

**MEMORANDUM CIRCULAR NO. 85**

**TO : ALL MARITIME ENTERPRISES AND PERSONS CONCERNED**

**SUBJECT : STREAMLINED CHECK-LIST OF DOCUMENTARY REQUIREMENTS**

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In line with the streamlining program of the government and upon recommendation of the Management, the MARINA Board hereby prescribes the within list of documents to be required for the various project-applications filed with this Authority. Only original copies or copies duly certified to be true and correct by issuing offices/officers shall be accepted of such documents. However, photo/fax copies of documents which have to be secured from abroad may be provisionally accepted, provided submission of their originals/certified true copies, notarized/authenticated as the case maybe, shall be required as post-approval condition.

Compliance with the documentary stamp tax requirements under RA 7660, entitled "An Act Rationalizing Further the Structure and Administration of the Documentary Stamp Tax, Amending for the Purpose Certain Provisions of the National Internal Revenue Code, As Amended, Allocating Funds for Specific Programs, And For Other Purposes" shall be enforced in accordance with MARINA's Office Order No. 07-94 which incorporated therein the pertinent provisions of said Act.

This Circular shall not, however, preclude the Administrator from waiving some or any of the documentary requirements and/or asking other documents to be submitted whenever the exigency of the industry may demand.

Let it be understood that this Circular has, in effect, repealed all MARINA rules and regulations only insofar as documentary requirements are concerned. The payment of processing and other fees shall be in accordance with the existing guidelines and their amendments.

This Circular shall take effect fifteen (15) days after its publication once in a newspaper of general circulation.

On 05 August 1994 at Manila, Philippines.

BY AUTHORITY OF THE BOARD:

PACIENCIO M. BALBON, JR.  
Administrator

**SECRETARY'S CERTIFICATE**

This is to certify that the foregoing Memorandum Circular No. 85 was approved by the MARINA Board on July 20, 1994.

PURITA C. CENTENO  
Corporate Board Secretary

Date of Publication: 05 August 1994, Malaya Newspaper  
Date of Submission to the U.P. Law Center: 05 August 1994

**APPLICATIONS FILED WITH**  
**MARITIME LEGAL AFFAIRS OFFICE (MLAO)**

- I. APPLICATION FOR INCORPORATION OF MARITIME ENTERPRISES WITH SEC
- II. APPLICATION FOR ENDORSEMENT TO THE DOLE FOR THE ISSUANCE OF AEP TO FOREIGN NATIONALS/EXPATRIATES (LAND-BASED) EMPLOYED IN MARITIME ENTERPRISES
- III. ANNOTATION/CANCELLATION OF MORTGAGE/NOTICE OF LEVY ON ATTACHMENT OR EXECUTION
- IV. ENDORSEMENT TO DEPARTMENT OF FINANCE FOR EXEMPTION OF PAYMENT FROM CUSTOMS DUTIES AND TAXES OF BAREBOAT CHARTERED VESSELS UNDER PDs 760/866/1711

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I. APPLICATION FOR INCORPORATION OF MARITIME ENTERPRISES WITH SEC

- 1. Letter of Intent, indicating scope of operation (a brief but definite outline of operations or projects envisioned to be undertaken by the company, to include such aspects as trade routes, vessel types and sizes, etc.)
- 2. Articles of Incorporation ( & By-Laws)
- 3. Processing fee

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II. APPLICATION FOR ENDORSEMENT TO THE DOLE FOR THE ISSUANCE OF AEP TO FOREIGN NATIONALS/EXPATRIATES (LAND-BASED) EMPLOYED IN MARITIME ENTERPRISES

- 1. Letter of Intent
- 2. ACR and Work Permit from Bureau of Immigration and Deportation
- 3. Employment Contract
- 4. Processing Fee

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III. ANNOTATION/CANCELLATION OF MORTGAGE/NOTICE OF LEVY ON ATTACHMENT OR EXECUTION

- 1. Letter of Intent

2. Mortgage Contract/Order of Levy on Execution/Attachment
  3. Processing Fee
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IV. ENDORSEMENT TO DEPARTMENT OF FINANCE FOR EXEMPTION OF PAYMENT FROM CUSTOMS DUTIES AND TAXES OF BAREBOAT CHARTERED VESSELS UNDER PDs 760/866/1711

1. Letter of Intent
  2. Processing Fee
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**APPLICATIONS FILED WITH DOMESTIC SHIPPING OFFICE**

- I. APPLICATION FOR ACCREDITATION OF SHIPPING ENTERPRISE FOR DOMESTIC OPERATION UNDER MC 79/BOI INDORSEMENT
- II. APPLICATION FOR AUTHORITY TO BAREBOAT CHARTER/ RENEW/ EXTEND BAREBOAT CHARTER OF VESSEL (DOMESTIC OPERATIONS)
- III. APPLICATION FOR AUTHORITY TO PURCHASE/IMPORT/LEASE-PURCHASE/EXERCISE OPTION TO PURCHASE VESSEL(S) (DOMESTIC OPERATIONS)
- IV. APPLICATION FOR SPECIAL PERMIT/EXTENSION/RENEWAL OF SPECIAL PERMIT FOR TEMPORARY CHANGE OF VESSEL OPERATION FROM OVERSEAS TO DOMESTIC TRADE
- V. APPLICATION FOR PERMANENT CONVERSION OF VESSEL'S TRADING STATUS FROM OVERSEAS TO DOMESTIC
- VI. APPLICATION FOR AUTHORITY TO SUB-CHARTER OUT BAREBOAT CHARTERED VESSEL (DOMESTIC OPERATIONS)
- VII. APPLICATION FOR PRE-TERMINATION OF BAREBOAT CHARTER CONTRACT
- VIII. APPLICATION FOR RENEWAL/EXTENSION OF VALIDITY OF AUTHORITY TO ACQUIRE VESSEL (DOMESTIC OPERATIONS)
- IX. APPLICATION FOR AUTHORITY TO DOMESTICALLY SELL IMPORTED/LOCALLY CONSTRUCTED VESSELS
- X. APPLICATION FOR ENDORSEMENT TO DOLE FOR THE ISSUANCE OF ALIEN EMPLOYMENT PERMIT (AEP) TO FOREIGN CREW
- XI. APPLICATION FOR AMENDMENT OF MARINA APPROVALS/ AUTHORITIES

- XII. APPLICATION FOR EMPLOYMENT OF SUPERNUMERARY/  
EXPATRIATE ON BOARD VESSELS
  - XIII. APPLICATION FOR ACCREDITATION OF SHIPPING AGENCY  
UNDER MC 9 (DOMESTIC OPERATIONS)
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I. APPLICATION FOR ACCREDITATION OF SHIPPING ENTERPRISE  
FOR DOMESTIC OPERATION UNDER MC 79/BOI INDORSEMENT

