

Republic of the Philippines
CEBU PORT AUTHORITY
CIP Complex, S. Osmeña Blvd.,
North Reclamation Area, Cebu City 6000
Tel: 232-1461 to 63; Fax: 231-6848

DOCUMENTARY REQUIREMENTS FOR ACCREDITATION OF PRIVATE SECURITY AGENCY

The following are the documentary requirements for the processing and issuance of accreditation to Private Security agencies operating inside the Baseport of Cebu.

1. Letter of Intent addressed to the General Manager through the Port Police Division accompanied by a brief explanation of the type of security services to be rendered.
2. Mayor's Permit
3. Valid license to operate security agency issued by PNP-SOSIA
4. 4.1 Photocopy of Securities and Exchange Commission (SEC) Certificate of Registration – for Corporations or Partnerships; or
4.2 Department of Trade and Industry (DTI) Certificate of Business Name Registration – for Sole Proprietorships
5. Copies of Resume of officers and security guards to be detailed in the port area with recent two (2) pcs. 1x1 photos
6. List of Client/s inside the port area with whom the security agency has an existing service contract
7. SSS Certificate of Compliance
8. ISPS Training Certificate of Security Guards (for agencies operating in CIP only)
9. Other operational requirements as the Authority may deem necessary

PRIVILEGE / ACCREDITATION FEE

In consideration for the privilege of accreditation, the accredited operator shall pay to the Authority a privilege / accreditation fee of THREE THOUSAND THREE HUNDRED SIXTY PESOS (Php 3,360.00), 12% VAT inclusive. The operator shall pay the said fee upon accreditation.

Reminders:

1. Attach this list of requirements together with the above-mentioned documents upon submission to Cebu Port Authority in a long-sized folder.
2. Please be informed that there will be an orientation of CPA rules upon accreditation
3. Please fill-out the following for your contact information.

Name of Agency:
Contact Person:
Position:
Telephone Number:
Fax Number:
Mobile Number:
Email Address: