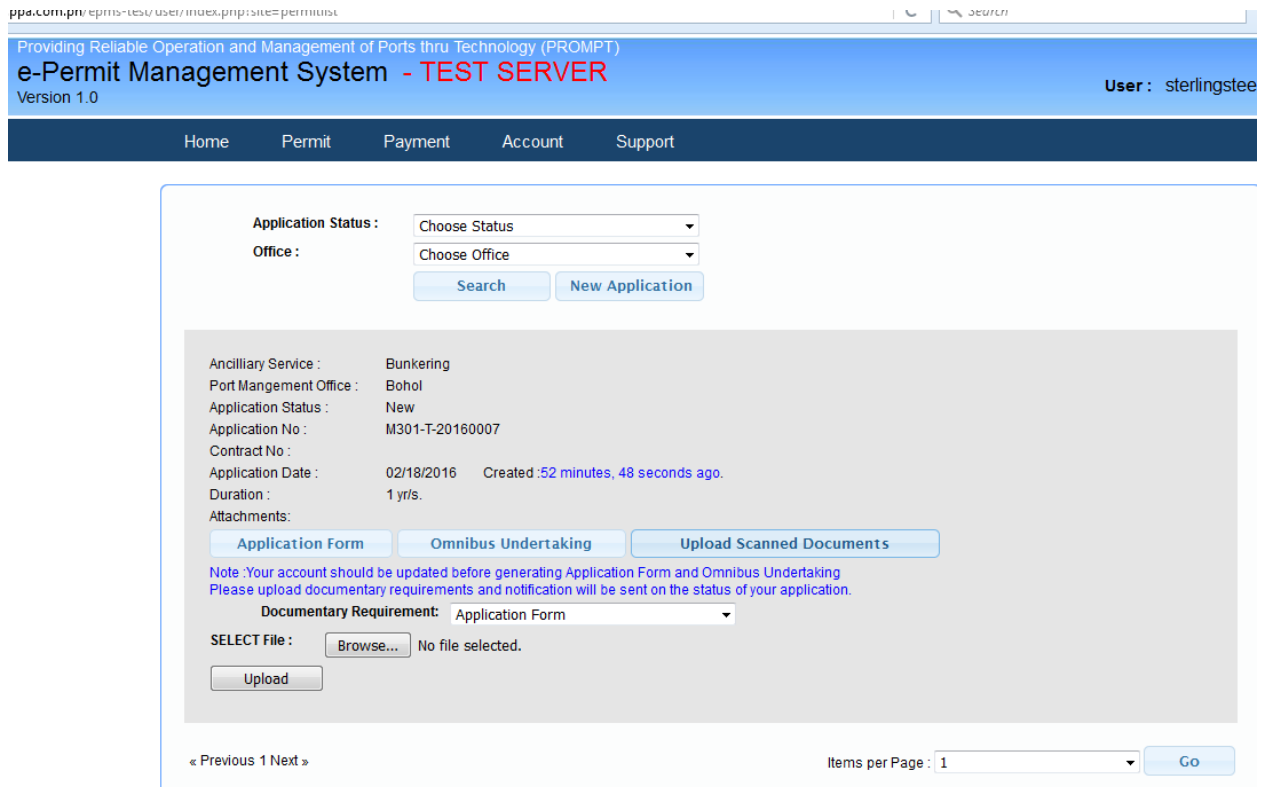
3.10.1 Click "Upload Scanned Documents" button

3.10.2 Click "Documentary Requirement" dropdown menu then select type of document

3.10.3 Click "Browse" to select the file to upload

3.10.4 Click the "Upload" button to submit document.

3.10.5 Click Submit Application



The screenshot shows the PPA e-Permit Management System interface. At the top, there is a navigation bar with links for Home, Permit, Payment, Account, and Support. The main content area displays application details for a user named 'sterlingstee'. The details include:

- Application Status: Choose Status (dropdown)
- Office: Choose Office (dropdown)
- Buttons: Search, New Application
- Ancillary Service: Bunkering
- Port Management Office: Bohol
- Application Status: New
- Application No: M301-T-20160007
- Contract No:
- Application Date: 02/18/2016 Created :52 minutes, 48 seconds ago.
- Duration: 1 yr/s.
- Attachments: Application Form, Omnibus Undertaking, Upload Scanned Documents

A note states: "Your account should be updated before generating Application Form and Omnibus Undertaking. Please upload documentary requirements and notification will be sent on the status of your application." Below this, there is a "Documentary Requirement" dropdown menu set to "Application Form", a "SELECT File:" section with a "Browse..." button and "No file selected." text, and an "Upload" button. At the bottom, there are navigation controls for "Previous 1 Next" and "Items per Page: 1" with a "Go" button.

PPA User:

*PPA User is notified that a New Application was submitted. Application and Documentary requirements are validated, and when everything is in order, issues **Order of Payment** to Customer.*

3.11 Click the "Generate OOP" button . This will generate OOP in .pdf form.

3.12 Print the OOP and Pay necessary fees at any PPA Cashier.



3.13 After payment wait for the PPA Action or check for the status.

epms.ppa.com.ph/epms-test/user/index.php

Providing Reliable Operation and Management of Ports thru Technology (PROMPT)
e-Permit Management System - TEST SERVER
Version 1.0 User: sterlingsteel

Home Permit Payment Account Support

Application Status : Choose Status
Office : Choose Office
Search New Application

Ancillary Service : Bunkering
Port Management Office : Bohol
Application Status : For Order Of Payment
Application No : M301-T-20160007
Contract No :
Application Date : 02/18/2016
Duration : 1 yr/s.
Attachments :  Application Form
 Omnibus Undertaking

Generate OOP
Note: Your account should be updated before generating Application Form and Omnibus Undertaking

« Previous 1 Next » Items per Page : 1 Go

PPA ePMS Officer

PPA ePMS officer validates the documents, payment.