- 1. Letter of Intent, including:
    - (a) list of incorporators, directors and principal officers (supported by their bio-data, showing shipping or shipping related experience or expertise), and
    - (b) list of vessel(s) owned indicating vessel's gross tonnage (if any)
  - 2. For Corporation/Partnership - Certification of Registration with SEC, supported by the Articles of Incorporation (AOI) and By-Laws  
For Single Proprietorship - Certification of Registration with DTI
  - 3. ACR for foreign corporate officers/managers and Alien Employment Permit from DOLE
  - 4. SEC (Appraisers and Examiners Department) Certification on the required paid-up capital (only if the AOI does not reflect the same)
  - 5. Processing Fee
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II. APPLICATION FOR AUTHORITY TO BAREBOAT  
CHARTER/RENEW/EXTEND BAREBOAT CHARTER OF VESSEL  
(DOMESTIC OPERATIONS)

PRE-APPROVAL DOCUMENTS

- 1. Letter of Intent, including request for endorsement to DFA for issuance of PCPR (if necessary)
- 2. Bareboat Charter Contract, duly signed, with names of signatories printed
- 3. Duly notarized Resolution of the company's Board of Directors, certified by the Board Secretary, authorizing the filing of the application and designating the officials/authorized representatives to represent the applicant company
- 4. Latest Certificate of Good Standing showing the current list of officers/directors or Company Seal or Business Registration of the registered owner

5. Duly notarized/authenticated Power of Attorney or Board Resolution authorizing the signatory to the bareboat charter party to act as such in behalf of the registered owner
- \*6. Valid Certificate of vessel's registry
7. Consent to the bareboat charter registration in the Philippines by the state of former registry
- \*8. General Arrangement Plan of the vessel
9. Processing fee
10. Additional Requirements

For tankers/barges of carriage of petroleum/petroleum by-products

- Clearance from the Department of Energy/Energy Industry Administration Bureau

For Log Carriers

- Clearance from the Department of Environment and Natural Resources

For new buildings

- Builder's Certificate
- Certification from the classification society that the vessel was constructed in accordance with the standards/rules and regulations of the classification society

\*not applicable to bareboat charter renewal/extension

#### POST-APPROVAL DOCUMENTS

1. Certified true copy of the Protocol of Delivery and Acceptance
2. Duly authenticated/notarized Bareboat Charter/Extended Bareboat Charter Contract
3. Certified true copy of the Certificate of deletion or suspension of the vessel's former registry
4. Proof of payment of 4.5% withholding tax

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### III. APPLICATION FOR AUTHORITY TO PURCHASE/IMPORT/LEASE-PURCHASE/EXERCISE OPTION TO PURCHASE VESSEL(S) (DOMESTIC OPERATIONS)

#### PRE-APPROVAL DOCUMENTS

1. Letter of Intent, including request for endorsement to DFA for issuance of PCPR (if necessary)
2. Memorandum of Agreement/Lease-Purchase Agreement duly signed, with names of signatories printed

3. Duly notarized Resolution of the company's Board of Directors, certified by the Board Secretary, authorizing the filing of the application and designating the officials/authorized representatives to represent the applicant-company
4. Latest Certificate of Good Standing showing the current list of directors/officers or Company Seal or Business Registration of the registered owner
5. Duly notarized/authenticated Power of Attorney or Board Resolution authorizing the signatory to act as such in behalf of the registered owner
6. Valid Certificate of vessel's registry
7. General Arrangement Plan of the vessel
8. Processing Fee
9. Additional Requirements

For tankers/barges for carriage of petroleum/petroleum by-products

- Clearance from the Department of Energy/Energy Industry Administration Bureau

For Log Carriers

- Clearance from the Department of Environment and Natural Resources

#### POST-APPROVAL DOCUMENTS

1. Certified true copy of Protocol of Delivery and Acceptance
2. Certified true copy of the vessel's Certificate of Deletion from the former flag of registry
3. Duly authenticated/notarized Memorandum of Agreement/Lease-Purchase Agreement
4. Proof of payment of customs duties and taxes
5. Certificate of Authority issued by the BOI (for company/vessel availing of the incentives under EO 226)
6. Copy of the surety bond issued by the BIR to guarantee the payment of 4.5% withholding tax (for lease-purchase only)

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#### IV. APPLICATION FOR SPECIAL PERMIT/EXTENSION/RENEWAL OF SPECIAL PERMIT FOR TEMPORARY CHANGE OF VESSEL OPERATION FROM OVERSEAS TO DOMESTIC TRADE

##### PRE-APPROVAL DOCUMENTS

1. Letter of Intent

2. Fixture Note or Contract of Affreightment or Time/Voyage Charter Agreement between vessel's registered owners and charterers duly signed, with names of signatories printed
3. Duly notarized Resolution of the company's Board of Directors, certified by the Board Secretary, authorizing the filing of the application and designating the officials/authorized representatives to represent the applicant-company/registered owner
- \*4. Valid Certificate of vessel's registry
5. Class Certificate/Latest Survey Report
6. Crew List indicating STCW certificates (number and validity) of the crew certificated
7. Certified true copy of the Special Work Permit issued by the Bureau of Immigration and Alien Employment Permit issued by the Department of Labor and Employment, if employment is more than thirty (30) days (for foreign crew, and for extensions/renewals only)
8. Processing Fee
9. Additional Requirements

For tankers/barges for carriage of petroleum/petroleum by-products

- EIAB Certificate of Compliance
- Certified true copy of the TOVALOP (except LPG Carriers) and P & I Coverage

For Log Carriers

- Clearance from the Department of Environment and Natural Resources

\* not needed for extension/renewal of SP

#### POST-APPROVAL DOCUMENTS

1. Duly authenticated/notarized Time/Voyage Charter Agreement between vessel's registered owners/charterers
2. Duly notarized Fixture Note or Contract of Affreightment
3. Notice of reversion, supported by port clearance

## V. APPLICATION FOR PERMANENT CONVERSION OF VESSEL'S TRADING STATUS FROM OVERSEAS TO DOMESTIC

#### PRE-APPROVAL DOCUMENTS

1. Letter of Intent
2. Processing fee



POST-APPROVAL DOCUMENTS

1. Proof of payment of import duties and taxes / BOI exemption certificate
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VI. APPLICATION FOR AUTHORITY TO SUB-CHARTER OUT BAREBOAT CHARTERED VESSEL (DOMESTIC OPERATIONS)

1. Letter of Intent
  2. Letter Consent of registered owner of the vessel allowing the sub-charter
  3. Processing fee
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VII. APPLICATION FOR PRE-TERMINATION OF BAREBOAT CHARTER CONTRACT

1. Letter of Intent
  2. Letter Consent of the registered owner
  3. Processing fee
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VIII. APPLICATION FOR RENEWAL/EXTENSION OF VALIDITY OF AUTHORITY TO ACQUIRE VESSEL (DOMESTIC OPERATIONS)

1. Letter of Intent
  2. Processing fee
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IX. APPLICATION FOR AUTHORITY TO DOMESTICALLY SELL IMPORTED/LOCALLY CONSTRUCTED VESSELS

1. Letter of Intent
  2. Duly notarized Memorandum of Agreement (MOA) or Deed of Sale
  3. Duly notarized oath of undertaking from the buyer to assume compliance with post-approval conditions / requirements which are not yet complied with by the seller
  4. Processing fee
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X. APPLICATION FOR ENDORSEMENT TO DOLE FOR THE ISSUANCE OF ALIEN EMPLOYMENT PERMIT (AEP) TO FOREIGN CREW

