

CEBU PORT AUTHORITY

Business Marketing and Development Department

Contact Nos. 412-9024 / 232-1461 loc 28

REQUIREMENTS FOR ACCREDITATION OF PORTERAGE SERVICES

For New Application:

1. Letter of Intent addressed to the CPA General Manager with brief history of the company/cooperative, including the description of the operations and contact details of your company / business entity;
2. Photocopy of Certificate of Registration with SEC for Corporations, or CDA for Cooperatives, or DOLE for Associations;
3. BIR Clearance (Tax Clearance Certificate) / Certificate of Registrations (if new);
4. SSS Clearance (Certificate Of Compliance) / Certificate of Registrations (if new);
5. An updated list of all porters working for the company / cooperatives / association
6. Endorsement / Certification from the Shipping Company where porterage is operating
7. Upon approval of accreditation, Payment of Three Thousand Three Hundred Sixty pesos (Php 3,360.00), 12% VAT inclusive

For Renewal:

1. Letter of intent to renew address to the CPA General Manager with contact details of your company / business entity;
2. Photocopy of Certificate of Registrations with SEC for Corporations, or CDA for Cooperatives, or DOLE for Associations; (if there are any changes)
3. BIR Clearance;
4. SSS clearance;
5. An updated list of all porters working for the company / cooperatives / association
6. Endorsement / Certifications from the Shipping Company where porterage is operating
7. Upon approval of renewal of PTO, Payment of Three Thousand Three hundred sixty pesos (Php. 3,360.00) 12% VAT inclusive

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1. Please attach the requirements in a folder
2. Please fill in the necessary information:

Contact Person	:	
Position	:	
Tel . and Fax No.	:	
Mobile No.	:	
E-mail address	:	