

MEMORANDUM CIRCULAR NO. 169

TO : ALL MARIRIME ENTERPRISES AND PERSONS CONCERNED

SUBJECT: STREAMLINED CHECKLIST OF DOCUMENTARY REQUIREMENTS AND RATIONALIZED STANDARD PROCESSING TIME

In support of the anti-graft and Corruption and red Tape program of the government and upon recommendation of Management, the MARINA Board hereby prescribes the herein streamlined list of documents to be required for the various project-applications filed with this Authority and their corresponding standard processing time.

Only original copies of such documents or copies duly certified to be true and correct by issuing offices/officers shall be accepted. However, photo/fax copies of documents which have to be secured from abroad may be provisionally accepted, provided submission of their original/certified true copies, notarized/authenticated, as the case maybe, shall be imposed as post-approval requirements.

Compliance with RA 7660, entitled “An Act rationalizing 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 the pertinent provisions of said Act .

The Circular shall not, however, preclude the administrator from waiving some or any of the documentary requirements and/or prescribing other documents to be submitted based on situational circumstances.

It is henceforth understood that this Circular has repealed such MARINA rules and regulations only insofar as documentary requirements are concerned.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 an newspaper of general circulation.

On 13 December 2001 at Manila, Philippines.

BY THE AUTHORITY OF THE BOARD:

ATTY. OSCAR M. SEVILLA
Administrator

STANDARD PROCESSING OF MARINA APPLICATIONS
Domestic Shipping Office

TYPE OF APPLICATION	S P T (in Days)				
	REC	OADM	DSO	OADM	TOTAL
1. Application for Accreditation under MC No. 79 / 79-A	10 min	30 min	0.5	0.5	1.08
2. Application for Accreditation under MC No. 9	10 min	30 min	0.5	0.5	1.08
3. Application for Authority to Acquire Vessel(s) thru :					
- BBC / Extension of BBC	10 min	30 min	1.0	0.5	1.58
- Importation / Exercise Option to Purchase	10 min	30 min	1.0	0.5	1.58
- Local Purchase	10 min	30 min	1.0	0.5	1.08
- Lease Purchase / Lease Irrevocable Purchase (LIP) Scheme	10 min	30 min	1.0	0.5	1.58
4. Application for Extension of Validity to Acquire Vessels	10 min	30 min	.25	0.5	.083
5. Application for DFA Indorsement for issuance of Provisional Certificate of Philippine Registry (PCPR)	10 min	30 min	1.0	1.0	1.58
6. Application for the Issuance of Special Permit / Extension / Renewal of Special Permit for Temporary Change of Vessel Operation from Overseas to Domestic Trade	10 min	30 min	1.0	1.0	1.58
7. Application for Exportation of Vessel(s)	10 min	30 min	0.5	0.5	1.08
8. Application for Pre-Termination of BBC	10 min	30 min	0.5	0.5	1.08
9. Application for the Issuance of Permit to Employ Supernumeraries	10 min	30 min	0.5	0.5	1.08
10. Application for Permanent Conversion of Vessel(s) Trading Status from Overseas to Domestic	10 min	30 min	1.0	1.0	1.58
11. Application for Local Sale of Vessel(s)	10 min	30 min	1.5	0.5	1.58
12. Application for Importation of Marine Engine / Spare Parts	10 min	30 min	0.5	0.5	1.08
13. Application for the Extension / Renewal of Validity of Authority to Import of Marine / Engine / Spare Parts	10 min	30 min	0.5	0.5	1.08
14. Application for Approval to sub-Charter BBC Vessel(s)	10 min	30 min	1.0	0.5	1.58
15. Application for the Amendment of Any Provision of Charter Contract under PD's 760/866	10 min	30 min	0.5	0.5	1.08
16. Application for BOI Indorsement for Company's Registration	10 min	30 min	0.5	0.5	1.08
17. Application for BOI Indorsement of Vessel Availment of Tax Free Importation	10 min	30 min	0.5	0.5	1.08
18. Application for Indorsement to DOF for Release of Imported Spare Parts / Marine Engine and other related items for Emergency Repair of Foreign Flag Vessels	10 min	30 min	0.5	0.5	1.08
19. Application for amendment of MARINA Approvals / Authorities	10 min	30 min	0.5	0.5	1.08
20. Application for amendment of Special Permit (SP) / Extension Permit (EP)	10 min	30 min	0.5	0.5	1.08
21. Application for Indorsement to other government agencies	10 min	30 min	.25	0.5	1.83

STANDARD PROCESSING OF MARINA APPLICATIONS
Overseas Shipping Office

TYPE OF APPLICATION	S P T (in Days)				
	REC	OADM	OSO	OADM	TOTAL
1. Application for Issuance of Certificate of Vessel Registry (CVR) / Certificate of Ownership (CO)	10 min	30 min	1.0	0.5	1.58
2. Application for Issuance of Ship Manning Certificate	10 min	30 min	1.0	0.5	1.58
3. Application for Issuance of Statutory Certificate			1.0	0.5	1.58
4. Application for Accreditation under MC No. 33/33-A	10 min	30 min	2.0	0.5	2.58
5. Application for Accreditation under MC No. 9	10 min	30 min	2.0	0.5	2.58
6. Application to Bareboat Charter / LIP under PDs 760/866/1711	10 min	30 min	3.0	0.5	3.58
7. Application for Extension of Ship's Philippine Bareboat Charter Registration for less than 1 year	10 min	30 min	2.0	0.5	2.58
8. Application for the Renewal / Extension of Validity of Authority to import Ship / BBC / LIP	10 min	30 min	2.0	0.5	2.58
9. Application to Import Ship under RA No. 7471	10 min	30 min	3.0	0.5	3.58
10. Application to construct Ship under RZ No. 7471	10 min	30 min			
11. Application for Permanent Conversion of Trading Status from Domestic to Overseas	10 min	30 min	2.0	0.5	2.58
12. Application for Accreditation of Ship(s) under Memo Order No. 6 s. 1984 for Overseas Operation	10 min	30 min	1.5	0.5	2.08
13. Application for Amendment of MARINA Approvals	10 min	30 min	1.5	0.5	2.08
14. Application for Endorsement to DOF for Availment of Supplier's Tax Credit under RA No. 7471	10 min	30 min	1.5	0.5	2.08
15. Application for Endorsement to BIR for the Issuance of a Certificate of Income Tax Exemption under RA No. 7471	10 min	30 min	1.5	0.5	2.08
16. Application for Importation of Spare Parts under RA, No. 7471	10 min	30 min	1.5	0.5	2.08
17. Application for Change of Ship Name	10 min	30 min			
18. Application for Employment of Expatriate Officer / Supernumerary Onboard Ship under PD 1711	10 min	30 min	1.5	0.5	2.08
19. Application for Reservation of Ship's Name	10 min	30 min	1.0	0.5	1.58
20. Application for the Amendment of any Provision of Charter Contract under PD 760/866/1711	10 min	30 min	2.0	0.5	2.58
21. Application for Authority to Import / Purchase Ship for Overseas Use	10 min	30 min	3.0	0.5	3.58
22. Application for Authority to Export Ship	10 min	30 min	1.5	0.5	3.58
23. Application for Change of Original Registry of Bareboat Chartered Ship	10 min	30 min	2.0	0.5	2.58
24. Application for Amendment of Special Permit	10 min	30 min	1.0	0.5	1.58
25. Application for Deletion of Ship from the Philippine Registry	10 min	30 min	2.0	0.5	2.58
26. Refiling of Application for Deletion of Ship from the Philippine Registry	10 min	30 min	1.5	0.5	2.08
27. Application for Deletion of Ships (Acquired under RA # 7471)	10 min	30 min	2.0	0.5	2.58
28. Application for Indorsement to Authorized Agents Banks (AABs) or the Monetary Authority for Foreign Exchange Requirements of Shipping Companies (Sec. 6.01 (a) R&R Implementing RA	10 min	30 min	1.0	0.5	1.58

No. 7471)						
29.	Application for Indorsement to the Dept. of Finance for Exemption from Import Duties and Taxes. (Sec. 6.02 © R&R of RA No. 7471	10 min	30 min	1.0	0.5	1.58
	- Ship Importation					
	- Ship Parts					
30.	Application for Registration of Engine And Deck Logbook	10 min	30 min	.25	0.5	0.83
31.	Application for Annotation of Transfer of Record and Encumbrances	10 min	30 min	1.0	0.5	1.58
32.	Application for Cancellation of Mortgage under MC No. 100	10 min	30 min	1.0	0.5	1.58
33.	Application for the Issuance of Civil Liability Convention (CLC) Certificate	10 min	30 min	1.0	0.5	1.58
34.	Application for the Issuance of Letter of Authorization to Recognized Classification Society	10 min	30 min	2.0	0.5	2.58
35.	Application for the Issuance of Dispensation Permit	10 min	30 min	1.0	0.5	1.58
36.	Application for the Issuance of other Certificates	10 min	30 min	1.0	0.5	1.58
37.	Application for Issuance of Special Permit for Temporary Utilization of Domestic Ships in International Voyage	10 min	30 min	2.0	0.5	2.58

STANDARD PROCESSING OF MARINA APPLICATIONS
Maritime Shipping Office

TYPE OF APPLICATION	S P T (in Days)				
	REC	OADM	MSO ¹	OADM	TOTAL
1. Application for Accreditation of Local Classification society under MC NO. 165	10 min	30 min	4.0	0.5	4.58
2. Application for Accreditation of Underwater surveying companies under MC No. 108	10 min	30 min	1.0	0.5	1.58
3. Application for the Issuance of Authorization Letter to Recognized Classification Society			1.0	0.5	1.58
4. Application for the Issuance of CVR	10 min	30 min	4.0	0.5	4.58
5. Application for the Issuance of CO	10 min	30 min	4.0	0.5	4.58
6. Application for the Issuance of CN/PO	10 min	30 min	4.0	0.5	4.58
7. Application for the Inspection of Newly Arrived Imported / Chartered Vessel(s)	10 min	30 min	2.0	0.5	2.58
8. Application for the Valuation / Appraisal of Acquired Vessel(s)	10 min	30 min	2.0	0.5	2.58
9. Application for the Issuance of Certificate of Inspection (related to BUCUS release of vessel)	10 min	30 min	1.0	0.5	1.58
10. Application for Supervision of Underwater Inspection Survey	10 min	30 min	1.0	0.5	1.58
11. Application for the conduct of Ultrasonic Thickness Gauging for Fishing Vessel(s)	10 min	30 min	2.0	0.5	2.58
12. Application for the Issuance of Interim NSM DOC	10 min	30 min	4.0	0.5	4.58
13. Application for the Issuance of Interim ISM DOC	10 min	30 min	4.0	0.5	4.58
14. Application for the Issuance of Full-term NSM DOC	10 min	30 min	5.0	0.5	5.58
15. Application for the Issuance of full-term ISM DOC	10 min	30 min	5.0	0.5	5.58
16. Application for the Issuance of Interim NSM	10 min	30 min	4.0	0.5	4.58

SMC					
17. Application for the Issuance of Interim ISM SMC	10 min	30 min	4.0	0.5	4.58
18. Application for the Issuance of Full-term NSM SMC	10 min	30 min	5.0	0.5	5.58
19. Application for the Issuance of full-term ISM SMC	10 min	30 min	5.0	0.5	5.58
20. Application for the Issuance of CI	10 min	30 min	2.0	0.5	2.58
21. Application for the Issuance of Vessel's Bay and River License (BRL)	10 min	30 min	1.0	0.5	1.58
22. Application for the Issuance of Vessel's Coastwise License (CWL)	10 min	30 min	1.0	0.5	1.58
23. Application for the Issuance of Short International Voyage Permit	10 min	30 min	2.0	0.5	2.58
24. Application for the Issuance of Special Certificate of Inspection	10 min	30 min	2.0	0.5	2.58
25. Application for the Issuance of Pleasure Yacht License (PYL)	10 min	30 min	1.0	0.5	1.58
26. Application for the Issuance of Vessel's Special Permit to Navigate	10 min	30 min	1.0	0.5	1.58
27. Application for the Issuance of Vessel's Permit to Operate	10 min	30 min	1.0	0.5	1.58
28. Application for the Issuance of Vessel's Special Permit to Load Inflammable / Dangerous Cargoes	10 min	30 min	2.0	0.5	2.58
29. Application for the Issuance of Vessel's Special Permit for Non-Paying Passengers	10 min	30 min	1.0	0.5	1.58
30. Application for the Issuance of Manning Certificate (for change of trading from Domestic to Overseas)	10 min	30 min	2.0	0.5	2.58
31. Application for the Issuance of Exemption Certificate	10 min	30 min	2.0	0.5	2.58
32. Application for the Issuance of Special Permit for Unlicensed Officers(SPUO)	10 min	30 min	1.0	0.5	1.58
33. Application for the Issuance of Dispensation Permit	10 min	30 min	1.0	0.5	1.58
34. Application for the Deletion of Vessel from the Philippine Registry	10 min	30 min	1.0	0.5	1.58
35. Application for the Annotation / Deletion of Mortgage / Lien / encumbrances	10 min	30 min	1.0	0.5	1.58
36. Application for the Renewal of PO	10 min	30 min	1.0	0.5	1.58
37. Application for the Re-issuance of Lost CN/PO	10 min	30 min	1.0	0.5	1.58
38. Application for Re-issuance of CN/Change of Record:					
- Change of Vessel Name	10 min	30 min	1.0	0.5	1.58
- Change of Homeport	10 min	30 min	1.0	0.5	1.58
- Change of Engine	10 min	30 min	1.0	0.5	1.58
- Change of Trading	10 min	30 min	1.0	0.5	1.58
- Change of Ownership / Deed of Sale	10 min	30 min	1.0	0.5	1.58
- Change of Service	10 min	30 min	1.0	0.5	1.58
39. Application for the Registration of Deck and Engine Logbook	10 min	30 min	1.0	0.5	1.58
40. Application for the Issuance of License for Boat Captain / Marine Diesel Mechanic (below 95 GT)	10 min	30 min	1.0	0.5	1.58
41. Application for the Issuance/Renewal of License for Motor Banca Operator	10 min	30 min	1.0	0.5	1.58
42. Application for the Issuance / Renewal of Identification Card (ID) to New Boat Captain / Boat Engineer (for Fishing vessels 35 to 150 GT)	10 min	30 min	1.0	0.5	1.58

Note :

