



TOURISM PERMITTING PROCEDURES

Step 1a. Submit the following documents and other requirements

COMMERCIAL TOURISM OPERATIONS

Any person or entity who shall conduct commercial tour operations in TRNP should secure a **Permit to Operate (PO)** from the TMO at least two (2) months prior to the first scheduled entry. Vessels used for commercial tourism operations shall be at least 25 gross tons.

Vessels use for commercial tourism operations must be registered in the Philippines; the following MARINA and other documents shall be submitted to TMO for the issuance of PO:

- Letter of Intent
- Certificate of Vessel Registry
- Passenger Ship Safety Certificate
- Minimum Safe Manning Certificate
- Sewage Pollution Prevention Certificate (SPPC) from the Philippine Coast Guard pursuant to Sec IV of MC 10-14
- Accreditation from the Philippine Commission on Sports Scuba Diving
- Submit a Ship Station License from National Telecommunications Commission
- Vessels entering TRNP must have a holding tank
- Vessels are required to install an Automatic Identification System (AIS) transceivers.
- Trip schedules

Additional requirements

- Special Working Permit (SWP)/ Alien Employment Card (AEC)* of foreign crews and dive masters employed by dive operators / boat owner
- List of Boat Crew - fill up [List of Boat Crew Form](#)
- List of employed dive masters – fill up [Dive Masters Form](#)
- Photocopy of dive license of all employed dive masters

*List of boat crew and dive masters employed, as certified by the boat owner or boat operator

Procedure.

- a. Submit a completed application form and a copy of all requirements to TMO.
- b. TMO shall process applications with complete documentary requirements within five (5) business days.

Permits may be issued in person or online

Validity. The Permit to Operate shall be valid within the year of its issuance

NON - COMMERCIAL BOATS

Philippine registered vessels: Submit same requirements as Commercial Tourism Operations.

Foreign registered vessels:

- Boat Registration
- Last Port Clearance, if originated from foreign country
- Crew list
- Record of Vessel Boarded /Custom Clearance issued by Bureau of Customs
- International Sewage Pollution Prevention Certificate (ISPPC) pursuant to IMO
- Vessels entering TRNP must have a holding tank
- Vessels are required to install an Automatic Identification System (AIS) transceivers.
- Must submit a **Ship Station License** for AIS.
- Scan copy of passports or any valid IDs of boat crew and passengers

Step 1b. Submit fully accomplished Vessel and Visitor Entry Permit

Boat crew and boat managers are exempt from the payment of conservation fees. For guests below 12 years old, attach copy of any valid documents i.e., birth certificate, passport, etc. Forms are downloadable from the www.tubbatahareefs.org

TUBBATAHA MANAGEMENT OFFICE

Step 2.a Verify validity of documents

Step 2.b Verify forms content

Step 3 Notify dive operators
Acknowledge receipts of documents and inform of any comments on the forms

Step 4 Compute fees

Step 5 Validate computation of fees

Step 6 Protected Area Superintendent Approval

Step 7 Issuance of Billing Statement

Step 7a. Email Billing Statement to dive operators

Step 7b. Dive operators to email proof of payment

Step 8. Forward documents to the Cashier for payment of fees

Step 10. Release permit

Step 9. Pay the total amount of vessel and visitor entry permit

Present approved permit to the Ranger Station

Proceed to steps 1.b, 2.b and so on for the succeeding trips

Two ways to process permit:

WALK - IN

- Personally, submit all documents and accomplished forms to the TMO
- Pay the fees through check or in cash

ONLINE

- Send all boat documents and accomplished forms in advance through a courier or through email
- Pay through bank