PPA ePMS Officer endorses Approval to Approving Officer


PPA Approver takes action on the Application (Approves/Disapproves) and Issues PTO PPA ePMS Officer Updates, Generates Issues PTO to Customer

3.14 Customer picks-up Approved PTO at PPA Office

4. APPLICATION: PORT USER'S PASS

The following steps are done when applying for Port User's Pass

4.1 On the Main Menu, click Permit, then select **Port User's Pass**

Providing Reliable Operation and Management of Ports thru Technology (PROMPT)
e-Permit Management System
Version 1.0 User: fle 

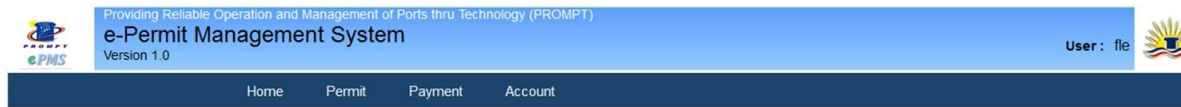
Home Permit Payment Account

List
- Permit to Operate
Port User's Pass
- Vehicle's Pass
- Permit to Occupy

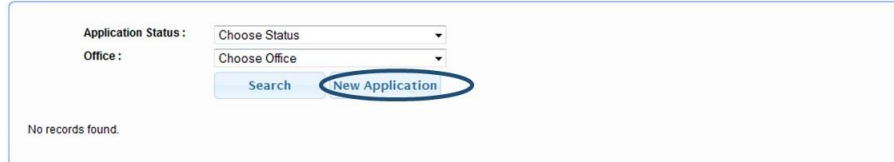
Choose Status
Choose Office
Search New Application

Ancillary Service : Trucking Services
Port Management Office : Batangas
Application Status : Approved

4.2 Click the "New Application" tab



Port User Pass List

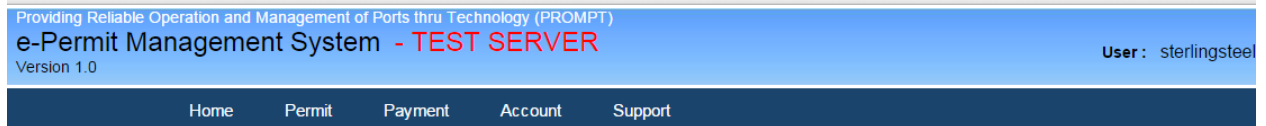


4.3 Select **Office** from the dropdown Menu

4.4 Select the box before employee's name applying for a pass

4.5 Click the "Submit" button

epms.ppa.com.ph/epms-test/user/index.php?site=new_ppass



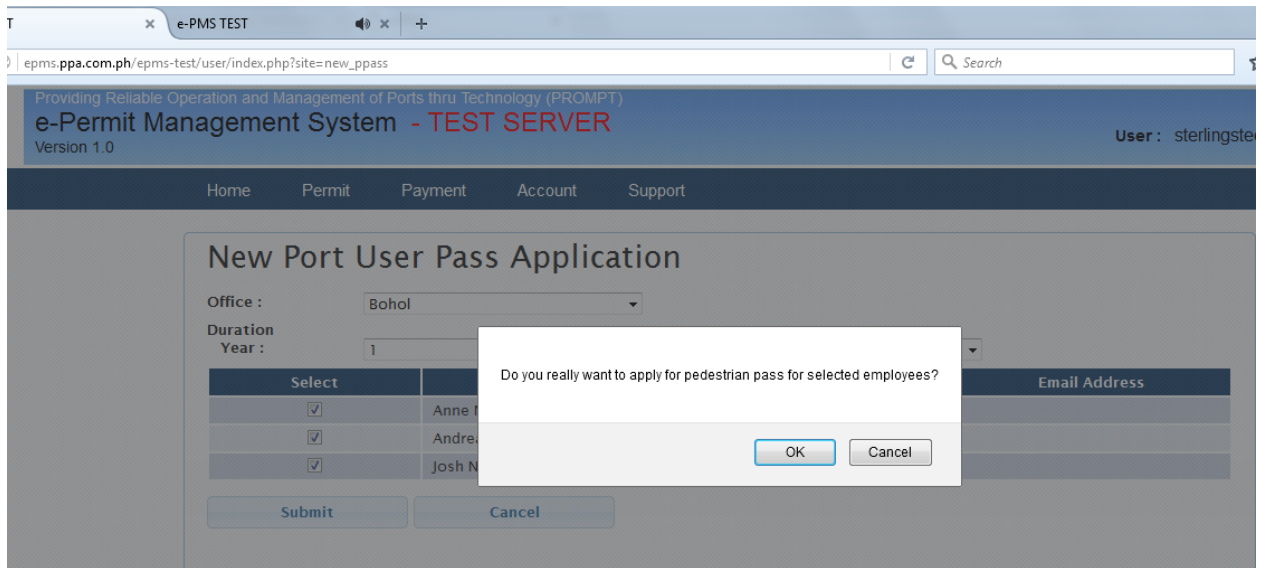
New Port User Pass Application

Office :

