

CEBU PORT AUTHORITY

Business Marketing and Development Department
Contact Nos.: 412-9024 / 232-1461 loc 28

REQUIREMENTS FOR PERMIT TO OPERATE

For New Application:

1. Letter of Intent with brief history of the company, including the description of the operation and contact details of your company / business entity; Please address letter to:

Engr. Dennis R. Villamor
General Manager
Cebu Port Authority

2. A list of all your existing or proposed products / services (please be very specific);
3. Copy of Certificate of Business Registration;
 - a. For single proprietorship: DTI Certificate of Business Name Registration
 - b. For Cooperatives: CDA Certificate of Registration
 - c. For Corporation / Partnerships: SEC Certificate of Registration
4. Copy of BIR Tax Clearance Certificate / Certificate of Registration (if new);
5. Copy of SSS Certificate of Compliance / Certificate of Registration (if new);
6. Financial Statement (last year);
7. Upon approval of permit, payment of Three thousand three hundred sixty pesos only (Php 3,360.00), 12% VAT inclusive; and
8. Other documentary requirements the Authority may deem necessary

For Renewal Application:

1. Letter of Intent to renew indicating contact details of the company / business entity;
2. Copy of Certificate of Business Registration (if there are any changes);
 - a. For single proprietorship: DTI Certificate of Business Name Registration
 - b. For Cooperatives: CDA Certificate of Registration
 - c. For Corporation / Partnerships: SEC Certificate of Registration
3. Copy of BIR Tax Clearance Certificate;
4. Copy of SSS Certificate of Compliance;
5. Audited Financial Statement (last year);
6. Upon approval of permit, payment of Three thousand three hundred sixty pesos only (Php 3,360.00), 12% VAT inclusive; and
7. Other documentary requirements the Authority may deem necessary

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