¹ - After the conduct of vessel audit inspection

STANDARD PROCESSING OF MARINA APPLICATIONS
Shipyard Registration Office

TYPE OF APPLICATION	S P T (in Days)				
	REC	OADM	SRO	OADM	TOTAL
1. Application for Issuance of License under MC No. 95	10 min	30 min	1.5	0.5	2.08
- Shipbuilding and Ship Repair					
- Afloat Ship Repair					
- Boatbuilding					
- Shipbreaking					
2. Application for the Issuance of Approval for SDF Disbursement	10 min	30 min	1.0	0.5	1.58
3. Application for the Issuance of Approval for Importation of SBSR materials, machinery, equipment and spare parts	10 min	30 min	1.0	0.5	1.58
4. Application for Indorsement to BOI for Registration and Availment of Incentives	10 min	30 min	1.0	0.5	1.58
5. Application for the Issuance of Vessel Lay-up Permit	10 min	30 min	0.5	0.5	1.08
6. Application for the Issuance of Vessel Departure Clearance	10 min	30 min	0.5	0.5	1.08
7. Application for the Accreditation of Marine Surveying Companies under MC No. 108	10 min	30 min	3.0	0.5	3.58
8. Application for Authority to Acquire Vessel(s) for Scrapping Purposes	10 min	30 min	2.0	0.5	2.58
9. Application for Authority to Acquire Floating Docks			2.0	0.5	2.58
10. Application to Authority to Acquire Vessel(s) thru Local Construction	10 min	30 min	3.0	0.5	3.58
11. Application for Issuance of Vessel Plans Approval					
- 3 – 14.99 GT	10 min	30 min	1.0	0.5	1.58
- 15 – 49.99 GT	10 min	30 min	2.0	0.5	2.58
- 50 GT & above	10 min	30 min			
12. Application for the Issuance of Vessel Construction Certificate	10 min	30 min	2.0	0.5	2.58
13. Application for the Issuance of Tonnage Measurement Certificate (Admeasurement / Re-admeasurement)					
- 3 – 14.99 GT	10 min	30 min	3.0	0.5	3.58
- 15 – 49.99 GT	10 min	30 min	4.0	0.5	4.58
- 50 GT & above	10 min	30 min	5.0	0.5	5.58
- Re-issuance of Tonnage Measurement Certificate (International Tonnage)	10 min	30 min	1.0	0.5	1.58
14. Application for Registration of Logbook					
- Grain Loading Booklet	10 min	30 min	1.0	0.5	1.58
- Cargo Securing Manual	10 min	30 min	1.0	0.5	1.58
15. Application for Authentication of Coastwise Loadline :					
- Full-term Loadline Certificate	10 min	30 min	2.0	0.5	2.58
- Provisional / Interim Loadline Certificate	10 min	30 min	1.0	0.5	1.58
16. Application for the Issuance of Waiver under PD No. 1221	10 min	30 min	0.5	0.5	1.08
17. Application for aupervision of Inclining Experiment and approval of Stability Certificate:					

-	15 – 49.99 GT	10 min	30 min	2.5	0.5	3.08
-	50 GT & above	10 min	30 min	4.0	0.5	4.58

STANDARD PROCESSING OF MARINA APPLICATIONS
Franchising Office

TYPE OF APPLICATION	S P T (in Days)						
	REC	OADM	FO	DSO	ODAP	OADM	TOTAL
1. Application for :							
- Issuance of CPC							
- CPC Exemption							
- Amendment of Existing CPC							
- Amendment of Pending CPC Application							
- Change of Company / Vessel Name							
- Sale and Transfer of Vessel							
• Uncontested cases	10 min	30 min	5 days after submission for resolution		0.13	0.5	5.71
• Contested cases	10 min	30 min	1 day after approval by the MARINA Board		0.13	0.5	1.71
2. Application for Issuance of Provisional Authority							
- First Issuance of PA							
• Uncontested							
➤ Liner	10 min	30 min	3 days after filing (inconsideration of rates and financial evaluation)	Financial (1 day) Rates (2 days)	0.13	0.5	6.71
➤ Tramping	10 min	30 min	2 days after filing	30 min	0.13	0.5	2.71
➤ Container Liner (MC No. 161)							
~ No allegation on ruinous competition	10 min	30 min	3 days after the initial hearing	Financial (1 day) Rates (2 days)	0.13	0.5	6.71
~ with allegation on ruinous competition	10 min	30 min	3 days after hearing on the motion for issuance of PA	Financial (1 day) Rates (2 days)	0.13	0.5	6.71
- Extension of PA							
• Uncontested							
➤ Tramping and Liner	10 min	30 min	2 days after filing		0.13	0.5	2.71
• Contested	10 min	30 min	3 days after hearing		0.13	0.5	3.71

3.	Application for Issuance of Special Permit							
-	First Issuance of SP							
	• Uncontested or there is no prior notice and hearing	10 min	30 min	2 days after filing		0.13	0.5	2.71
	• Contested or there is need for prior notice and hearing	10 min	30 min	2 days after hearing		0.13	0.5	2.71
-	Extension of SP							
	• Uncontested or there is no prior notice and hearing	10 min	30 min	2 days after filing		0.13	0.5	2.71
	• Contested or there is need for prior notice and hearing	10 min	30 min	2 days after hearing		0.13	0.5	2.71

STANDARD PROCESSING OF MARINA APPLICATIONS
Manpower Development Office

TYPE OF APPLICATION	S P T (in Days)
1. Application for the Issuance of SIRB	
- Expedite / Express processing	4 hrs
- Regular processing	8 hrs
2. Application for the Authentication of Basic Safety Course Certificates / Documents	1 hr
3. Application for the Issuance of Permit for the Harbor Pilot Examination	20 mins
4. Application for Issuance of License for Harbor Pilot	1 hr after deliberation by the Panel Examiners
5. Application for the Issuance of Permit for the Boat Captain, Major/Minor Patron, Boat Engineer, Marine Diesel Mechanic Examination	20 mins
6. Application for the Issuance of QDC	
- Expedite / Express processing	3 hrs
- Regular processing	6 hrs
7. Application for the Registration of Training Record Book	15 mins

STANDARD PROCESSING OF MARINA APPLICATIONS
Maritime Legal Affairs Office

TYPE OF APPLICATION	S P T (in Days)			
	REC	OADM	MLAO	TOTAL
1. Application for Issuance of Endorsement to SEC for Incorporation of Maritime Entities	10 min	30 min	3 hrs	3 hrs & 40 min
2. Application for Endorsement to DOLE for the Issuance of EAP to Foreign Nationals/Expatriates(Land-Based) Employed in Maritime Enterprises	10 min	30 min	3 hrs	3 hrs & 40 min
3. Application for Endorsement to DOF for Exemption of Payment from Custom Duties and Taxes of Bareboat Chartered Vessel under PD 760/866/1711	10 min	30 min	3 hrs	3 hrs & 40 min
4. Application for Indorsement to other Government Agencies	10 min	30 min	3 hrs	3 hrs & 40 min

APPLICATIONS FILED WITH DOMESTIC SHIPPING OFFICE

- I. APPLICATION FOR AUTHORITY TO ACQUIRE THRU IMPORTATION/OUTRIGHT PURCHASE
 - II. APPLICATION FOR AUTHORITY TO ACQUIRE THRU LEASE-PURCHASE/LEASE-IRREVOCABLE-PURCHASE/BAREBOAT CHARTER/RENEWAL/EXTENSION OF BAREBOAT CHARTER
 - III. APPLICATION FOR SPECIAL PERMIT/EXEMPTION PERMIT/RENEWAL/EXTENSION OF SPECIAL/EXEMPTION PERMIT
 - IV. APPLICATION FOR ACCREDITATION UNDER MC 79
 - V. APPLICATION FOR ACCREDITATION UNDER MC 9
 - VI. APPLICATION FOR EXTENSION OF VALIDITY OF AUTHORITY TO ACQUIRE VESSEL
 - VII. APPLICATION FOR DFA INDORSEMENT FOR ISSUANCE OF PROVISIONAL CERTIFICATE OF PHIL. REGISTRY (PCPR)
 - VIII. APPLICATION FOR EXPORTATION OF VESSEL
 - IX. APPLICATION FOR PRE-TERMINATION OF BAREBOAT CHARTER CONTRACT
 - X. APPLICATION FOR EMPLOYMENT OF SUPERNUMERARIES/EXPATRIATES ON BOARD DOMESTIC VESSELS
 - XI. APPLICATION FOR PERMANENT CONVERSION OF VESSEL'S TRADING STATUS FROM OVERSEAS TO DOMESTIC TRADE
 - XII. APPLICATION FOR LOCAL SALE OF IMPORTED VESSEL
 - XIII. APPLICATION FOR IMPORTATION OF MARINE ENGINE/SPARE PARTS
 - XIV. APPLICATION FOR SUB-CHARTER OUT OF BAREBOAT CHARTERED VESSEL (DOMESTIC OPERATION)
 - XV. APPLICATION FOR AMENDMENT OF ANY PROVISION OF CHARTER CONTRACT UNDER PD 760, AS AMENDED
 - XVI. APPLICATION FOR AMENDMENT OF MARINA APPROVAL/AUTHORITIES
 - XVII. APPLICATION FOR AMENDMENT OF SPECIAL PERMIT/EXEMPTION PERMIT
 - XVIII. APPLICATION FOR BOI INDORSEMENT FOR COMPANY'S REGISTRATION
 - XIX. APPLICATION FOR INDORSEMENT TO DOF FOR RELEASE OF IMPORTED SPARE PARTS/MARINE ENGINE AND OTHER RELATED ITEMS FOR EMERGENCY REPAIR OF FOREIGN FLAG VESSEL
 - XX. APPLICATION FOR BOI INDORSEMENT OF VESSEL AVAILMENT OF TAX FREE IMPORTATION
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I. APPLICATION TO AUTHORITY TO ACQUIRE THRU IMPORTATION/OUTRIGHT PURCHASE