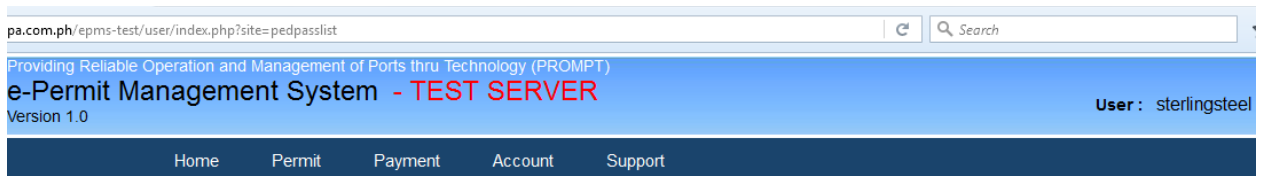
Duration
Year : Month : Days :

Select	Fullname	Position	Email Address
<input type="checkbox"/>	Anne N. Siatrez	Secretary	
<input type="checkbox"/>	Andrea N. Pauleen	Liason	
<input type="checkbox"/>	Josh N. Matthew	Driver	

4.6 Confirm the Application by clicking the "OK" button



The list of employees applying for Pass are displayed on the screen.



Port User Pass List

Application Status : Choose Status

Office : Choose Office

Port Mangement Office : PMO - PPA Tagbilaran OU
Application Status : New
Application No : M301-P-20160010
Application Date : 02/18/2016 Created : 2 minutes, 50 seconds ago.
Attachment :

Photo	Name	Position	PPA Pass I/O	Zone	Action
	Andrea N. Pauleen	Liason			<input type="button" value="Upload"/> <input type="button" value="Delete"/> <input type="button" value="Action"/>
	Anne N. Siatrez	Secretary			<input type="button" value="Upload"/> <input type="button" value="Delete"/> <input type="button" value="Action"/>
	Josh N. Mathew	Driver			<input type="button" value="Upload"/> <input type="button" value="Delete"/> <input type="button" value="Action"/>

<< Previous 1 Next >> Items per Page : 1

How to generate Employee Masterlist

Home
Permit
ePayment
NOABA
Account
Support

Permit to Operate

[Change Password](#)
[Update My Account](#)
[Logout](#)

Application Status :

Office :

Employee
Vehicle
Additional Info

Add New Employee

Title:

Name:

Company ID No.:

Civil Status:

Position:

Contact No:


Email Address:

Govt Issued ID:

Govt ID No:

Include in Masterlist?

[Generate Employee List](#)

	Included	Fullname	Position	Civil Status	START DATE	END DATE	
1.	<input checked="" type="checkbox"/>	Ronald C. Dela Vega	Processor	Married	26-NOV-16		

Upload Scanned Documents

- click this button to upload Notarize Documentary requirements

like

Notarized Masterlist of Employees

REPUBLIC OF THE PHILIPPINES
CITY/MUNICIPALITY OF **QUEZON CITY**

**(AFFIDAVIT OF ASSUMPTION OF RESPONSIBILITY)
AND MASTERLIST OF EMPLOYEES**

I, LITO T. TEVES in my capacity as GENERAL MANAGER
with address at 46603 Talatun St. Drng. Ugong, Valenzuela City
that the names appearing in the herein masterlist is/are my bonafide employee/s.

NAME	POSITION/DESIGNATION	SIGNATURE
1. Alvin M. De Jesus	Surveyor	
2. Camilo O. Samiento	Chemist	
3. FRANCIS Y. Sia	OPERATIONS MANAGER	
4. Glenn R. Ladapag	Chemist	
5. JEFFREY M. STA. CRUZ	Admin Assistant	
6. Joseph Ryan D. Ingua	Chemist	
7. Kenneth A. Posas	Surveyor	
8. LITO T. TEVES	GENERAL MANAGER	
9. Louis C. Salonga	Supervisor	
10. Remak G. Tamayo	Surveyor	

refer to ANNEX 1

That the above named employees are duly authorized to transact business for and in my behalf at PMO NCR North and binds myself to be liable for whatever damages said employees may cause when representing me.

That this Affidavit is executed in connection with this application for PPA ANNUAL Port User's Pass subject to existing Port Rules and Regulations.

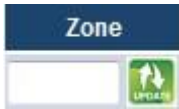
IN WITNESS WHEREOF, I have hereunto affixed my signature this NOV 25 2016 Day of _____ at QUEZON CITY Philippines.

LITO T. TEVES
Affiant

SUBSCRIBED AND SWORN to before me this NOV 25 2016 day of _____, 20____ the herein affiant exhibiting his/her Community Tax Certificate No. _____ issued at _____ Philippines on _____, 20____

ATTY. RENATO R. DEVERA
NOTARY PUBLIC
Until Dec 31, 2016
HWP NO. 74826 - Lifeste, Q.C.
BAR ROLL NO. 129175N No. 13-14-43
PTR. No. 90463351-1-5-15 Q.C.
Adm. Matter No. NP-007-2015-2016
MCLE NO. TV-0002964
NTA BLDG. SCT. REYES ST., Q.C.