1. Letter of Intent

2. Crew List
3. Special Work Permit issued by the Bureau of Immigration and Deportation (BID)
4. Processing fee

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XI. APPLICATION FOR AMENDMENT OF MARINA APPROVALS/  
AUTHORITIES

1. Letter of Intent
2. Documents affected by the amendment
3. Processing fee

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XII. APPLICATION FOR EMPLOYMENT OF SUPERNUMERARY/  
EXPATRIATES ON BOARD VESSELS

1. Letter of Intent
2. Employment Contract
3. Travel Document (passport/seaman's book)
4. Clearance and/or Special Work Permit issued by the Bureau of Immigration and Deportation (BID) and Alien Employment Permit issued by the Department of Labor and Employment (DOLE) (if employment is more than 30 days)
5. Processing fee

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XIII. APPLICATION FOR ACCREDITATION OF SHIPPING AGENCY  
UNDER MC 9 (DOMESTIC OPERATIONS)

1. Letter of Intent, including list and bio-data of incorporators, directors and principal officers
  2. For Corporation/Partnership - Certificate of Registration with SEC, supported by the AOI and By-Laws
  3. Processing fee
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## **APPLICATIONS FILED WITH FRANCHISING OFFICE**

### **APPLICATION FOR CERTIFICATE OF PUBLIC CONVENIENCE (CPC)/PROVISIONAL AUTHORITY (PA)/SPECIAL PERMIT (SP)**

- I. Petition / application for CPS/PA/SP to indicate proposed schedule of trips in the proposed route for the vessel (schedule of trips not applicable to tramping)
  
- II. Documents to be submitted upon filing of petition/application
  - A. Philippine Coast Guard (PCG) Vessel Documents:
    1. Updated/valid Bay and River License (BRL)/ Coastwise License (CWL) for the motor boat/vessel.
    2. Updated/valid Certificate of Inspection (CI) reflecting the vessel's authorized area of operation / vessel's authority to carry either passengers or cargoes.
    3. Certificate of Ownership, Certificate of Philippine Registry and Certificate of Admeasurement.
  
  - B. Financial Statements:
    1. For Existing Operators:
      - 1.1 Latest Annual Report; or
      - 1.2 Latest Balance Sheet, and latest Income Statement
    2. For New Operators:
      - 2.1 Estimated/projected income and expense summary for at least a period of two (2) months; and
      - 2.2 Beginning Balance Sheet or Certified Statement of Assets and Liabilities as of the latest date together with a schedule showing an itemized list of income producing properties and/or source of income and the average annual income from each.
  
  - C. Certified Distance from the National Mapping Resource and Information Authority (NAMRIA) formerly Bureau of Coast and Geodetic Survey (BCGS) showing distance or port-to-port link (not applicable to tramping).
  
  - D. Sketch showing the proposed route or line of operation, the homeport, and the port(s) of call(s) or origin and destination (not applicable to tramping).
  
  - E. Three colored photographs of the vessels, (size 5" x 7") showing port side, starboard side, and astern view.

- F. Updated/valid Radio Station License issued by the National Telecommunications Commission (NTC) for vessels 35 GRT and above.
- G. Articles of Incorporation/Partnership approved by the Securities and Exchange Commission (SEC) for corporations and partnership reflecting as its primary/secondary purpose(s) the operation of a common carrier as defined in the Public Service Act, as amended, or Registration of Business Name/Business License for single proprietorship.
- H. Deed of Sale/Charter Agreement, (if vessel is locally sold/chartered).
- I. Department of Tourism (DOT) Accreditation (if vessel is for tourism purposes).
- J. Condition Survey Report / Provisional Class Certificate / Final Class Certificate / Class Maintenance Survey Report (if vessel is required to be classed).
- K. Deed of Sale (if application is for Sale and Transfer of vessel).
- L. Insurance Policy
  - 1. Tankers and barges carrying oil and petroleum products
    - 1.1 Oil/Marine Pollution/Protection and Indemnity (P & I) cover, or their equivalent, of not less than US\$ 300 million per vessel for vessels carrying a capacity of 700,000 liters or more.
    - 1.2 Oil/Marine Pollution/Protection and Indemnity (P & I) cover, or their equivalent, of not less than US\$ 10 million per vessel for vessels carrying a capacity of less than 700,000 liters.
    - 1.3 Tanker Owners Voluntary Agreement Concerning Liability for Oil Pollution (TOVALOP) (if applicable).
  - 2. LPG Carriers - Insurance cover against third party liability in the amount equivalent to US\$ 2 million.
  - 3. Passenger Vessels - Insurance coverage of P50,000 per passenger not exceeding the authorized passenger capacity as shown in the Certificate of Inspection.
- M. Additional requirements for tankers and barges carrying oil and petroleum products.
  - 1. P 2M paid-up capitalization for corporations.
  - 2. Petroleum Industry Suitability Checklist Requirements/Hauling Contract / Spot Hire Contract with oil companies (for tankers and

barges below 500 GRT and barges regardless of size under local construction as registered with the MARINA as of 21 September 1990).

N. Processing Fee

III. Documents to be submitted during the hearing:

1. Affidavit of the Editor or Business Manager of the newspaper of regional or provincial publication in which the Notice of Hearing was published together with a complete copy of the issue of the newspaper, instead of merely attaching the newspaper clippings;
2. Proof of mailing/delivery of the Notice of Hearing to the affected operator/s within the specified period of affidavit, showing that a copy of the application and the Notice of Hearing, enclosed in an envelope properly addressed to the affected parties postage prepaid, was mailed ten (10) days prior to the date of hearing to which the affidavit, the Registry Receipt and Return Cards, or any enclosed letters, shall be attached.

NOTE: If any of the above documents have been previously submitted to the MARINA, they need not be submitted.

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**APPLICATIONS FILED WITH THE  
SHIP REGULATION AND LICENSING OFFICE**

- I. APPLICATION FOR AUTHORITY TO BAREBOAT CHARTER FISHING VESSELS AND RENEWAL/ EXTENSION THEREOF
- II. APPLICATION FOR AUTHORITY TO IMPORT/EXERCISE THE OPTION TO PURCHASE BAREBOAT CHARTERED FISHING VESSELS
- III. APPLICATION FOR AUTHORITY TO IMPORT VESSELS FOR SCRAPPING PURPOSES
- IV. APPLICATION FOR AUTHORITY TO IMPORT SPARE PARTS AND MARINE ENGINES
- V. APPLICATION FOR AUTHORITY TO EXPORT VESSELS
- VI. INDORSEMENT TO THE DEPARTMENT OF FINANCE FOR TAX AND DUTY-FREE RELEASE OF IMPORTED SHIP SPARE PARTS FOR FOREIGN REGISTERED VESSELS UNDER SECTION 105 OF THE TARIFF AND CUSTOMS CODE
- VII. REQUEST FOR VALUATION / APPRAISAL OF VESSELS

