

GUIDELINES FOR **RENEWAL** and **NEW APPLICANTS** OF CPA
ANNUAL VEHICLE PASS (AVP) STICKERS FOR 2012

Renewal and New Applicants

All companies with approved PTO/AAF and AVP applications for CY 2011 can now apply for renewal for 2012. AVP Stickers beginning Dec. 01, 2011. Also, all interested companies without an approved PTO/AAF and AVP Application may already apply for 2012 AVP Stickers as new Applicants.

Requirements for PTO (Permit to Operate)/AAF (Annual Access Fee)

1. Photocopy of current (2011) Mayors Permit.
3. For Privately-owned Delivery Vehicles – Photocopy of **LTFRB Order of Exemption** for units applied if available. Units without and **LTFRB Order of Exemption** may also be applied provided their OR and CR are registered under the company name or that of its business proprietor.
4. For Franchised (For Hire) Vehicles engaged in Trucking/Hauling services – Photocopy of current **LTFRB Franchise** which validity will not expire within 2012. Please bring the original copy of the franchise for verification purposes.

Requirements for AVP (Annual Vehicle Pass) Stickers

1. Three (3) copies of accomplished application for Annual Vehicle Pass (AVP) duly signed by the owner/manager. Entries on the form should be **typewritten** and arranged according to the listing of the LTFRB Order of Exemption or LTFRB Franchise)
2. Photocopy of LTO Certificate of Registration (CR) and Current Official Receipt (OR) of Vehicles.
3. For Private Service Vehicles registered under the names of the company's employee:
 - a. Certification from the employer that the registered owner is a bonafide officer/employee of the company authorized to transact the company's business inside the port area.
 - b. Photocopy of the employees Company Identification Card (ID).

CHARGES TO BE COLLECTED

Permit to Operate (PTO)/Annual Access Fee (AAF)

Php 3,360.00* per company engaged in any form of port related business or services

Annual Vehicle Pass (AVP) Stickers

2 – 4 wheels	- Php 224.00* per vehicle	(*All costs 12% VAT inclusive)
6 – 10 wheels / Prime Mover	- Php 336.00* per vehicle	

Period for renewal is from _____, All 2011 AVP stickers are valid until _____. All applications submitted after _____ is subjected to 20% surcharge on AVP charges. For inquiries please call the CPA Port Police Office or Ryan at Tel. no. **232-1461 loc 33 or 232-1967**