Doc. No. 262
Page No. 189
Book No. 18210
Series of 22076



- Input the Zone (Area of Operations), then click "Update"






- This button deletes selected Employee's Application for Pass



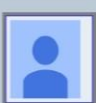
- This button to display/update Employee's Profile

(Employee's Profile)

APPLICATION MODULE : Port User's Pass

Name	Position	Pass NO	Zone	Action
Hanz David Helmuth	President			  

Date of Birth : Place :
 City Address :
 Provincial Address :
 Father's Name :
 Mother's Name :
 Educational Attainment :
 Nationality :
 Sex :
 Marital Status :
 Height : Weight : Hair : Complexion :
 Scars & Marks :
 Position :
 Designation :
 Date Employed :
 CTC No : Date of Issue :
 Place of Issue :
 Govt Issued ID : Govt ID No :



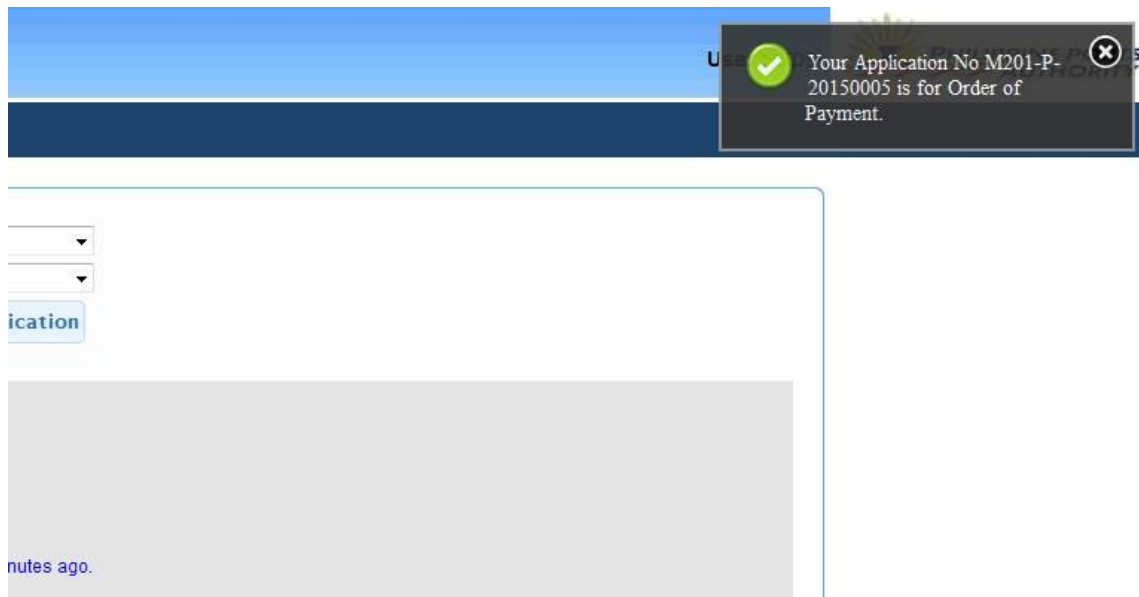
Click button to upload photo of employee

Update Profile, then click the button

PPA Port Police

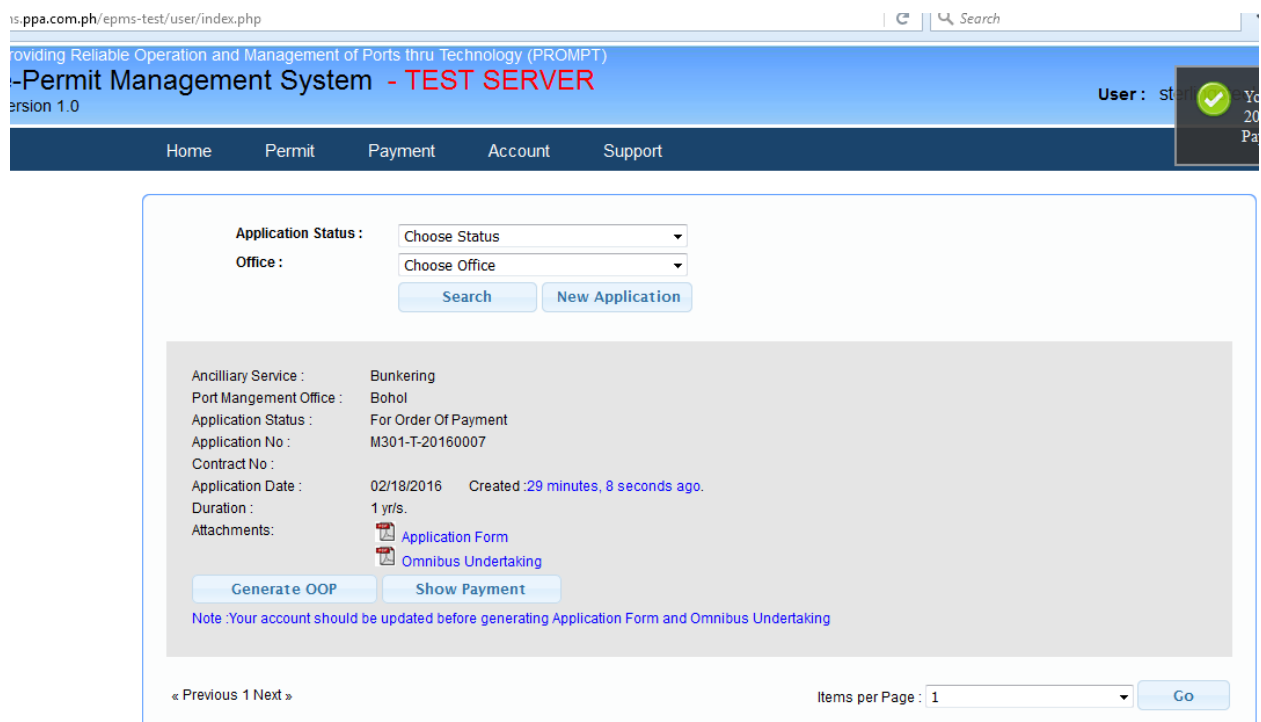
1. PPA Port Police Officer is notified thru screen notification and via email of an existing Application for Port User Pass.
2. Port Police validates application and issues Order of Payment to Customer