- VIII. INDORSEMENT TO THE BOARD OF INVESTMENTS FOR TAX AND DUTY-FREE IMPORTATION OF SHIP SPARE PARTS AND EQUIPMENTS
- IX. APPLICATION FOR INSPECTION OF NEWLY ARRIVED IMPORTED/ CHARTERED VESSELS
- X. APPLICATION FOR PERMIT TO LAY-UP VESSELS
- XI. APPLICATION FOR DEPARTURE/CLEARANCE OF LAID-UP VESSELS
- XII. APPLICATION FOR AUTHORITY TO EXPORT MARINE ENGINES SPARE PARTS AND OTHER MARINE RELATED ITEMS

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I. APPLICATION FOR AUTHORITY TO BAREBOAT CHARTER FISHING VESSELS AND RENEWAL/EXTENSION THEREOF

PRE-APPROVAL DOCUMENTS:

- 1. Letter of Intent, including request for endorsement to DFA for issuance of PCPR (if necessary).
- 2. Relevant clearance / indorsement from the DA/BFAR favorable to the approval of the Bareboat Charter Party.
- \*3. General arrangement plan of the vessel.
- 4. Ship survey report, at most twelve (12) months old.
- 5. Bareboat Charter Contract duly signed with names of signatories printed.
- 6. Latest certificate of good standing or Company Seal of the registered owners.
- 7. Duly notarized / authenticated Power of Attorney / Board Resolution authorizing the signatories to enter into and sign the Contract in behalf of the registered owner.
- 8. Duly notarized resolution of the company's board of directors certified by the board secretary, authorizing the filing of the application and designating the officials / authorized representative to represent the applicant company.
- \*9. Valid Certificate of Vessel Registry.
- 10. Consent to the bareboat charter registration in the Philippines by the state of foreign registry.
- 11. Processing fee

\* not applicable to RENEWAL/EXTENSION of charter contract

POST-APPROVAL DOCUMENTS:

- 1. Protocol of Delivery and Acceptance
- 2. Special Commercial Fishing Boat License

3. Vessel's latest Shell Expansion Plan (if vessel is more than sixteen years old)
  4. Duly notarized / authenticated BBC / Extended BBC
  5. Proof of payment of 4.5% withholding tax
  6. Temporary Certificate of Philippine Registry
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## II. APPLICATION FOR AUTHORITY TO IMPORT/EXERCISE THE OPTION TO PURCHASE BAREBOAT CHARTERED FISHING VESSELS

### PRE-APPROVAL DOCUMENTS:

1. Letter of Intent, including request for endorsement to DFA for issuance of PCPR, if necessary.
2. Relevant clearance/endorsement from DA/BFAR favoring approval of the importation.
3. General arrangement plan of the vessel.
4. Ship survey report, at most twelve months old.
5. Memorandum of Agreement (MOA) or Deed of Sale (DOS) duly signed with names of signatories printed.
6. Latest certificate of good standing or Company Seal of the registered owners.
7. Duly notarized/authenticated Board Resolution/Power of Attorney authorizing the signatories to enter into and sign the MOA or DOS, in behalf of the registered owner.
8. Duly notarized resolution of the company board of directors, certified by the board secretary, authorizing the filing of the application and designating the officials/authorized representatives to represent the applicant-company.
9. Valid Certificate of Vessel Registry
10. Processing Fee

### POST-APPROVAL DOCUMENTS:

1. Certificate of deletion of the vessel's registry, duly notarized/authenticated at the nearest Philippine Consulate/Embassy in the state of registry
2. Import Entry and Internal Revenue Declaration and proof of payment of the import duties and taxes from the BUCUS
3. Protocol of Delivery and Acceptance
4. Copy of the vessel's Shell Expansion Plan (if vessel is more than sixteen years old)
5. Certificate of Philippine Registry
6. Duly notarized/authenticated MOA or DOS

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### III. APPLICATION FOR AUTHORITY TO IMPORT VESSELS FOR SCRAPPING PURPOSES

#### PRE-APPROVAL DOCUMENTS:

1. Letter of Intent, including request for endorsement to DFA for issuance of PCPR, if necessary
2. General arrangement plan of the vessel
3. Memorandum of Agreement (MOA) or Deed of Sale (DOS) with names of signatories printed
4. Latest certificate of good standing or Company Seal of the registered owners.
5. Duly notarized/authenticated Board Resolution/Power of Attorney authorizing the signatories to enter into and sign the MOA or DOS in behalf of registered owner
6. Duly notarized resolution of the company's board of directors, certified by the board secretary, authorizing the filing of the application and designating the officials/authorized representatives to represent the applicant-company
7. Valid Certificate of Vessel Registry
8. Processing Fee

#### POST-APPROVAL DOCUMENTS:

1. Certificate of deletion of the vessel's registry, duly notarized/authenticated at the nearest Philippine Consulate/Embassy in the state of registry.
2. Import Entry and Internal Revenue Declaration and proof of payment of the import duties and taxes from the BUCUS.
3. Protocol of Delivery and Acceptance.
4. Duly notarized/ authenticated MOA or DOS.

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### IV. APPLICATION FOR AUTHORITY TO IMPORT SPARE PARTS AND MARINE ENGINES

1. Letter of Intent indicating the intended utilization of the items to be imported
  2. Pro-forma invoice
  3. Processing fee
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V. APPLICATION FOR AUTHORITY TO EXPORT VESSELS

1. Letter of Intent to include request for inspection of vessel
  2. Memorandum of Agreement or Pro-forma Invoice (for pleasure crafts)
  3. Duly notarized resolution of the company's board of directors, certified by the board secretary, authorizing the filing of the application and designating the officials/ authorized representatives to represent the applicant-company
  4. Processing/ inspection fees
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VI. INDORSEMENT TO THE DEPARTMENT OF FINANCE FOR TAX AND DUTY-FREE RELEASE OF IMPORTED SHIP SPARE PARTS FOR FOREIGN REGISTERED VESSELS UNDER SECTION 105 OF THE TARIFF AND CUSTOM CODE

1. Letter of Intent
  2. Pro-forma Invoice/ Bill of Lading/ Airway Bill/ Packing List
  3. Valid Vessel Registration Certificate
  4. Processing fee
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VII. REQUEST FOR VALUATION/ APPRAISAL OF VESSELS

1. Letter of Intent to include request for inspection
  2. Processing/ inspection fees
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VIII. INDORSEMENT TO THE BOARD OF INVESTMENTS FOR TAX AND DUTY-FREE IMPORTATION OF SHIP SPARE PARTS AND EQUIPMENT

1. Letter of Intent
  2. Pro-forma Invoice
  3. Processing fee
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IX. APPLICATION FOR INSPECTION OF NEWLY-ARRIVED IMPORTED/ CHARTERED VESSELS

1. Letter of Intent indicating time, date and place of arrival
  2. Inspection fee
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X. APPLICATION FOR PERMIT TO LAY-UP VESSELS

1. Letter of Intent indicating vessel's particulars

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XI. APPLICATION FOR DEPARTURE/ CLEARANCE OF LAID-UP VESSELS

1. Letter of Intent
  2. Lay-up fees (up to the vessel's estimated time of departure)
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XII. APPLICATION FOR AUTHORITY TO EXPORT MARINE ENGINES SPARE PARTS AND OTHER MARINE RELATED ITEMS

1. Letter of Intent
  2. Pro-forma Invoice
  3. Processing fee
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**APPLICATIONS FILED WITH OVERSEAS SHIPPING OFFICE**

- I. APPLICATION FOR ACCREDITATION UNDER MC 33/ 33-A
- II. ACCREDITATION OF SHIPPING AGENCY UNDER MC 9
- III. APPLICATION FOR BAREBOAT CHARTERING/LIP UNDER PDs 760/ 866/ 1711
- IV. APPLICATION FOR EXTENSION OF VESSEL'S PHILIPPINE BAREBOAT CHARTER REGISTRATION FOR LESS THAN ONE (1) YEAR
- V. APPLICATION FOR VESSEL IMPORTATION UNDER RA NO. 7471
- VI. APPLICATION FOR CONSTRUCTION OF VESSEL UNDER RA 7471
- VII. PERMANENT CONVERSION OF VESSEL'S TRADING STATUS FROM DOMESTIC TO OVERSEAS
- VIII. APPLICATION FOR SPECIAL PERMIT AUTHORIZING DOMESTIC VESSELS TO ENGAGE IN OVERSEAS TRADE
- IX. APPLICATION FOR PRE-TERMINATION OF BAREBOAT CHARTER CONTRACT UNDER PDs 760/ 866/ 1711
- X. RE-FILED OF APPLICATION FOR PRE-TERMINATION OF BAREBOAT CHARTER CONTRACT
- XI. APPLICATION FOR DELETION OF VESSEL (ACQUIRED UNDER RA 7471)
- XII. APPLICATION FOR ISSUANCE OF WAIVER UNDER MEMO ORDER NO. 6, S. 1984 FOR OVERSEAS OPERATION
- XIII. APPLICATION FOR AMENDMENT OF MARINA APPROVALS
- XIV. APPLICATION FOR ENDORSEMENT TO AUTHORIZED AGENT BANKS (AABs) OR THE MONETARY AUTHORITY FOR FOREIGN

EXCHANGE REQUIREMENTS OF SHIPPING COMPANIES  
UNDER RA 7471

- XV. APPLICATION FOR ENDORSEMENT TO THE DOF FOR AVAILMENT OF SUPPLIERS' TAX CREDIT UNDER RA 7471
  - XVI. APPLICATION FOR ENDORSEMENT TO THE BIR FOR THE ISSUANCE OF A CERTIFICATE OF INCOME TAX EXEMPTION UNDER RA 7471
  - XVII. APPLICATION FOR THE IMPORTATION OF SPARE PARTS UNDER RA 7471
  - XVIII. APPLICATION FOR EMPLOYMENT OF EXPATRIATE OFFICER/ SUPERNUMERARY ON BOARD UNDER P.D. 1711
  - XIX. APPLICATION FOR RENEWAL/ EXTENSION OF VALIDITY OF AUTHORITY TO ACQUIRE VESSEL
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I. APPLICATION FOR ACCREDITATION UNDER MC 33/ 33-A

- 1. Letter of Intent, including list of incorporators, directors and principal officers (supported by their bio-data, showing shipping or shipping related experience or expertise)
  - 2. For Corporations – Certification of Registration with SEC, duly supported by the Articles of Incorporation and By- Laws, reflecting overseas shipping business as the primary purpose.  
For Joint Venture – (with foreign equity of not more than 40%)  
- Certification of Registration with BOI
  - 3. ACR for foreign corporate officers/ managers and work Permit from BID and/or DOLE.
  - 4. SEC (Appraiser's & Examiner's Dept.) Certification on the required Paid-up Capital (only if the AOI does not reflect the same)
  - 5. For Shipowning companies, Certificate of Ownership over the vessel or Loan Agreement
  - 6. In case of Affiliated Companies, Management Contract
  - 7. Processing fee
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II. ACCREDITATION OF SHIPPING AGENCY UNDER MC 9

- 1. Letter of Intent, including list of incorporators, directors and principal officers (supported by their bio-data, showing shipping or shipping related experience or expertise)
- 2. For Corporation/ Partnerships – Certificate of Registration with SEC, supported by the AOI and By- Laws  
For Joint Venture/ Single Proprietorship – Certificate of Registration with BOI/ DTI

3. Processing fee

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III. APPLICATION FOR BAREBOAT CHARTERING/ LIP UNDER PD's 760/ 866/ 1711

PRE-APPROVAL DOCUMENTS

1. Letter of Intent, including request for endorsement to DFA for the issuance of PCPR (if necessary)
2. Bareboat charter party, duly signed (with names of the signatories printed)
3. Assignment of Bank Deposit (if applicable)
4. Duly notarized Resolution of the company's Board of Directors, certified by the Board Secretary, authorizing the filing of the application and designating the officials/ authorized representatives to represent the applicant-company
5. If the required paid-up capital is not reflected in the Articles of Incorporation, SEC (Appraisers and Examiners Dept.) Certification on required paid-up capital
6. Oath of Undertaking under the Rules and Regulations implementing PDs 760/ 866/ 1711
7. Consent to the bareboat charter registration in the Philippines by the State of original registry
8. Certificate of Good Standing of the registered owners
9. Notarized Power of Attorney or Board Resolution authorizing the signatory to the bareboat charter party to act as such in behalf of the registered owners
- \*10. Valid Certificate of vessel Registry
11. For New Buildings
  - a. Builder's Certificate
  - b. Certification from the classification society that the vessel was constructed in accordance with the standards/ rules and regulations of the classification society
12. Proof of full management and operational control of vessels under charter
13. Proof of remittance of latest paid-up capital contribution of foreign stockholders, duly certified by the receiving authorized agent bank
- \*\*14. Class Survey Report
15. Processing fee

ADDITIONAL REQUIREMENTS:

FOR BAREBOAT SUB-CHARTER APPLICATIONS:

16. Consent of the registered owners to the bareboat sub-charter arrangement
17. Power of Attorney or Board Resolution authorizing the person who issued the consent to act as such in behalf of the registered owner

FOR LEASE –IRREVOCABLE –PURCHASE

18. Certificate of Encumbrance/ Non –encumbrance
19. In case the vessel is encumbered, non–objection of the mortgage to the agreement

POST –APPROVAL DOCUMENTS

1. Vessel's SOLAS/ trading Certificates
2. Duly authenticated/ notarized bareboat charter contract
3. Colored photographs of the vessel showing the place of registry in the astern portion
4. Certificate of Philippine Registry
- \*5. Certified true copy of Protocol of Delivery and Acceptance
6. Proof of monthly payment of the 4.5% withholding tax
7. Sworn statement of crew salaries and wages, indicating therein the names of the crew members, their respective position and corresponding salaries/wages
8. Surety Bond (if applicable)
- \*\*9. Vessel's drydocking schedule and list of survey status
10. Certificate of deletion or suspension of the vessel's original registry

- \* - For original applications only  
\*\* - Not applicable to new buildings

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IV. APPLICATION FOR EXTENSION OF VESSEL'S PHILIPPINE BAREBOAT CHARTER REGISTRATION FOR LESS THAN ONE (1) YEAR

1. Letter of Intent
2. Registered owner's consent to the extension
3. Processing fee

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V. APPLICATION FOR VESSEL IMPORTATION UNDER RA NO. 7471

PRE-APPROVAL DOCUMENTS

1. Letter of Intent, including request for endorsement to DFA for the issuance of PCPR (if necessary)

2. Resolution of the Board of Directors, certified by the Board Secretary, authorizing the filing of the application and designating the officials/authorized representatives to represent the applicant
3. Approval of the Monetary Authority of the vessel acquisition (for LIP only)
4. Latest Class Survey Report
5. Valid Certificate of Vessel's Registry
6. Latest Certificate of Good Standing (in English) of the registered owners
7. Board Resolution of the registered owner/seller, authorizing the sale of the vessel and designating the officials/authorized representatives to represent the registered owners/sellers. The resolution must be notarized in the State where the document was issued/executed and verified/authenticated by Philippine Embassy/Consulate concerned
8. Memorandum of Agreement executed by and between the parties concerned
9. Pro-forma loan agreement, if any
10. General arrangement and capacity plan
11. Processing fee

#### POST-APPROVAL DOCUMENTS

1. Duly notarized Loan Agreement, if any. If executed in a foreign country, the Loan Agreement must be in the English language, and verified/authenticated by the Philippine Embassy/Consulate concerned;
  2. Notarized Deed of Sale indicating that the vessel is free from any and all encumbrances and liens. If executed in a foreign country, the Deed of Sale must be in English, or a certified translation thereof in the English language and verified/authenticated by the Philippine Embassy/consulate concerned;
  3. Certificate of Deletion of vessel registry issued by the State of original registry;
  4. Certificate of Ownership and Certificate of Philippine Registry;
  5. Protocol of Delivery and Acceptance, as verified/authenticated by the Philippine Embassy/Consulate concerned;
  6. Colored photographs (different angles) for the vessel showing the place of registry in the astern portion;
  7. Sworn statement of crew salaries and wages indicating therein the names of all crew members, their respective positions and corresponding salaries/wages;
  8. SOLAS Certificate issued by the Philippine Coast Guard (PCG) and/or a classification society authorized by the PCG;
  9. Radio Telephony/Telegraph Certificate issued by the NTC
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## VI. APPLICATION FOR CONSTRUCTION OF VESSEL UNDER RA 7471

### PRE-APPROVAL DOCUMENTS

1. Letter of Intent
2. Resolution of the company's Board of Directors, certified by the Board Secretary, authorizing the filing of the application and designating the officials/authorized representatives to represent the applicant-company;
3. Notarized Shipbuilding Contract (if executed in a foreign country, the contract must be in English language, or a certified translation thereof in the English language, and verified/authenticated by the Philippine Embassy/Consulate concerned);
4. If the vessel is to be constructed in the Philippines, a breakdown of the Bill of Materials indicating therein the items to be imported by the applicant and the imported items to be supplied by local suppliers and for which Suppliers Tax Credit will be claimed;
5. The proposed General Arrangement and Capacity Plans, as approved by recognized classification society;
6. Proposed vessel's specification;
7. Copies of quotation from at least three (3) foreign shipbuilders if the vessel is for construction abroad, and three (3) local shipbuilders if the vessel is to be constructed in the Philippines;
8. Processing fee

### POST-APPROVAL DOCUMENT

1. Duly notarized/Loan Agreement, if any. If executed in a foreign country, the Loan Agreement must be in the English language, and verified/authenticated by the Philippine Embassy/Consulate concerned;
2. Certification from an internationally recognized Classification Society stating that the vessel shall be constructed, in accordance with its Rules and Regulations;
3. New building Certificate issued by the Shipbuilders;
4. SOLAS Certificates issued by the PCG;
5. Radio Telephony/Telegraphy Certificates issued by the NTC;
6. Vessel's Certificate of Ownership and Permanent Certificate of Philippine Registry;
7. 3 Colored Photographs (different angles - starboard, port and astern) of the vessel showing the place of registry in the astern portion;
8. Sworn Statement of crew salaries and wages indicating therein the names of all crew members, their respective positions and corresponding salaries and wages;

9. Results of the Inclining Experiment and Stability Certificate issued by the PCG and/or by an internationally recognized Classification Society;
  10. Loadline and Pollution Prevention Certificates issued by the PCG and/or an internationally recognized Classification Society;
  11. Certificate of Vessel's Class for Hull and Machinery;
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VII. PERMANENT CONVERSION OF OWNED VESSEL'S TRADING STATUS FROM DOMESTIC TO OVERSEAS

PRE-APPROVAL DOCUMENTS

1. Letter of Intent
2. Classification Certificates and/or class survey report
3. Processing Fee

POST-APPROVAL DOCUMENTS

1. Duly certified true copy of amended Certificate of Philippine Registry
  2. SOLAS/Trading Certificates
  3. Sworn Statement of crew salaries and wages, indicating therein the names of the crew members, their respective positions and corresponding salaries/wages
  4. Proof that the vessel's authority to operate in the domestic trade has been cancelled
- 

VIII. APPLICATION FOR SPECIAL PERMIT AUTHORIZING DOMESTIC VESSELS TO ENGAGE IN OVERSEAS TRADE

1. Letter of Intent
  2. Duly signed time contract/contract of affreightment/fixture note
  3. Crew list indicating number and validity of STCW certificates (for international trade) of the officers/crew required to be certificated
  4. Clearance from BOI (for BOI-registered vessels only)
  5. Processing Fee
- 

IX. APPLICATION FOR PRE-TERMINATION OF BAREBOAT CHARTER CONTRACT UNDER PDs 760/866/1711

1. Letter of Intent
  2. Registered owner's consent to the deletion
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X. RE-FILING OF APPLICATION FOR PRE-TERMINATION OF BAREBOAT CHARTER CONTRACT

1. Letter of Intent
  2. Original copies of MARINA's original endorsement to the PCG
  3. Registered owner's consent to the postponement of deletion
  4. Processing fee
- 

XI. APPLICATION FOR DELETION OF VESSEL (ACQUIRED UNDER RA 7471)

1. Letter of Intent
  2. Resolution on the applicant's Board of Director, certified by the Board Secretary, approving the filing of the application and stating the reasons therefor
  3. Proof that the vessel has been offered for sale to Philippine Shipping Enterprises through the shipping associations for at least sixty (60) days
  4. Firm offer to purchase the vessel at scrap value, if any
  5. Approval by the MARINA of the importation, acquisition and/or operation of the vessel
- 

XII. APPLICATION FOR ISSUANCE OF WAIVER UNDER MEMO ORDER NO. 6, s. 1984 FOR OVERSEAS OPERATION

1. Letter of Intent
  2. Indorsement of FSA
  3. Booking Note
  4. Notice of Log Shipment
  5. Clearance from DENR
  6. Processing fee
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XIII. APPLICATION FOR AMENDMENT OF MARINA APPROVALS

1. Letter of Intent
  2. Documents affected by the amendment
  3. Processing fee
-

XIV. APPLICATION FOR ENDORSEMENT TO AUTHORIZED AGENT BANKS (AABs) OR THE MONETARY AUTHORITY FOR FOREIGN EXCHANGE REQUIREMENTS OF SHIPPING COMPANIES UNDER RA 7471

