



Frequently Asked Questions (FAQs) on the PPA and ICTSI Entry Requirements:

1. Where will my business entity fall under the matrix?

Answer: Get in touch with your Project Manager (ICTSI Employee handling your project) who shall coordinate with the relevant groups and help you identify where your business entity will fall under the matrix

2. If applicable, when should we apply for a PPA Permit/ID/Vehicle Sticker?

Answer: Prior to the start of any project/business transaction within the covered area.

3. How do we apply for PPA permits?

Answer: Submit a formal request letter to your Project Manager who will guide you on the next steps ([Click here for the template of the letter](#)).

4. What areas are considered under MICT Terminal, and what areas are considered as ICTSI Premises?

Answer: Kindly click [here](#) for the reference map. If there are any further inquiries about the areas covered, please get in touch with your Project Manager.

5. How do I know if I need to apply for a PPA ID/PPA Vehicle Sticker or just a temporary port user pass/temporary vehicle pass?

Answer: Temporary pass can be secured by those without PTO/ATT, or those with PTO/ATT but are not entering frequently (30 days and below for the whole year).

6. How do we apply for PPA ID and PPA Vehicle Sticker?

Answer: Click [here](#) for the step-by-step instructions.

7. How do we apply for a temporary port user pass and temporary vehicle pass in person?

Answer: Click [here](#) for the step-by-step instructions.

8. Where can we get a copy of the official PPA Advisories and Memorandum covering the requirements?

Answer: Click [here](#) for the copy of the PPA advisories and Memorandum.

9. Who should we reach out to for other related inquiries?

Answer: You may reach out to your Project Manager, or you may call or email PPA directly through the following contact details:

Account Information and Login Issues:

Help Desk: 8525 5264 local 5055

02 5301 9453/5301 9455

09266565831/0961 4505935

PPA Permits:

8525-5264 local 411 or 414

pmoncrsouth@ppa.com.ph

PPA South Office:

Port Management Office NCR South

PPA Administrative Building, South Harbor, Port Area, Manila 1018 Philippines

Trunkline: 8525 5264 Safety Office. Local 503 or 442

Mobile: 0917 278 5063

Temporary Port User and/or Vehicle Sticker Requests

mict@ppa.com.ph

MICT HSE Dept: MICTHSETeam@ictsi.com

(Company Letter Head)

Date:

Ms. Catherine R. Esto

Port Manager, Philippine Ports Authority

PMO NCR - South

Port Area, Manila, Philippines 1018

Real Estate Management Division

PPA NCR South

Thru: MICT HSE Department

International Container Terminal Services, Inc.

MICT South Access Rd, Manila Philippines

Dear Ma'am/Sir:

May we request your good office to grant us an endorsement letter for our application of PPA permits (ATT/PTO – whichever is applicable) for our upcoming project with details below:

Project Name:

Project Location:

Activities involved: (e.g. Civil, Electrical, Working at Heights and Hot Works)

Project Duration/Target Date of Completion:

Attached is the list of workers who will be deployed for the project.

(Signature)

Name of authorized Personnel

Position

Company Name

How to Apply for Temporary Pass

Step 1: Go to the PPA Office at the back of the MICT Admin Building.

Step 2: Present a valid ID with photo

Step 3: Pay temporary vehicle pass and/or temporary port user pass to the assigned PPA Collector/Authorized Representative.

Step 4(PPA Action only): PPA to release the temporary vehicle and/or port user pass

The administrative fees prescribed below are in accordance with the existing fees being collected by the Authority pursuant to Administrative Order No. 02-2011

Type of Passes	Admin Fee (PPA)	12% E-VAT (BIR)	Total Fee (Inclusive of E-VAT)
Temporary Port User's ID/Pass Per Application (Single Entry)	Php 5.36	Php 0.64	Php 6.00
Temporary Vehicle Pass (Single Entry)	Php 10.71	Php 1.29	Php 12.00

REPUBLIC OF THE PHILIPPINES
PHILIPPINE PORTS AUTHORITY
PMO NCR - SOUTH
Muelle De San Francisco, Brgy. 649,
Zone 068, South Harbor, Port Area, Manila
VAT REG. TIN 000-352-232-00039

