



**CHECKLIST OF REQUIREMENTS FOR PORT
USER/PORT SERVICE PROVIDER APPLICATION**

BRD-CRPU-F12-R02

October 3, 2022

NEW

- Letter of Intent;
- Duly accomplished Port User/Port Service Provider Application Form/Harbor Pilot Application Form;
- SEC Registration (Articles of Incorporation and By-Laws) or DTI Registration;
- Company Profile;
- Proof of Authorization, Secretary's Certificate/Board Resolution (Corporation) or Special Power of Attorney (Sole Proprietorship);
- Other government permits/clearances, if applicable (e.g Mining Permit, MARINA Certificate, DENR Permit, etc.); and
- Proof of Payment

RENEWAL

- Letter of intent to renew Permit to Use Port/Certificate of Accreditation;
- List of Employees;
- Annual Audited Financial Statement, if applicable;
- Income Tax Return;
- Other government permits/clearances, if applicable (e.g Mining Permit, MARINA Certificate, UHPAP Endorsement, DENR Permit, etc.); and
- Proof of Payment

Checked by:

Received by:

Name & Signature/Date

Name & Signature/Date