Pre-Approval Documents

1. Letter of Application
2. Memorandum of Agreement (MOA)/Deed of Sale/Bill of Sale
 - In case of Taiwanese-registered vessel, the Agreement/Deed of Sale should be noted and verified by Manila Economic and Cultural Office (MECO) and duly notarized by a Notary Public in Taiwan
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 present the applicant-company
4. Latest Certificate of Good Standing/Company Seal or Business Registration of the vessel's registered owners showing its current list of Directors/Officers
5. Power of Attorney or Board Resolution authorizing the signatory to the MOA/Deed of Sale/Bill of Sale to act as such in behalf of the registered owner
6. Certificate of Vessel's Original Registry/Nationality
 - In case of Taiwanese-registered vessels, the Vessel's Registry/Nationality should be noted and verified by Manila Economic and Cultural Office (MECO) and duly notarized by a Notary Public in Taiwan
7. General Arrangement Plan of the vessel
8. Class Certificate or equivalent Certificate in case of newbuilding (if applicable)
9. Latest and Valid Survey Report (not applicable to newbuilding)
10. Builder's Certificate/Shipbuilding Contract (for newbuilding only and if no MOA/Deed of Sale is submitted)
11. Certification from the classification society that the vessel was constructed in accordance with the standards/rules and regulations of the classification society (for newbuilding only)

Post Approval Documents

1. Certified true copy of Protocol of Delivery and Acceptance
 2. Original copy of Vessel's Certificate of Deletion from former original flag of registry
 3. Duly notarized/authenticated Memorandum of Agreement/Deed of Sale/Bill of Sale
 4. Duly notarized/authenticated Power of Attorney or Board Resolution authorizing the signatory to the MOA/DOS/BOS to act as such in behalf of the registered owner
 5. Proof of payment of customs duties and taxes
 6. Certificate of Authority issued by the BOI (for company/vessel availing of the incentives under E.O. No. 226)
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II. APPLICATION FOR AUTHORITY TO ACQUIRE THRU LEASE-PURCHASE/LEASE-IRREVOCABLE-PURCHASE/BAREBOAT CHARTER/RENEWAL/EXTENSION OF BAREBOAT CHARTER

Pre-Approval Documents

1. Letter of Application
2. Lease-Purchase/Lease-Irrevocable-Purchase Agreement/Bareboat Charter Contract
 - In case of Taiwanese-registered vessels, the Agreement/Contract should be noted and verified by Manila Economic and Cultural Office (MECO) and duly notarized by a Notary Public in Taiwan
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/Company Seal or Business Registration of the vessel's registered owners showing its current list of Directors/Officers
5. Power of Attorney or Board Resolution authorizing the signatory to the Lease-Purchase/Lease-Irrevocable-Purchase Agreement/Bareboat Charter Contract to act as such in behalf of the registered owner
6. Certificate of Vessel's Original Registry/Nationality
 - In case of Taiwanese-registered vessels, the vessel's registry/nationality should be noted and verified by Manila Economic and Cultural Office (MECO) and duly notarized by a Notary Public in Taiwan
7. General Arrangement Plan of the vessel
8. Class Certificate or equivalent Certificate in case of newbuilding (if applicable)
9. Latest and Valid Survey Report (not applicable to newbuilding)
10. Consent to the bareboat charter registration in the Philippines by the state of former registry
11. Builder's Certificate/Shipbuilding Contract (for newbuilding only)

Post Approval Documents

1. Certified true copy of Protocol of Delivery and Acceptance
 2. Duly authenticated/notarized Lease-Purchase/Lease-Irrevocable-Purchase Agreement/ Bareboat Charter/Extended Bareboat Charter Contract
 3. Certified true copy of the Consent to the Bareboat Charter registration in the Philippines by the state of former registry
 4. Proof of payment of 4.5% withholding tax
 5. Certified true copy of surety bond issued by BIR accredited insurance company
-

III. APPLICATION FOR SPECIAL PERMIT/EXEMPTION PERMIT/RENEWAL/EXTENSION OF SPECIAL/EXEMPTION PERMIT

Pre-Approval Documents

1. Letter of Application
2. Fixture Note/Contract of Affreightment/Time/Voyage Charter Agreement
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 Original Registry/ Nationality (for foreign flag only)
 5. Class Certificate/Latest Survey report
 6. Crew list indicating STCW certificates (number and validity) of the crew required certification.
 7. Certified true copy of the TOVALOP (except LPG carriers) and P & I Coverage
 8. SEC Registration (for branch offices of foreign owners/charterers/vessel representative)
 9. Other related documents/contracts that would trace the operation/project involving the utilization of the vessel (if there are two or more other companies involved in the project)

Post-Approval Documents

1. Duly notarized/authenticated Fixture Note/Contract of Affreightment/Time or Voyage Charter Agreement (notarized only if document is executed in the Philippines)
-

IV. APPLICATION FOR ACCREDITATION UNDER MC 79

Pre-Approval Documents

1. Letter of Application, indicating TIN of the company/entity/proprietor
 2. List of Principal Officers/Proprietor supported by their Bio-data with picture showing shipping or shipping related experience or expertise
 3. List of vessel(s) owned and copy of Certificates of Ownership (if any)
 4. Any of the following whichever is applicable:
 - Sec Registration Certificate, supported by the Articles of Incorporation (AOI) and By-Laws (for Corporation/Partnership)
 - DTI Registration of Business Name and copy of Original Application with DTI (for single proprietorship)
 - Registration with Cooperative Development Authority (for Cooperatives)
 5. Latest Certification of Increase in Paid-Up Capital issued by the SEC Examiners and Appraisers Department/CDA or DTI for corporation/partnership/cooperative/single proprietorship, respectively.
-

V. APPLICATION FOR ACCREDITATION UNDER MC 9

1. Letter of Application
 2. List of bio-data of partners, directors & principal officers (for corporation and partnership)
 3. Copy of Certificate of Registration with Department of Trade and Industry (DTI) (for single proprietorship)
 4. Copy of Certificate of Registration, Articles of Incorporation & By-Laws issued by Securities and Exchange Commission (SEC) (for corporation & partnership)
-

VI. APPLICATION FOR EXTENSION OF VALIDITY OF AUTHORITY TO ACQUIRE VESSEL

1. Letter of Application, indicating reason of extension
-

VII. APPLICATION FOR DFA INDORSEMENT FOR ISSUANCE OF PROVISIONAL CERTIFICATE OF PHIL. REGISTRY (PCPR)

1. Letter of Application
 2. MARINA Authority for vessel acquisition
-

VIII. APPLICATION FOR EXPORTATION OF VESSEL

1. Letter of Application
2. Memorandum of Agreement (MOA)/Deed of Sale (DOS) or Bill of Sale (BOS)
3. Duly notarized resolution of the company's Board of Directors, certified by the Secretary General, authorizing the filing of application and designating the officials/authorized representative to represent applicant-company
4. Copy of Certificates of Ownership and Vessel Registry (CO/CVR)