1. Letter of request
  2. Processing fee
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XV. APPLICATION FOR ENDORSEMENT TO THE DOF FOR AVAILMENT OF SUPPLIERS' TAX CREDIT UNDER RA 7471

1. Letter of request
  2. Processing fee
- 

XVI. APPLICATION FOR ENDORSEMENT TO THE BIR FOR THE ISSUANCE OF A CERTIFICATE OF INCOME TAX EXEMPTION UNDER RA 7471

1. Letter of Intent
  2. Resolution of the Board of Directors, certified by the Board Secretary, authorizing the filing of the application and designating the officials/ authorized representatives to represent the applicant
  3. Processing fee
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XVII. APPLICATION FOR THE IMPORTATION OF SPARE PARTS UNDER RA 7471

1. Letter of Intent
  2. Pro- forma Invoice
  3. Processing fee
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XVIII. APPLICATION FOR EMPLOYMENT OF EXPATRIATE OFFICER/ SUPERNUMERARY ON BOARD UNDER PD 1711

1. Letter of Intent
  2. Employment Contract
  3. Travel document (passport, seaman's book)
  4. Processing fee
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XIX. APPLICATION FOR RENEWAL/EXTENSION OF VALIDITY OF AUTHORITY TO ACQUIRE VESSEL

1. Letter of Intent
  2. Processing Fee
- 

**APPLICATIONS FILED WITH THE SHIPYARDS  
REGULATIONS OFFICE**

- I. APPLICATION FOR ISSUANCE/RENEWAL OF LICENSE TO ENGAGE IN SHIPBUILDING/ SHIP REPAIR/ BOATBUILDING/ SHIPBREAKING
  - II. APPLICATION FOR WAIVER FROM THE REQUIREMENTS UNDER PD 1221
  - III. APPLICATION FOR INDORSEMENT TO BOI FOR REGISTRATION AND AVAILMENT OF INCENTIVES RELATIVE TO SHIPYARDS
  - IV. APPLICATION FOR VESSEL PLANS APPROVAL
  - V. APPLICATION FOR AUTHORITY TO ACQUIRE VESSEL THRU LOCAL CONSTRUCTION
  - VI. APPLICATION FOR THE IMPORTATION OF MATERIALS, EQUIPMENT, MACHINERIES AND SPARE PARTS TO BE USED IN SHIPBUILDING AND SHIP REPAIR UNDER PD 666
  - VII. APPLICATION FOR DISBURSEMENT OF SHIPYARD DEVELOPMENT FUND (SDF)
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- I. APPLICATION FOR ISSUANCE/RENEWAL OF LICENSE TO ENGAGE IN SHIPBUILDING/SHIP REPAIR/ BOATBUILDING/ SHIPBREAKING
  1. Letter of Intent, including request for inspection and indicating location of shipyard, list of facilities, major machineries and equipment and list of permanent employees including their respective positions, if any
  - \*2. For Corporations - Certificate of Registration with SEC, duly supported by the Articles of Incorporation (AOI) and By-Laws reflecting shipbuilding and/or ship repair as the primary purpose  
For Single Proprietorship - Certificate of Registration with DTI  
For Joint Venture - Certificate of Registration with BOI  
(Note: This requirement shall not apply to boatbuilding)

- \*3. Bio-data of Incorporators/Partners/Proprietors and Principal officers, showing shipyard or shipbreaking related experience or expertise
  - \*\*4. Original copy of the expired license
  - 5. SEC (Appraisers and Examiners Dept.) certification on the required paid-up capital (if AOI does not reflect the same)
  - 6. Inspection and License Fees
  - 7. Clearance from DENR & PPA (only for shipbreaking)
  - 8. Mayors permit (only for boatbuilding)
  
  - \* - not required for renewals
  - \*\* - only in case of renewals
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## II. APPLICATION FOR WAIVER FROM THE REQUIREMENTS UNDER PD 1221

- 1. Letter of Intent, stating the (a) purpose or reason for drydocking, (b) tentative date of drydocking and (c) name and place of shipyard where drydocking is to take place
  - 2. Duly notarized Resolution of the company's Board of Directors, Certified by the Board Secretary, authorizing the filing of the application and designating the Officials/authorized representatives to represent the applicant-company.
  - 3. Contract for drydocking/repair
  - 4. Processing fee
- 

## III. APPLICATION FOR INDORSEMENT TO BOI FOR REGISTRATION AND AVAILMENT OF INCENTIVES

- 1. Letter of Intent
  - 2. SEC (Appraiser's & Examiner's Dept.) Certification on the required Paid-up capital (only if the AOI does not reflect the same)
  - 3. Processing fee
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## IV. APPLICATION FOR PLANS APPROVAL

- 1. Letter of Intent
- 2. Necessary plans per vessel type indicated below, duly signed and sealed by a licensed Naval Architect and/or Electrical Engineer
  - A. Motor Banca

- i. General Arrangement or Outboard Profile
  - ii. Inboard Profile and Construction Plan
- B. Fishing Vessels (40 ft. to 136 ft.)
- i. Lines Drawing
  - ii. Hydrostatic Curves
  - iii. General Arrangement or Outboard Profile
  - iv. Inboard Profile and Construction Plan
  - v. Midship Section
  - vi. Framings
  - vii. Watertight Bulkheads and Tanks
  - viii. Shell and Deck Plating
  - ix. Bow Section
  - x. Engine Room Arrangement
  - xi. Shaft Detail (include couplings and bearings)
  - xii. Rudder Detail
  - xiii. Pumps and Piping
    - a. Bilge and Ballast System
    - b. Lubrication Oil and Fuel Oil System
    - c. Fresh Water Piping
    - d. Engine Cooling System
  - xiv. Propeller Particulars
  - xv. Prime Mover Specifications
  - xvi. Electrical Arrangement
  - xvii. Single Line Diagram
  - xviii. Generator Load Analysis
- C. Steel Hull (Non-Propelled Barge)
- i. General Arrangement or Outboard Profile
  - ii. Lines Drawing
  - iii. Hydrostatic Curves
  - iv. Midship Section
  - v. Scantling Profile
  - vi. Bottom Construction, Floors, Girders
  - vii. Framing Plan
  - viii. End Framing
  - ix. Shell Expansion
  - x. Deck Plating
  - xi. Trosses, Pillars, Girders
  - xii. Watertight and Deep Tank Bulkheads
  - xiii. Hatches and Hatch Closing Arrangement
  - xiv. Welding Schedule
  - xv. Deck House Structure

- D. Steel Hull (Self-Propelled Cargo/Barge)
    - i. General Arrangement or Outboard Profile
    - ii. Lines Drawing
    - iii. Hydrostatic Curves
    - iv. Midship Section
    - v. Scantling profile
    - vi. Bottom Construction, Floor Girders, etc.
    - vii. Framing Plan
    - viii. End Framing
    - ix. Shell Expansion
    - x. Deck Plating
    - xi. Trusses, Pillars, Girders
    - xii. Watertight and Deep Tank Bulkheads
    - xiii. Hatches and hatch Closing Arrangement
    - xiv. Superstructure and Deck Houses
    - xv. Engine Room Arrangement
    - xvi. Shafting Detail (to include coupling and bearings)
    - xvii. Rudder and Propellers Details
    - xviii. Pumps and Piping System
      - a. Bilge and Ballast System
      - b. Cargo Piping
      - c. Oil/Fresh Oil Piping
      - d. Fresh Water Piping
      - e. Engine Cooling System
    - xix. Prime Mover Specifications
    - xx. Electrical Plan/Lighting System
      - a. Lighting Arrangement
      - b. Single Line Diagram
      - c. General Load Analysis
  - 3. Processing and Inspection Fees
- 