4.8 Screen notification is sent to customer (Email is also sent to customer)



4.8 Click "Generate Order of Payment" (OOP)

4.9 Print OOP and pay necessary fees at any PPA Cashier



4.10 Customer is notified of successful submission of Application for User's Pass

Home
Permit
References
Support
Account

Port User Pass List

Application submitted for processing successfully.

Application Status :

Company :

Applicant Name :


Company : **Sterling Steel Inc.**


Port Mangement Office : **Bohol**

Application Status : For Processing

Application No : M301-P-20160010

Application Date : 02/18/2016 Submitted : 2 minutes, 52 seconds ago.

Duration : Year 

Effectivity Date : Expiry Date : 











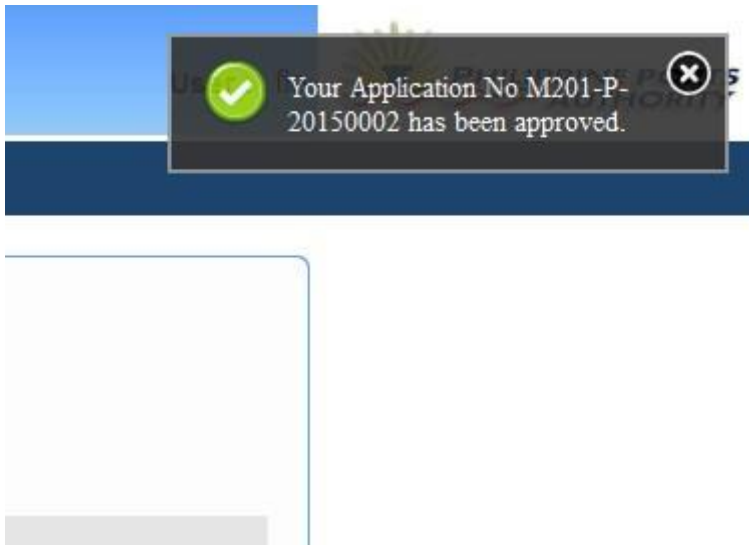
Attachment:  [Masterlist of Employees](#)

Photo	Name	Position	PPA Pass NO	Remarks	Zone	Action
	Andrea N. Pauleen	Liason			<input type="text"/>	  
	Anne N. Siatrez	Secretary			<input type="text"/>	  
	Josh N. Matthew	Driver			<input type="text"/>	  