Post-approval Document

1. Duly notarized/authenticated MOA/DOS or BOS
-

IX. APPLICATION FOR PRE-TERMINATION OF BAREBOAT CHARTER CONTRACT

1. Letter of Application
 2. Letter of consent/confirmation of the registered owners of the vessel to pre-terminate the bareboat charter contract
 3. Proof of payment of 4.5% withholding tax due the vessel
-

X. APPLICATION FOR EMPLOYMENT OF SUPERNUMERARIES/EXPATRIATES ON BOARD DOMESTIC VESSELS

1. Letter of Application
 2. Copy of Employment Contract
 3. Copy of Travel documents (passport/seaman's book)
 4. Clearance and/or Special Work Permit issued by the BID and Alien Employment Permit issued by the DOLE (if employment is more than 30 days)
-

XI. APPLICATION FOR PERMANENT CONVERSION OF VESSEL'S TRADING STATUS FROM OVERSEAS TO DOMESTIC TRADE

1. Letter of Application
2. Memorandum of Agreement (MOA)/Deed of Sale (DOS) or Bill of Sale (BOS), 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 application and designating the officials/authorized representative to represent the applicant company
4. Valid Certificate of Vessel's Registry or Nationality
5. Power of Attorney or Board Resolution authorizing the signatory to the MOA/DOS/BOS, to act as such in behalf of the registered owner
6. Class Certificate (if applicable)
7. Latest and valid Survey Report
8. General Arrangement Plan

Post-approval Document

1. Certified true copy of the duly notarized authenticated MOA/DOS/BOS
-

XII. APPLICATION FOR LOCAL SALE OF IMPORTED VESSEL

1. Letter of Application
2. Duly notarized Memorandum of Agreement or Deed of Sale or Bill of Sale
3. Duly notarized Oath of Undertaking from the buyer to assume compliance with the post-approval

conditions/requirements which are not yet complied with by the seller

XIII. APPLICATION FOR IMPORTATION OF MARINE ENGINE/SPARE PARTS

1. Letter of Application
2. Proforma Invoice of the spare parts/marine engine

Additional Requirements

For foreign vessel undergoing emergency repair

1. Certification from the authorized personnel of the shipyard where the vessel is on drydock that it is undergoing emergency repair
 2. Certification from the Captain of the vessel that the spare parts will be used for the emergency repair
 3. Valid Certificate of Vessel Registry
-

XIV. APPLICATION FOR SUB-CHARTER OUT OF BAREBOAT CHARTERED VESSEL (DOMESTIC OPERATION)

1. Letter of Application
 2. Consent of registered owner of the vessel allowing the sub-charter
 3. Duly notarized Memorandum of Agreement of Charter Contract, duly signed, with names of signatories printed
 4. Duly notarized resolution of the company's Board of Directors, certified by the Board Secretary, authorizing the filing of the application and applicant company/disponent owner
-

XV. APPLICATION FOR AMENDMENT OF ANY PROVISION OF CHARTER CONTRACT UNDER PD 760, AS AMENDED

1. Letter of Application
 2. Documents effected by the amendment
-

XVI. APPLICATION FOR AMENDMENT OF MARINA APPROVAL/AUTHORITIES

1. Letter of Application
 2. Documents effected by the amendment
-

XVII. APPLICATION FOR AMENDMENT OF SPECIAL PERMIT/EXEMPTION PERMIT

1. Letter of Application
 2. Documents effected by the amendment
-

XVIII. APPLICATION FOR BOI INDORSEMENT FOR COMPANY'S REGISTRATION

1. Letter of Application
 2. Accreditation under MC 79/79-A
-

XIX. APPLICATION FOR INDORSEMENT TO DOF FOR RELEASE OF IMPORTED SPARE PARTS/MARINE ENGINE AND OTHER RELATED ITEMS FOR EMERGENCY REPAIR OF FOREIGN FLAG VESSEL

1. Letter of Application
 2. Proforma Invoice/Bill of Lading/Airway Bill/Packing List
 3. Valid Vessel Registration Certificate or Vessel Nationality
 4. Certification from the Captain that the vessel is for emergency repair
-

XX. APPLICATION FOR BOI INDORSEMENT OF VESSEL AVAILMENT OF TAX FREE IMPORTATION

1. Letter of Application
 2. MARINA approval on vessel acquisition
-

APPLICATIONS FILED WITH OVERSEAS SHIPPING OFFICE

- I. ACCREDITATION OF SHIPPING COMPANIES UNDER MC NO. 33-A, AS AMENDED
- II. ACCREDITATION OF SHIPPING COMPANIES UNDER MC NO. 9
- III. BAREBOAT CHARTER
- IV. EXTENSION OF SHIP'S PHILIPPINE BAREBOAT CHARTER REGISTRATION FOR LESS THAN ONE (1) YEAR/CVR
- V. SHIP'S IMPORTATION UNDER REPUBLIC ACT (RA) 7471
- VI. SHIP'S CONSTRUCTION UNDER RA 7471
- VII. PERMANENT CONVERSION OF OWNED SHIP'S TRADING STATUS FROM DOMESTIC TO OVERSEAS
- VIII. SPECIAL PERMIT AUTHORIZING DOMESTIC SHIPS TO ENGAGE IN INTERNATIONAL VOYAGES
- IX. DELETION OF SHIPS FROM PHILIPPINE REGISTRY
- X. RE-DELETION OF SHIPS FROM PHILIPPINE REGISTRY
- XI. DELETION OF SHIPS (ACQUIRED UNDER RA 7471)
- XII. AMENDMENT OF MARINA APPROVAL
- XIII. ENDORSEMENT OF AUTHORIZED AGENTS BANK (AAB) OR THE MONETARY AUTHORITY FOR FOREIGN EXCHANGE REQUIREMENTS OF SHIPPING COMPANIES UNDER RA 7471
- XIV. ENDORSEMENT TO DOF FOR AVAILMENT OF SUPPLIERS' TAX CREDIT UNDER RA 7471
- XV. ENDORSEMENT TO BIR FOR THE ISSUANCE OF CERTIFICATE OF INCOME TAX EXEMPTION UNDER RA 7471
- XVI. IMPORTATION OF SPARE PARTS UNDER RA 7471
- XVII. EMPLOYMENT OF EXPATRIATE OFFICER/SUPERNUMERARY ON BOARD UNDER PD 1711
- XVIII. RENEWAL/EXTENSION OF VALIDITY OF AUTHORITY TO ACQUIRE SHIP
- XIX. CHANGE OF SHIP'S NAME
- XX. RESERVATION OF SHIP'S NAME
- XXI. AMENDMENT OF ANY PROVISION OF CHARTER CONTRACT UNDER PD 760/866/1711
- XXII. ACCREDITATION OF SHIP'S UNDER M. O. NO. 6
- XXIII. ISSUANCE OF AUTHORITY TO EXPORT SHIP
- XXIV. EXTENSION OF VALIDITY OF PERIOD OF MARINA APPROVAL ON BAREBOAT CHARTERING PROJECTS/ IMPORTATION
- XXV. CHANGE OF ORIGINAL REGISTRY OF BAREBOAT CHARTERED SHIP
- XXVI. AMENDMENT OF SPECIAL PERMIT
- XXVII. ENDORSEMENT TO DEPARTMENT OF FINANCE FOR EXEMPTION FROM IMPORT DUTIES AND TAXES
- XXVIII. REGISTRATION OF ENGINE LOGBOOK
- XXIX. ANNOTATION OF TRANSFER OF RECORDS AND ENCUMBRANCES

