

# **Cebu Port Authority**

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

## **Documentary Requirements for Accreditation of Weighbridge Operator**

### **For New Applicants:**

1. Letter of Intent addressed to the General Manager of Cebu Port Authority;
2. Registration Papers:
  - A. *For Corporations / Partnership*
    - SEC Certificate of Registration with Articles of Incorporation / Partnership and By-Laws;
  - B. *For Sole Proprietorship*
    - Department of Trade and Industry (DTI) Certificate of Business Name Registration;
3. Certificate of Calibration from the Regional Standards and Testing Laboratory of the Department of Science and Technology (DOST) issued within the last six (6) months;
4. Schedule of Rates (for weighing scale operators accepting third party cargoes); and
5. Upon approval, payment of accreditation fee of Three thousand three hundred sixty pesos (Php 3,360.00), 12% VAT inclusive

### **For Renewal:**

1. Letter of Intent to renew accreditation addressed to the General Manager of Cebu Port Authority;
2. Updated Registration Papers (if applicable or there are any changes):
  - a. *For Corporations / Partnership*
    - SEC Certificate of Registration with Articles of Incorporation / Partnership and By-Laws;
  - b. *For Sole Proprietorship*
    - Department of Trade and Industry (DTI) Certificate of Business Name Registration;
3. Updated Certificate of Calibration from the Regional Standards and Testing Laboratory of the Department of Science and Technology (DOST) issued within the last six (6) months;
4. Updated Schedule of Rates (if there are any changes for those applicable); and
5. Upon approval, payment of accreditation fee of Three thousand three hundred sixty pesos (Php 3,360.00), 12% VAT inclusive