

Cebu Port Authority

[(032) 232-1461, connecting all Departments]

Documentary Requirements for Accreditation of CHSP

For New Applicants:

1. Letter of Intent addressed to the CPA General Manager;
2. Registration Papers:
 - A. *For Corporations / Partnership*
 - SEC Certificate of Registration with Articles of Incorporation / Partnership and By-Laws;
 - B. *For Cooperatives*
 - Cooperative Development Authority (CDA) Certificate of Registration
 - C. *For Sole Proprietorship*
 - Department of Trade and Industry (DTI) Certificate of Business Name Registration;
3. BIR Certificate of Registration (Form 2303) / BIR Tax Clearance Certificate
4. SSS Certificate of Registration / Certificate of Compliance
5. Recent List of Employees;
6. List of safety gears / equipment;
7. Description of cargoes to be handled;
8. Description of manner of operation;
9. Latest Audited Financial Statement (for previous year, if available)
10. Endorsement from CPA Management Office which has jurisdiction over the area of operation;
11. Service Contract with Port Owner / Operator / Shipping Company;
12. Board Resolution authorizing the officer to sign certificate of Accreditation in behalf of the Corporation/ Partnership / Cooperative.
13. Upon approval, payment of Accreditation Fee of P280.00 (12% VAT inclusive)

For Renewal:

1. Letter of Intent to Renew addressed to the CPA General Manager;
2. Updated Articles of Incorporation / Partnership / and By-Laws (if there are any changes)
3. Updated DTI Registration (if applicable);
4. SSS Official receipt or Special Bank Receipt with SSS Form R-3 showing latest remittances or recent SSS Certificate of Compliance
5. Recent BIR Tax Clearance Certificate;
6. Updated List of Employees
7. Total Volume of Cargoes Handled (in Metric Tons) for the past year
8. Latest Audited Financial Statement (previous year)
9. Board Resolution authorizing the officer to sign contracts in behalf of the Corporation/ Partnership / Cooperative (if there are any changes)
10. Clearance and Endorsement from CPA Management Office which has jurisdiction over the area of operation;
11. Certification / Endorsement from CPA Audit Team
12. Service Contract with Port Owner / Operator / Shipping Company (If previous year has expired)
13. Accreditation / Permit Fee of P280.00 (12% VAT inclusive)