- XXX. CANCELLATION OF MORTGAGE
XXXI. SHIP REGISTRATION, LICENSING AND DOCUMENTATION
-

I. ACCREDITATION OF SHIPPING COMPANIES UNDER MC NO. 33-A, AS AMENDED

1. Letter of Application, 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. SEC (Appraiser’s and Examiner’s Dept.) Certification on the required Paid-up Capital (only if the AOI does not reflected the same)
 4. In case of Affiliated Companies, Management Contract
 5. Personal Information Sheet or Bio-Data of Principal Officers with pictures
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II. ACCREDITATION OF SHIPPING COMPANIES UNDER MC NO. 9

1. Letter of Application, 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
-

III. BAREBOAT CHARTER

1. Letter of Application, 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. Consent to the bareboat charter registration in the Philippine by the State of original registry
6. Certificate of Good Standing of the registered owners
7. 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
8. Valid Certificate of Vessel Registry*
9. 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

Additional Requirements

FOR BAREBOAT SUB-CHARTER APPLICATIONS: (ADDITIONAL)

10. Consent of the registered owners to the bareboat sub-charter arrangement
 11. Power of Attorney or Board Resolution authorizing the person who issued the consent to act as such in behalf of the registered owner
 12. Certificate of Good Standing
 13. Certificate of Encumbrance/Non-encumbrance
 14. In case the vessel is encumbered, non-objection of the mortgage to the agreement
-

* For original applications only.

IV. EXTENSION OF SHIP'S PHILIPPINE BAREBOAT CHARTER REGISTRATION FOR LESS THAN ONE (1) YEAR/CVR

1. Letter of Application
 2. Registered owner's consent to the extension
-

V. SHIP'S IMPORTATION UNDER REPUBLIC ACT (RA) 7471

1. Letter of Application, 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. Valid Certificate of Vessel's Registry
 4. Latest Certificate of Good Standing (in English) of the registered owners
 5. Board Resolution of the registered owner/seller, authorizing the sale of the vessel and designating the officials/authorized representatives to represent the registered owners/seller. The resolution must be notarized in the State where the document was issued/executed and verified/authenticated by Philippine Embassy/Consulate concerned
 6. Memorandum of Agreement executed by and between the parties concerned
 7. Pro-forma loan agreement, if any
-

VI. SHIP'S CONSTRUCTION UNDER RA 7471

1. Letter of Application
 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
-

VII. PERMANENT CONVERSION OF OWNED SHIP'S TRADING STATUS FROM DOMESTIC TO OVERSEAS

1. Letter on Application
-

VIII. SPECIAL PERMIT AUTHORIZING DOMESTIC SHIPS TO ENGAGE IN INTERNATIONAL VOYAGES

1. Letter of Application
2. Crew list indicating number and validity of STCW certificates (for international trade) of the officers/crew required to be certificated
3. Ship documents, as applicable

- Cargo Ship Safety Equipment Certificate
 - Cargo Ship Safety Construction Certificate
 - Cargo Ship Safety Radio/Telephony Certificate
 - International Loadline Certificate
 - International Tonnage Certificate
 - Exemption Certificate
 - Manning Certificate
 - Passenger Ship Safety Certificate
 - Document of Compliance and Safety Management Certificate
 - Cargo Securing Manual
 - Global Maritime Distress Safety System
 - Certificate of Fitness
-

IX. DELETION OF SHIPS FROM PHILIPPINE REGISTRY

1. Letter of Application
 2. Registered owner's consent to the deletion
 3. Full payment of 4.5% withholding tax for company's last ship
 4. For vessel's acquired under RA 7471
 - Board Resolution certified by the Board Secretary, approving the filing of the application and stating the reason thereof
 - Firm offer to purchase ship at scrap value (if any)
 - Proof that the ship has been offered for sale to Philippine shipping enterprises through shipping associations for at least sixty (60) days
-

X. RE-DELETION OF SHIPS FROM PHILIPPINE REGISTRY

1. Letter of Application
 2. Registered owner's consent to the postponement of deletion
-

XI. DELETION OF SHIPS (ACQUIRED UNDER RA 7471)

1. Letter of Application
-

XII. AMENDMENT OF MARINA APPROVAL

1. Letter of Application
-

XIII. ENDORSEMENT OF AUTHORIZED AGENTS BANK (AAB) OR THE MONETARY AUTHORITY FOR FOREIGN EXCHANGE REQUIREMENTS OF SHIPPING COMPANIES UNDER RA 7471

1. Letter of Application
-

XIV. ENDORSEMENT TO DOF FOR AVAILMENT OF SUPPLIERS' TAX CREDIT UNDER RA 7471

1. Letter of Application
-

XV. ENDORSEMENT TO BIR FOR THE ISSUANCE OF CERTIFICATE OF INCOME TAX EXEMPTION UNDER RA 7471

1. Letter of Application
 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
-

XVI. IMPORTATION OF SPARE PARTS UNDER RA 7471

1. Letter of Application
 2. Pro-forma Invoice
-

XVII. EMPLOYMENT OF EXPATRIATE OFFICER/ SUPERNUMERARY ON BOARD UNDER PD 1711

1. Letter of Application
 2. Employment Contract
-

XVIII. RENEWAL/EXTENSION OF VALIDITY OF AUTHORITY TO ACQUIRE SHIP

1. Letter of Application
-

XIX. CHANGE OF SHIP'S NAME

1. Letter of Application
-

XX. RESERVATION OF SHIP'S NAME

1. Letter of Application
-

XXI. AMENDMENT OF ANY PROVISION OF CHARTER CONTRACT UNDER PD 760/866/1711

1. Letter of Intent
 2. Addendum to the Charter Contract
-

XXII. ACCREDITATION OF SHIP'S UNDER M. O. NO. 6

1. Letter of Application
 2. Indorsement of FSA
-

XXIII. ISSUANCE OF AUTHORITY TO EXPORT SHIP

1. Letter of Application
 2. Proof that the ship has been offered for sale to Philippine shipping enterprises through the shipping associations for at least sixty (60) days
 3. Resolution on the applicant's Board of Director, certified by the Board's Secretary, approving the filing of the application and stating the reasons therefor
 4. Board Resolution for scrapping purposes (if applicable) under RA 7471
-

XXIV. EXTENSION OF VALIDITY OF PERIOD OF MARINA APPROVAL ON BAREBOAT CHARTERING PROJECTS/IMPORTATION

1. Letter of Application
-

XXV. CHANGE OF ORIGINAL REGISTRY OF BAREBOAT CHARTERED SHIP

1. Letter of Application
 2. Certificate of Registry
 3. Consent form the state of original registry.
 4. Addendum to the bareboat charter agreement
-

XXVI. AMENDMENT OF SPECIAL PERMIT

1. Letter of Application
-

XXVII. ENDORSEMENT TO DEPARTMENT OF FINANCE FOR EXEMPTION FROM IMPORT DUTIES AND TAXES

1. Letter of Application
-

XXVIII. REGISTRATION OF ENGINE LOGBOOK

1. Letter of Application
-

XXIX. ANNOTATION OF TRANSFER OF RECORDS AND ENCUMBRANCES

1. Letter of Application
 2. Mortgage Contract, duly notarized
 3. Proof of payment of Documentary Stamps
 4. Original Certificate of Ownership (CO)/ Certificate of Vessel Registry
-

XXX. CANCELLATION OF MORTGAGE

1. Letter of Application; and
2. Any of the following:
 - Release of Mortgage from the bank/mortgagee

- Total loss or constructive total of the Mortgaged ship
- Foreclosure
- Court Order to delete all registered mortgages

