



**NEW**

- Letter of intent;
- Port User/Port Service Provider Application Form (BRD-PUPS-F11);
- Company Profile;
- SEC or DTI Registration or other similar documents;
- Board Resolution of Secretary's Certificate for the appointment of the registered representative, if applicable;
- Mining Permit (for mining company); and
- Processing Fee.

**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;
- Latest Mining Permit (mining company); and
- Processing Fee.

Checked by:

Received by:

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Name & Signature/Date

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Name & Signature/Date