TEMPORARY PORT USER'S PASS

S.N. - 02562851

₱ 6.00

VAT SALES ₱ 5.36
VAT ₱ 0.64

KEEP TICKET FOR INSPECTION / VALID FOR ONE (1) USE ONLY

2,000 bkts no. 0210001 - 0410000 (100x1)
BIR Authority to Print No. 126AU20220000005041 Date Issued: December 13, 2022
APO Production Unit, Inc. PIA Bldg., Visayas Avenue, Brgy. Vasra, Quezon City
TIN: 000-396-233-00000
BIR Accreditation No.: 038MP20190000000107
Date Issued: January 15, 2019
NOT VALID UNLESS STAMPED ON THE BACK PAYEE, NAME OF PMO AND DATE ISSUED

PHILIPPINE PORTS AUTHORITY
HEAD OFFICE

No. 0167202. ₱ 12.00
(12% VAT Inclusive)

TEMPORARY VEHICLE PASS

TO: PORT POLICE ON DUTY

PIER / AREA: MICT

Plate No: DMO 6-7317

C/o Mico

Address:

Purpose / Designation: Brankie nity

This Pass is Valid up to 10/26/2024

How to Apply for PPA ID

Step 1: Fill out an accomplished application form. The contractor needs to prepare the scanned copy of the filled-up application form of their personnel. Each application form should have an attached 1x1 photo.

Step 2: Log in to <https://epms.ppa.com.ph> using your registered username and password

Step 3: Upload the accomplished application form together with the following requirements:

- Letter of request from contracting company
- Authorization letter to represent the company
- Application form
- PTO
- Masterlist of employees
- PPA Port Police Clearance – will be verified by the system
- 2 copies of photos
- Type of ID to be applied: Officials/employees of ancillary service operators

Submit the application and ensure that status in the portal is submitted. Take a screenshot and send it to PPA and MICT HSE

Step 4(PPA Action only): Evaluate/verify the completeness and validity of the uploaded documents from the time it was viewed/accessed by the process owner from the system. Further, verify from the database whether the applicant has a valid Permit to Operate. Issue order of payment if documents are found complete and updated. An email notification will be sent to the applicant confirming the order of payment.

Step 5: Once order of payment is received, the necessary fee should be paid either through the PPA South Office or the PPA MICT Admin Office. Proof of payment shall be presented to PPA Office (NCR South) or can also be emailed to PPA.

Step 6: Wait for the release of PPA ID at PPA South Office

Step 7: Once released, the PPA ID shall be signed by the owner and returned to PPA South Office for signing of the Port Manager

Step 8: Once signed by Port Manager, PPA ID shall be picked up and laminated. Scanned copies of the PPA IDs shall be sent to the Project Manager and the HSE Department

How to Apply for PPA Vehicle Sticker

Step 1: Fill out an accomplished application form.

Step 2: Log in to <https://epms.ppa.com.ph> using your registered username and password.

Step 3: Upload the accomplished application form together with the following requirements:

- Letter of request from contracting company
- Authorization letter to represent the company
- Application form
- PTO
- LTO Certificate of Registration
- LTO Official Receipt – Latest
- PPA Port Police Clearance – will be verified by the system
- Type of Sticker Applied for: Non-cargo

Submit the application and ensure that status in the portal is submitted. Take a screenshot and send it to PPA and MICT HSE

Step 4(PPA Action only): Evaluate/verify the completeness and validity of the uploaded documents from the time it was viewed/accessed by the process owner from the system. Further, verify from the database whether the applicant has a valid Permit to Operate. Issue order of payment if documents are found complete and updated. An email notification will be sent to the applicant confirming the order of payment.

Step 5: Once order of payment is received, the necessary fee should be paid either through the PPA South Office or the PPA MICT Admin Office. Proof of payment shall be presented to PPA Office (NCR South) or can also be emailed to PPA.

Step 6: Wait for the release of PPA Vehicle Sticker at PPA South Office

Step 7: Once released, the PPA Vehicle Sticker shall be placed to the corresponding vehicles. Photos of the vehicles with the PPA Sticker shall be sent to the Project Manager and the HSE Department.

Fees and Rates

The administrative fees prescribed below are in accordance with the existing fees being collected by the Authority pursuant to Administrative Order No. 02-2011

Type of Passes	Admin Fee (PPA)	12% E-VAT (BIR)	Total Fee (Inclusive of E-VAT)
Port User's ID	Php 50.00	Php 6.00	Php 56.00
Vehicle Sticker (non-cargo/light vehicle)	Php 75.00	Php 9.00	Php 84.00
Vehicle Sticker (cargo vehicle/truck)	Php 100.00	Php 12.00	Php 112.00

