

## **MEMORANDUM CIRCULAR NO. 94**

**TO : ALL CONCERNED MARITIME SURVEYING COMPANIES/ENTITIES**

**SUBJECT : GUIDELINES FOR THE ACCREDITATION OF MARITIME SURVEYING COMPANIES/ENTITIES FOR PURPOSES OF VESSEL REGISTRATION**

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Pursuant to Executive Order No. 125 as amended by Executive Order No.125-A, Section 14 item (1), the following guidelines for accreditation of maritime surveying companies/entities for purposes of vessel registration are hereby promulgated, in accordance with the Loadlines and SOLAS Conventions

### **1. COVERAGE**

These guidelines shall apply to all Maritime surveying companies/entities, which, under the supervision of the Maritime Industry Authority (MARINA), shall conduct loadline calculation and stability calculation/inclining experiment, the certificates to be issued thereby of which shall be valid for purposes of registration of vessels for domestic use only.

Internationally recognized classification societies shall not be required accreditation under this Circular and the certificates issued by them shall be valid for purposes of registration of vessel both for domestic or overseas use.

### **2. QUALIFICATION REQUIREMENTS**

The marine surveying company/entity must have a licensed Naval Architect and Marine Engineer (NAME) who will conduct the loadline calculation and stability calculation/inclining experiment. The approving/issuing authority of these maritime surveying companies/entities must also be a licensed NAME.

### **3. DOCUMENTARY REQUIREMENTS**

- i. SEC Registration Certificates (if corporation and partnership)
- ii. DTI Registration Certificates (if single proprietor)
- iii. Articles of Incorporation and By-laws (if corporation)/Articles of Partnership (if partnership)
- iv. Names(s) of all marine surveyors and their bio-data

- v. Name(s) of the approving/issuing authority

#### **4. PROCEDURE FOR ACCREDITATION.**

- i. The applicant shall file with the MARINA an application in writing duly supported by the above-mentioned documentary requirements.
- ii. Incomplete documentary requirements shall not be accepted. Mailed applications with incomplete documentary requirements shall be immediately returned to applicant.
- iii. The Certificate of Accreditation shall be issued upon fulfillment of the qualification and documentary requirements.
- iv. Companies/Entities previously registered by MARINA under MC 9 must apply for accreditation under this Circular for purposes of vessel registration. Those accredited by the Philippine Coast Guard (PCG) shall be required to be accredited hereunder upon expiration of their current accreditation.

#### **5. VALIDITY OF CERTIFICATE**

The Certificate of Accreditation shall be valid for a period of three years. Said certificates can not be transferred or alienated in whatever manner and its use by another shall not be allowed.

#### **6. SUBMISSION OF REPORTS AND OTHER DOCUMENTS**

The MARINA-accredited surveying company/entity under this Circular shall submit the following reports and/or documents as indicated below:

- i. Updated listings of marine surveyors(if any) – within 15 days from occurrence
- ii. Replacement of approving/issuing authority (if any) – within 15 days from replacement date
- iii. Annual Accomplishment Report- within the first quarter of the following year

The foregoing reports and/or documents shall be either the original or true copies of the original duly attested by an authorized representative of the company/entity.

**7. WITHDRAWAL/SUSPENSION OF OPERATION**

Whenever the company/entity decides to withdraw or suspend its operation, prior written notice thereof must be sent to the MARINA. Withdrawal from its operation shall automatically cancel the accreditation certificate which shall be turned over to the MARINA. A new accreditation certificates shall be secured from the MARINA by a previously withdrawn company/entity prior to the resumption of its operation.

**8. SANCTIONS/PENALTIES**

The MARINA may not renew or may cancel the accreditation of the company/entity for the following grounds:

- i. Failure to maintain the qualifications for accreditation as required by the MARINA
- ii. Violation/Non-compliance with the Revised Philippine Merchant Marine Rules and Regulations (RPMRR)
- iii. Violation of Laws and MARINA rules and regulations, including the provisions of this Circular

In addition to the abovestated sanction, the marine surveying company/entity shall be fined not more than Twenty-five Thousand (P25,000.00) Pesos.

**9. REPEALING CLAUSE**

All issuances or parts thereof which are inconsistent with this Memorandum Circular are hereby repealed, modified or amended accordingly.

**10. PUBLICATION AND EFFECTIVITY**

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

By the Authority of The Board:

PACIENCIO M. BALBON, JR.  
Administrator

SECRETARY'S CERTIFICATE

This is to certify that the foregoing Memorandum Circular No. 94 has been approved during the \_\_\_\_\_ Regular Meeting by the MARINA Board on \_\_\_\_\_.

PURITA C. CENTENO  
Corporate Board Secretary

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