## V. APPLICATION FOR AUTHORITY TO ACQUIRE VESSEL THRU LOCAL CONSTRUCTION

### PRE-APPROVAL DOCUMENTS

- 1. Letter of Intent
- 2. General particulars of the vessel to be constructed, specifically Length, Breadth, Depth, Draft, Main Engine, Tonnage, Capacity of on-board gears (if any) and Speed
- 3. Duly notarized Memorandum of Agreement (MOA) between the shipbuilder and the applicant-company

4. Quotation for machinery/vessel and breakdown of cost
5. General Arrangement Plan of the vessel to be constructed
6. Copy of the passenger accommodation plan reflecting the minimum standards provided for under MC Nos. 65 and 65-A
7. Processing Fee
8. For tankers/barges for carriage of petroleum/petroleum by-products - Clearance from the Department of Energy/Energy Industry Administration Bureau

#### POST APPROVAL DOCUMENTS

1. Builder's Certificate
  2. Certification from classification society that the vessel was constructed in accordance with the standards/rules and regulations of the classification society.
  3. Certificate of Philippine Registry
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#### VI. APPLICATION FOR THE IMPORTATION OF MATERIALS, EQUIPMENT, MACHINERIES AND SPARE PARTS TO BE USED IN SHIPBUILDING AND SHIP REPAIR UNDER PD 666

1. Letter of Intent
  2. Pro-forma Invoice
  3. NTC Clearance (for electronic equipment)
  4. Processing Fee
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#### VII. APPLICATION FOR DISBURSEMENT OF SHIPYARD DEVELOPMENT FUND (SDF)

1. Letter of Intent (stating the purpose of use)
  2. Pro-forma invoice
  3. Processing fee
- 

### APPLICATIONS FILED WITH MANPOWER DEVELOPMENT OFFICE

- I. APPLICATION FOR AUTHENTICATION
- II. APPLICATION FOR ENDORSEMENT OF CERTIFICATE
- III. APPLICATION FOR ENDORSEMENT OF CERTIFICATES FOR OFFICERS AND RATINGS ON-BOARD VESSELS
- IV. APPLICATION FOR REPLACEMENT OF LOST / DESTROYED CERTIFICATE

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## I. APPLICATION FOR AUTHENTICATION

### A. For Purposes of Securing SSRB:

1. Duly accomplished Application Form No. \_\_\_\_ (one copy) with 2 x 2 picture
2. SOLAS Training Certificates with two (2) xerox copies

### B. For Employment Purposes:

1. Duly accomplished Application Form No. \_\_\_\_\_ (one copy) with 2 x 2 picture
2. SOLAS and other Training Certificates with two (2) xerox copies
3. Medical certificate including psycho-evaluation result and audiometry report issued by DOH – accredited clinics or hospitals, with 2 xerox copies
4. Seaman's Book with two (2) xerox copies of pages 1 and 2 and pages showing sea services

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## II. APPLICATION FOR ENDORSEMENT OF CERTIFICATE

### A. For Ratings: (Deck / Engine)

1. Duly accomplished MARINA-MDO Request Application Form No. 1-A. Rating Certificates. (to be accomplished in duplicate) with two (2) 2 x 2 pictures
2. Medical certificate including psycho-evaluation result and audiometry report issued by DOH – accredited clinics or hospitals
3. Seaman's Book with two (2) copies of pages 1 and 2 and pages showing sea services or Service Record Certificate from employer, in case of lost Seaman's Book
4. Training Certificates such as SOLAS, Navigational or Engine Watchkeeping Certificate, Tanker Safety Course, Oil Tanker Safety Course, Chemical Tanker Safety Course and LPG/LNG Tanker Safety Course Certificates, if applicable, with two (2) xerox copies

### B. For Officers (Deck / Engine / Radio)



1. Duly accomplished MARINA-MDO Request Application Form No. 1 STCW Endorsement (to be accomplished in duplicate) with two (2) 2 x 2 pictures
2. Medical certificate, including psycho-evaluation result and audiometry report issued by DOH – accredited clinics or hospitals with 2 xerox copies
3. Authenticated PRC and/or NTC License with two (2) xerox copies
4. Seaman’s Book with two (2) copies of pages 1 and 2 and pages showing sea services or Service Record Certificate from employer, in case of lost Seaman’s Book.
5. Training Certificates such as SOLAS, ROC, RSC, SRROC, ARPA, INMARSAT, GMDSS, Tanker Safety Certificates, Oil Tanker Safety Course, Chemical Tanker Safety Course and LPG/LNG Tanker Safety Course, if applicable, in two (2) sets.

C. For renewal/promotion and upgrading of officers and ratings

1. Duly accomplished MARINA-MDO Request Application Form with one (1) 2 x 2 picture
2. Old STCW Endorsement of Certificate
3. Authenticated PRC/NTC License (if applicable)
4. Seaman’s Book with two (2) copies of pages 1 and 2 and pages showing sea service
5. Medical Certificate, including psycho-evaluation and audiometry report from a DOH–accredited clinic or hospital
6. Training Certificates such as SOLAS, ROC, RSC, SRROC, ARPA, INMARSAT, GMDSS, Tanker Safety Certificates, Oil Tanker Safety Course, Chemical Tanker Safety Course and LPG/LNG Tanker Safety Course, if applicable, in two (2) sets

### III. APPLICATION FOR ENDORSEMENT OF CERTIFICATES FOR OFFICERS AND RATINGS ON-BOARD VESSELS

#### RENEWAL/PROMOTION AND UPGRADING

1. Duly accomplished appropriate MARINA-MDO Request Application Form (in duplicate with two (2) 2 x 2 pictures)
2. Xerox copy of old STCW Endorsement of Certificate
3. Xerox copy of authenticated PRC/NTC License (latest, if applicable)
4. Xerox copy of valid Medical Certificate prior to embarkation
5. Xerox copy of SSRB 1 x 2 and pages with sea service
6. Affidavit of Responsibility by employer/manning agency

7. POEA approved contract prior to embarkation
  8. In case of promotion, any document reflecting the promotion of the applicant
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#### IV. APPLICATION FOR REPLACEMENT OF LOST/DESTROYED CERTIFICATE

1. Duly accomplished appropriate MARINA-MDO Request Application Form (in duplicate with two (2) 2 x 2 pictures)
2. Affidavit of loss duly notarized / authenticated in the place where said Affidavit was executed
3. Xerox copy of lost STCW certificate

Note: (1) Original copies of the above documents shall be presented for verification

- (2) In addition to the above documentary requirements, applicants have to pay the corresponding application fees