PPA Port Police

Port Police Approves/Disapproves Application for Pass

4.12 Customer is notified of Status of Application thru screen notification and email.

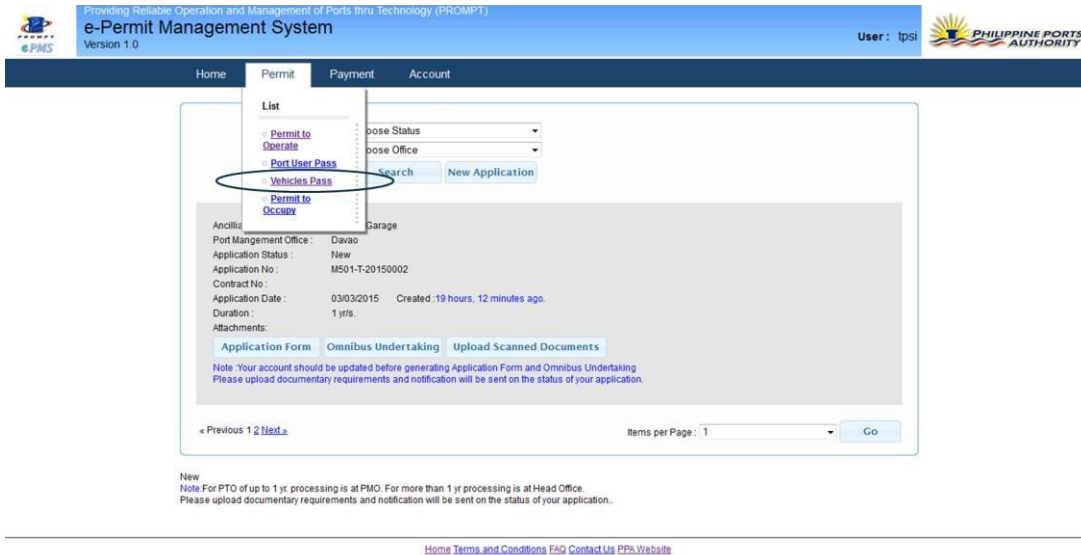


4.1 Customer picks up ID/Pass at PPA.

5. APPLICATION: VEHICLE PASS

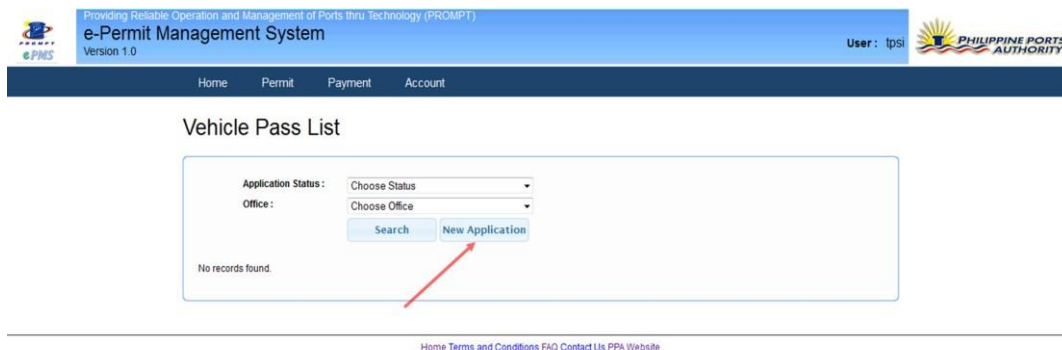
The following steps are done when applying for Vehicle Pass

5.1 On the Main Menu, click Permit, then select **Vehicle Pass**



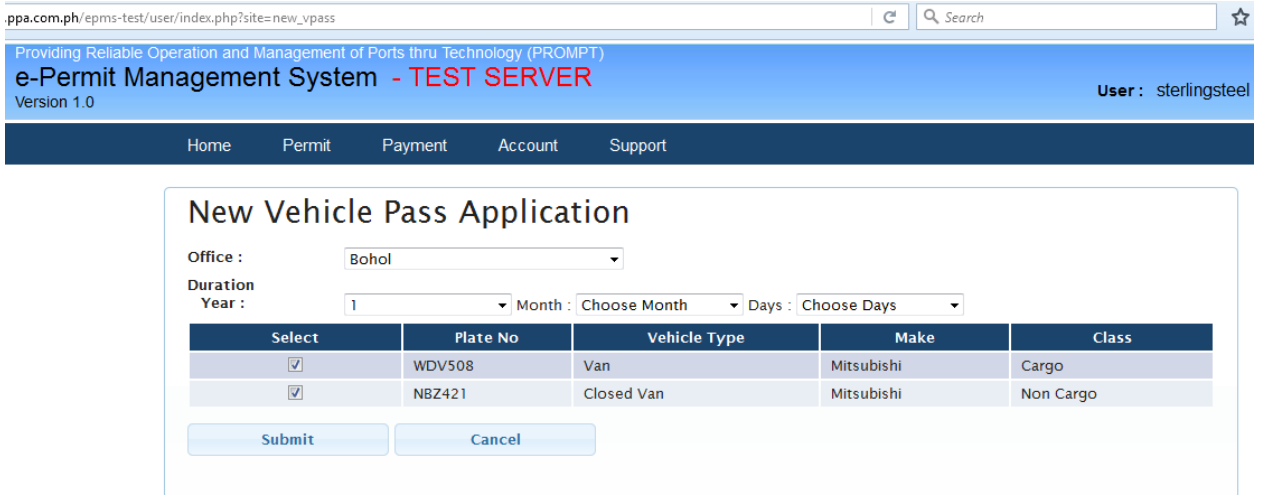
The screenshot shows the PPA e-Permit Management System interface. The top navigation bar includes 'Home', 'Permit', 'Payment', and 'Account'. The 'Permit' menu is open, showing options: 'Permit to Operate', 'Port User Pass', 'Vehicle Pass' (circled in red), and 'Permit to Occupy'. The 'Vehicle Pass' option is selected. Below the menu, the application details are displayed: Port Management Office: Davao, Application Status: New, Application No: MS01-T-20150002, Contract No: 03/03/2015, Application Date: 1 yrs, and Created: 19 hours, 12 minutes ago. There are buttons for 'Application Form', 'Omnibus Undertaking', and 'Upload Scanned Documents'. A note states: 'Note: Your account should be updated before generating Application Form and Omnibus Undertaking. Please upload documentary requirements and notification will be sent on the status of your application.'

5.2 Click the “New Application” tab



The screenshot shows the 'Vehicle Pass List' page. It features a search form with 'Application Status' and 'Office' dropdown menus, and 'Search' and 'New Application' buttons. A red arrow points to the 'New Application' button. Below the search form, it says 'No records found.' The bottom navigation bar includes 'Home', 'Permit', 'Payment', and 'Account'.

- 5.3 Select **Office** from the dropdown Menu
- 5.4 Select the box before Vehicle applying for a pass
- 5.5 Click the "Submit" button



ppa.com.ph/epms-test/user/index.php?site=new_vpass

Providing Reliable Operation and Management of Ports thru Technology (PROMPT)
e-Permit Management System - TEST SERVER
Version 1.0 User: sterlingsteel

Home Permit Payment Account Support

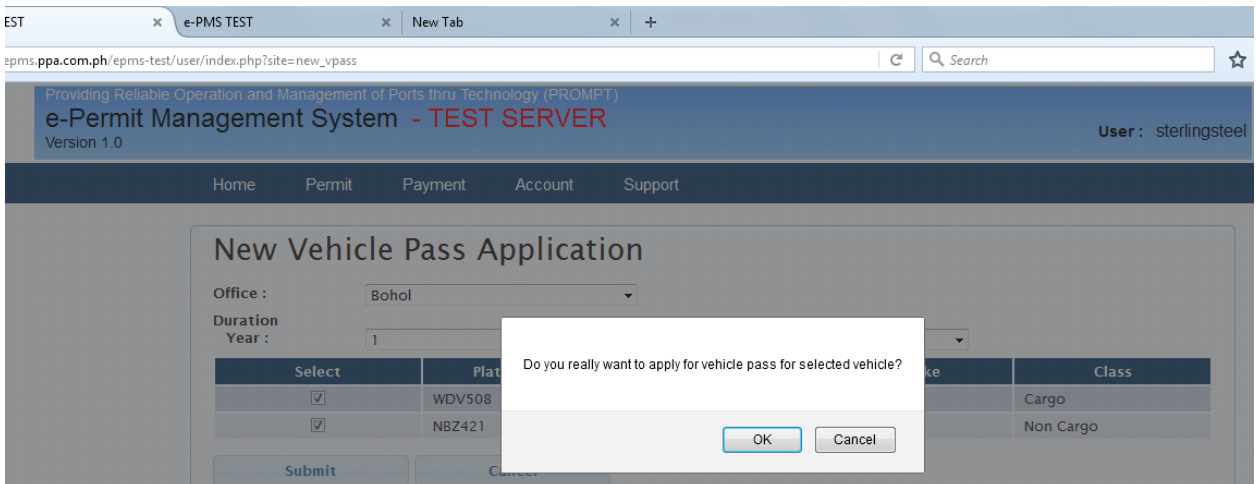
New Vehicle Pass Application

Office :

Duration
Year : Month : Days :

Select	Plate No	Vehicle Type	Make	Class
<input checked="" type="checkbox"/>	WDV508	Van	Mitsubishi	Cargo
<input checked="" type="checkbox"/>	NBZ421	Closed Van	Mitsubishi	Non Cargo

- 5.7 Confirm Application by clicking the "OK" button



EST x e-PMS TEST x New Tab x +

ppms.ppa.com.ph/epms-test/user/index.php?site=new_vpass

Providing Reliable Operation and Management of Ports thru Technology (PROMPT)
e-Permit Management System - TEST SERVER
Version 1.0 User: sterlingsteel

Home Permit Payment Account Support

New Vehicle Pass Application

Office :

Duration
Year :

Select	Plate No	Vehicle Type	Make	Class
<input checked="" type="checkbox"/>	WDV508	Van	Mitsubishi	Cargo
<input checked="" type="checkbox"/>	NBZ421	Closed Van	Mitsubishi	Non Cargo

Do you really want to apply for vehicle pass for selected vehicle?

System displays the list of Vehicles applying for Pass



ppa.com.ph/epms-test/user/index.php?site=vehpasslist

Providing Reliable Operation and Management of Ports thru Technology (PROMPT)
e-Permit Management System - TEST SERVER
 Version 1.0 User: sterlingsteel

Home Permit Payment Account Support

Vehicle Pass List

Vehicle pass application submitted successfully.
 Vehicle Status created successfully.

Application Status :

Office :

Port Mangement Office : **Bohol**
 Application Status : New
 Application No : M301-V-20160005
 Application Date : 02/18/2016 Created :2 minutes, 51 seconds ago.
 Attachment :

Plate No	Type	Make	Class	PPA Pass NO	Proof of Ownership	Action
NBZ421	Closed Van	Mitsubishi	Non Cargo			✖
WDV508	Van	Mitsubishi	Cargo			✖

« Previous 1 Next »

Items per Page :

APPLICATION MODULE : Vehicle Pass

Upload Scanned Documents

Click this to upload Documentary Requirement (Masterlist of Transport Units)



Deletes selected Vehicle with Application for Pass

How to generate Vehicle Masterlist

Home Permit ePayment NOABA **Account** Support

Customer Profile

Name: ONAT FORWARDING COM
Business Type: Corporation
Short name: ONAT
Tax Identification No: 999-998-999-0000
Email Address:
SEC/DTI Reg. No:
Fax No:
Debtor No:

[Change Password](#)
[Update My Account](#)
[Logout](#)

Employee **Vehicle** Additional Info

Add New Vehicle

Plate No/MV File No:
Vehicle Type:
Make:
Vehicle Class:

	Plate No	Type	Make	Class	Start Date	End Date	
1.	MVD-840	Car	Honda	Non Cargo	07-AUG-17		
			MITSUBISHI MONTERO	Non Cargo	07-AUG-17		

Notarized Vehicle Masterlist

REPUBLIC OF THE PHILIPPINES
CITY/MUNICIPALITY OF MAKATI, NCR


**(AFFIDAVIT OF ASSUMPTION OF RESPONSIBILITY)
MASTERLIST OF TRANSPORT UNITS**

I, Daniel Adrienne T. Sarmiento of legal age, Married and with postal address at 8751 Paseo de Roxas, Brgy Bel-Air, Makati City after having been duly sworn to in accordance with the law do hereby depose and state that:

1. That, I am the Director - Phil. Operations of Malayan Towing and Salvage Corporation;
2. That Malayan Towing and Salvage Corporation is a legitimate port user engaged in Tug Assisting & Towing Service at the Port of NCR North;
3. That, said company/firm owns and operates the following transportation/trucking units which had been issued valid registration, clearance, and permits and for which I assume responsibility for their legitimate, safe and secure operations;

	TYPE	MAKE	PLATE NO./MV FILE NO.
1.	Car	Toyota Hilux	NLO-261
2.	Car	Toyota Camry	NDE-276
3.	Car	Toyota Hilux	POY-714
4.	Others	Isuzu	RHZ-475
5.	Car	Toyota Fortuner	TIR-157
6.	Car	Toyota Hilux	TYP-885
7.	Car	Toyota Avanza	ZHU-776
8.	Car	Toyota Hilux	ZHZ-481
9.	Car	Toyota Hilux	ZRN-822
10.	Car	Toyota Hilux	ZTP-220
		— nothing follows —	


4. That, this Affidavit is being executed in support of our application for the issuance of PPA Cargo Vehicle Pass/Sticker for Calendar Year 2000


 Daniel Adrienne T. Sarmiento
 Affiant

JUN 14 2017

SUBSCRIBED AND SWORN to before me this _____ day of _____ 20____ the herein affiant exhibiting his/her Community Tax Certificate No. _____ issued at _____ on _____, 20____

(Notary Public)

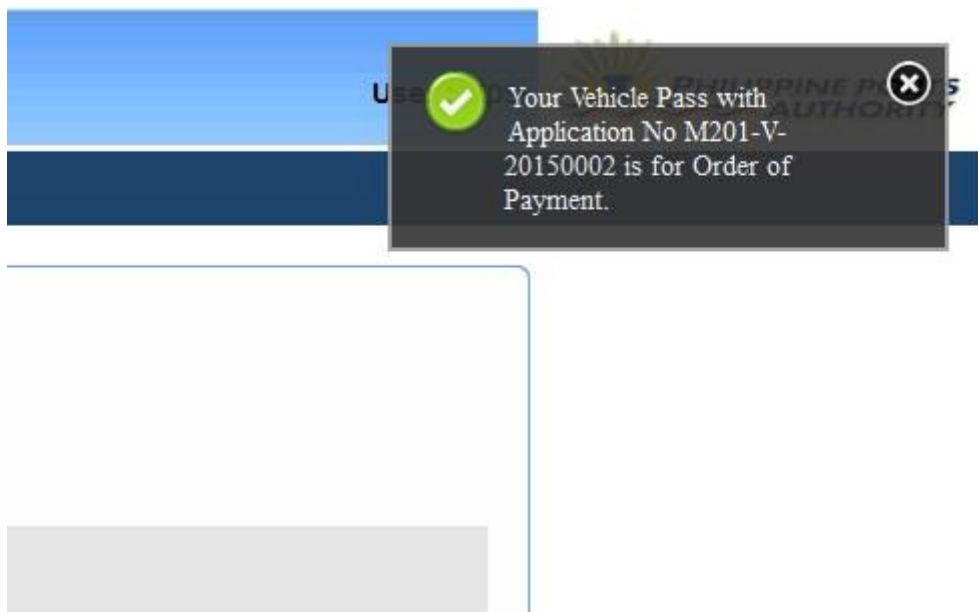

RUBEN T.M. RAMIREZ
 NOTARY PUBLIC
 UNTIL DEC. 31, 2017
 2734 M. AURORA ST., MAKATI CITY
 IBP NO. 192236911-22-2016 APPT. NO M-23
 ROLL NO. 28947 / MCLE - 4 NO. 006334 / 06-19-12
 PTR NO.MKT 5909532 / 01-03-17

Doc. No. 163
Page No. 34
Book No. 578
Series of 2017

PPA Port Police

1. PPA Port Police Officer is notified thru screen notification and via email of an existing Application for Vehicle Pass.
2. Port Police validates application and issues Order of Payment to Customer

- 5.8 Notification is sent to Customer thru screen and by email that the Application is for Order of Payment



- 5.8 Click "Generate Order of Payment"
5.9 Print OOP and pay necessary fees at any PPA Cashier

epms.ppa.com.ph/epms-test/user/index.php?site=vehpasslist

Providing Reliable Operation and Management of Ports thru Technology (PROMPT)
e-Permit Management System - TEST SERVER
 Version 1.0

User: sterlingsteel

Home Permit Payment Account Support

Vehicle Pass List

Application Status : Choose Status
 Office : Choose Office

Search New Application

Port Mangement Office : Bohol
 Application Status : For Order Of Payment
 Application No : M301-V-20160005
 Application Date : 02/18/2016 Created : 9 minutes, 3 seconds ago.
 Attachment : Vehicle Masterlist

Generate Order Of Payment Enter OR Number

Plate No	Type	Make	Class	PPA Pass NO	Proof of Ownership	Action
NBZ421	Closed Van	Mitsubishi	Non Cargo			
WDV508	Van	Mitsubishi	Cargo			

« Previous 1 Next » Items per Page : 1 Go

PPA Port Police

Port Police Approves/Disapproves Application for Vehicle Pass

5.12 Customer is notified of Status of Application thru screen notification and email.

Providing Reliable Operation and Management of Ports thru Technology (PROMPT)
e-Permit Management System
 Version 1.0

Home Permit Payment Account

Application Status : Choose Status
 Office : Choose Office

Search New Application

Ancillary Service : Water Supply
 Port Mangement Office : Batangas
 Application Status : Issued

Your Vehicle Pass with Application No M201-V-20150002 has been approved.

Your Vehicle Pass with Application No M201-V-20150002 has been approved.

Your Vehicle Pass with Application No M201-V-20150002 has been issued.

5.13 Customer picks up Vehicle Pass at PPA Office.