XXXI. SHIP REGISTRATION, LICENSING AND DOCUMENTATION

A. CERTIFICATE OF VESSEL REGISTRY (CVR)/CERTIFICATE OF OWNERSHIP (CO)

1. Letter of Application; and
2. For full term:
 - Protocol of Delivery
 Approval General Arrangement and Capacity Plans

B. MANNING CERTIFICATE/REISSUANCE

1. Letter of Application
2. Protocol of Delivery (full term)

C. ISSUANCE OF STATUTORY CERTIFICATES

1. Letter of Application

D. LETTER AUTHORIZATION TO RECOGNIZED ORGANIZATIONS

1. Letter of Application

E. CIVIL LIABILITY CONVENTION

1. Letter of Application
2. Valid Insurance Certificate

F. OTHER CERTIFICATES

1. Letter of Application

G. DISPENSATION PERMIT

1. Letter of Application
2. Master's Report
3. STCW and License of the seafarer who will take over

APPLICATIONS FILED WITH FRANCHISING OFFICE

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

Pre-Acceptance Requirements

1. Application
 - Must be duly notarized and verified;
 - Must contain a Certification of Non-Forum Shopping, pursuant to Supreme Court Administrative Circular No. 04-94;
 - Must contain an Explanation of Service to affected parties, if any, pursuant to Section II, Rule 13, of the Revised Rules of Court (Only letter of application is required in case of small banca operators(15 GT and below) and/or those covered under the legalization program)
2. Vessel Documents
 - Certificate of Inspection
 - Radio/Ship Station License (for vessels 36 GT and above)
3. Provisional/Final Class Certificate (if required)
4. Passenger insurance coverage at P100,000.00/passenger covering the authorized passenger capacity per vessel's CI (for passenger/passenger cargo vessels per MC 149)
5. Oil Pollution Cover (for tankers and barges carrying oil and/or petroleum products) Certificate of

Coverage against Third Party Liability (for Liquefied Petroleum Gas (LPG) Carriers) – amount of coverage based on MC 128

6. PPA Certification on berthing space availability
7. Financial evaluation, documents
8. NAMRIA Certificate of distance (for pioneer links/routes),
9. Three colored photographs of the vessel
11. Feasibility study (for two or more operators)
12. Night Vision equipment (for High-Speed Crafts operating at nighttime)

Post-Approval Requirements

(previously pre-acceptance requirements)

1. Coastwise License
2. Certificate of Compliance with MARINA MC No. 65/65-A
3. DOT Accreditation Certificate
4. Jurisdictional Compliance (publication of the notice of hearing, proof of notice to affected parties to be presented during the initial hearing)
5. Others

APPLICATIONS FILED WITH MANPOWER DEVELOPMENT OFFICE

- I. REQUIREMENTS FOR THE ISSUANCE OF QDC CERTIFICATES
- II. REQUIREMENTS FOR THE CONDUCT OF HARBOR PILOTS' EXAMINATION AND LICENSURE
- III. 5 BASIC REQUIREMENTS FOR THE ISSUANCE OF NEW SIRB TO BE ADDED TO THEIR SPECIFIC RANK OR DESIGNATION REQUIREMENTS
- IV. OLD SIRB ISSUANCES

I. REQUIREMENTS FOR THE ISSUANCE OF QDC CERTIFICATES

NEW APPLICANT

Deck Rating/Engine Rating

1. Duly Accomplished Application Form
2. Basic Safety Course Certificate (BSC) with PSSR
3. Seafarers' Identification and Record Book (SIRB)
4. Medical Certificate

Non Graduate

1. Ratings Forming Part of a Navigational Watch Certificate, as applicable, or
2. Ratings Forming Part of an Engineering Watch Certificate, as applicable

Tanker Vessels

1. General Tanker Familiarization Certificate
2. Shorebased Firefighting

For Officers

Management Level

1. Duly Accomplished Application Form
2. Basic Safety Course (BSC) with PSSR
3. ROC/ROP, SRROC or GOC for GMDSS (Deck Officer), as applicable
4. Seafarers' Identification and Record Book (SIRB)
5. Medical Certificate
6. PRC/NTC License or Board Certificate, if applicable

Tanker Vessels

1. Specialized/Advanced Oil, Chemical, LPG/LNG Tanker Safety Certificate, as applicable
2. Shorebased Firefighting

Operational Level

1. Duly Accomplished Application Form
2. Basic Safety Course (BSC) with PSSR
3. ROC/ROP, SRROC or GOC for GMDSS (Deck Officer), as applicable
4. Seafarers' Identification and Record Book (SIRB)
5. Medical Certificate
6. PRC/NTC License or Board Certificate, if applicable

For Tanker Vessels

1. General Tanker Familiarization Certificate
2. Shorebased Firefighting

For Radio Officer

1. Duly Accomplished Application Form
2. Basic Safety Course Certificate (BSC) with PSSR
3. Seafarers' Identification and Record Book (SIRB)
4. Medical Certificate
5. NTC License

For Tanker Vessels

1. General Tanker Familiarization Certificate
2. Shorebased Firefighting

Promotion on-Board/Upgrading

1. Duly accomplished MARINA application form
2. Training certificate (photocopy)
3. Valid SIRB/certificate of sea service
4. Notice of promotion for employer/master
5. Previous STCW endorsement of certificates/Ratings Certificate
6. Board Certificate as applicable
7. Letter request signed by the employer/company specifying the authorized representative

II. REQUIREMENTS FOR THE CONDUCT OF HARBOR PILOTS' EXAMINATION AND LICENSURE

1. Master Mariner
2. Medical Certificate issued by DOH accredited medical clinic within three (3) months at the time of application
3. Seafarer's Identification and Record Book (SIRB)
4. NBI Clearance
5. Three (3) recent passport size colored photographs of the applicant in uniform without headgear
6. One (1) self addressed envelope

III. 5 BASIC REQUIREMENTS FOR THE ISSUANCE OF NEW SIRB TO BE ADDED TO THEIR SPECIFIC RANK OR DESIGNATION REQUIREMENTS

1. Birth Certificate or Notarial Affidavit of two (2) disinterested person
2. NBI Clearance or Barangay/Police Clearance (Barangay/Police Clearance for domestic fisherman)
3. Basic Safety Course (BSC)
4. Two (2) appropriate latest colored head photographs
5. Documentary Stamps

For Officers:

1. Authenticated valid PRC/NTC License or valid PRC/NTC ID

For BSMT/AMT/BSMARE/AME:

1. Diploma with S.O. and C.A.V. or photocopy of Transcript of Records with S.O and C.A.V.

For Service Providers:

1. High School Diploma/Form 137 and C.A.V or Incontrovertible that applicant has completed secondary education or
2. Certificate of specialized training skills or letter request from the company/agency or
3. Signed Employment Contract/Certificate of Employment or
4. Artist Record Book (POEA) or
5. Attestation of relevant skill or employment by the head of local government unit.
6. Certified True Copy of approved POEA Contract

For Fishermen:

1. Fishermen's License (BFAR) or
2. Letter request from contracting shipping company/Agency

For Cadets:

1. Letter from the school and Transcript of Records

IV. OLD SIRB ISSUANCES

For Damaged/Lost SIRB:

1. Service record from the last employer.
2. Basic Safety Course (BSC)
3. NBI Clearance
4. 2 appropriate photograph
5. Duly Notarized Affidavit of Lost

For Extension On- Board

1. Crew list signed by the Master
2. Documentary Stamps
3. Letter request from contracting shipping company/Agency
4. 2 appropriate photograph
5. Photocopy of previously issued SIRB

For SIRB Revalidation:

1. Photocopy of old SIRB
2. NBI Clearance
3. Basic Safety Course

APPLICATIONS FILED WITH SHIPYARD REGULATIONS OFFICE

- I. APPLICATION FOR LICENSE TO ENGAGE IN SHIPBUILDING, SHIP REPAIR, AFLOAT SHIP REPAIR, BOATBUILDING OR SHIPBREAKING
- II. APPLICATION FOR ISSUANCE OF WAIVER UNDER PD 1221
- III. APPLICATION FOR DISBURSEMENT OF SDF
- IV. APPLICATION FOR IMPORTATION OF VESSEL FOR SCRAPPING PURPOSES
- V. APPLICATION FOR IMPORTATION OF FLOATING DOCK
- VI. APPLICATION FOR IMPORTATION OF SBSR MATERIALS EQUIPMENT, MACHINERY AND SPARE PARTS UNDER PD 666
- VII. APPLICATION FOR BOI ENDORSEMENT FOR REGISTRATION AND AVAILMENT OF INVESTMENTS
- VIII. APPLICATION FOR ISSUANCE OF LAY-UP PERMIT
- IX. APPLICATION FOR ISSUANCE OF DEPARTURE CLEARANCE FOR LAID-UP VESSELS
- X. AUTHORITY TO ACQUIRE VESSELS THRU LOCAL CONSTRUCTION
- XI. APPLICATION FOR VESSEL PLANS APPROVAL
- XII. ISSUANCE OF VESSELS CONSTRUCTION CERTIFICATE

- XIII. ISSUANCE OF TONNAGE MEASUREMENT CERTIFICATE
 - XIV. SUPERVISION OF INCLINING EXPERIMENT AND APPROVAL OF STABILITY CERTIFICATE
 - XV. APPROVAL OF COASTWISE AND INTERNATIONAL LOADLINE CERTIFICATE
 - XVI. APPLICATION FOR APPROVAL AND AUTHENTICATION OF GRAIN LOADING BOOKLETS AND CARGO SECURING MANUALS
 - XVII. APPLICATION FOR ACCREDITATION OF THE FOLLOWING
-

I. APPLICATION FOR LICENSE TO ENGAGE IN SHIPBUILDING, SHIP REPAIR, AFLOAT SHIP REPAIR, BOATBUILDING OR SHIPBREAKING

New

- 1. Letter of Application, 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. Certificate of Registration
 - SEC (for Corporation) reflecting shipbuilding and/or ship repair as the primary purpose
 - Articles of Incorporation
 - By-Laws
 - SEC Certification on the required paid-up capital (if AOI does not reflect the same)
 - DTI (for Single Proprietorship/ Partnership)
 - Original copy of the application filed with DTI
 - BOI (for Joint Venture)
- 3. Bio-data of Incorporators/Partners/ Proprietors and Principal Officers, showing shipyard or shipbreaking related experience or expertise
- 4. Duly Notarized Facility Lease Contract (only for shipbuilding and ship repair)
- 5. Clearance from DENR (only for shipbreaking)
- 6. Clearance from PPA or Fish Port Authority or LGU (only for shipbreaking)
- 7. Duly accomplished SBSR Data Inspection Sheet

Renewal

- 1. Letter of Application
- 2. Original copy of expired license
- 3. Duly accomplished SBSR Data Inspection Sheet
- 4. Duly Notarized Facility Lease Contract (only for shipbuilding and ship repair)
- 5. Clearance for DENR (only for shipbreaking)

Annual Monitoring

- 1. Letter of Application
 - 2. Duly accomplished SBSR Data Inspection Sheet
-

II. APPLICATION FOR ISSUANCE OF WAIVER UNDER PD 1221

Pre-Approval

- 1. Letter of Application, stating the following:
 - Purpose or reason for drydocking;
 - Tentative date of drydocking; and
 - Name and place of shipyard where drydocking is to take place
- 2. Duly Notarized Affidavit by the owner or operator of the vessel to the effect that the Philippine is not one of the vessels port of call
- 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.

Post-Approval

- 1. Total Cost of Drydocking

III. APPLICATION FOR DISBURSEMENT OF SDF

Pre-Approval

1. Letter of Application (stating the purpose of use)
2. Pro-forma Invoice from 3 different suppliers.

Post-Approval

1. Proof of Payment of the purchased equipment/machinery
-

IV. APPLICATION FOR IMPORTATION OF VESSEL FOR SCRAPPING PURPOSES

Pre-Approval

1. Letter of Application including request for endorsement to DFA for issuance of PCPR, if necessary
2. General Arrangement Plan
3. MOA or Deed of Sale
4. Latest Certificate of Good Standing or Company Seal of the Registered Owner
5. Board Resolution/Power of Attorney authorizing the signatories to enter into and sign the MOA or DOS in behalf of the Registered Owner
6. Duly notarized Board Resolution, certified by the Board Secretary authorizing the filling of the application and designating the official representative to represent the company.
7. Copy of Valid Original CVR

Post-Approval

1. Certificate of Deletion of the vessel's registry, duly notarized/authenticated at the nearest Phil. Consulate/Embassy in the state of registry
 2. Duly Notarized/Authenticated MOA or DOS
 3. Protocol of Delivery and Acceptance
 4. Import Entry and Internal Revenue Declaration and Proof of Payment of the Import Duties and Taxes from the BUCUS. (original receipts shall be presented for verification purposes)
-

V. APPLICATION FOR IMPORTATION OF FLOATING DOCK

Pre-Approval

1. Letter of Application including request for endorsement to DFA for issuance of PCPR, if necessary
2. General Arrangement Plan
3. MOA or Deed of Sale
4. Latest Certificate of Good Standing or Company Seal of the Registered Owner
5. Board Resolution/Power of Attorney authorizing the signatories to enter into and sign the MOA or DOS in behalf of the Registered Owner
6. Duly Notarized Board Resolution certified by the Board Secretary authorizing the filling of the application and designating the official representative to represent the company.
7. Copy of Valid Original CVR
8. Latest Survey Report

Post-Approval

1. Certificate of Deletion of the vessel's registry, duly notarized/authenticated at the nearest Phil. Consulate/Embassy in the state of registry
 2. Duly Notarized/Authenticated MOA or DOS
 3. Protocol of Delivery and Acceptance
 4. Import Entry and Internal Revenue Declaration and Proof of Payment of the Import Duties and Taxes from the BUCUS. (original receipts shall be presented for verification purposes)
-

VI. APPLICATION FOR IMPORTATION OF SBSR MATERIALS EQUIPMENT, MACHINERY AND SPARE PARTS UNDER PD 666

Pre-Approval

1. Letter of Application
2. Pro-forma Invoice
3. NTC Clearance (for electronic equipment)

Post-Approval

1. Proof of Payment of the purchased equipment/machinery
-

VII. APPLICATION FOR BOI ENDORSEMENT FOR REGISTRATION AND AVAILMENT OF INVESTMENTS

1. Letter of Application
-

VIII. APPLICATION FOR ISSUANCE OF LAY-UP PERMIT

Pre-Approval

1. Letter of Application indicating vessel's particulars & expected date of arrival

Post-Approval

1. Letter specifying the exact date of arrival
-

IX. APPLICATION FOR ISSUANCE OF DEPARTURE CLEARANCE FOR LAID-UP VESSELS

Pre-Approval

1. Letter of Application including expected date of departure

Post-Approval

1. Letter specifying the exact date of departure
-

X. AUTHORITY TO ACQUIRE VESSELS THRU LOCAL CONSTRUCTION

Pre-Approval Documents

1. Letter of Application
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

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.
-

XI. APPLICATION FOR VESSEL PLANS APPROVAL

1. Letter of Application
2. At least three (3) copies of each of the following:
 - General Arrangement Plan
 - Construction Plan

- Midship Section
- Lines Plan (as applicable)

For Vessels 3 GT and above but below 15 GT (New and Existing)

1. Letter of Application
2. At least three (3) copies of each of the following:
 - General Arrangement Plan
 - Construction Plan
 - Midship Section

Additional Plans for Passenger Vessels

3. Passengers Accommodation Plan
4. Hydrostatic Curves (if applicable)
5. Inclining Experiment with Trim and Stability Calculations (if applicable)
6. Permissible Subdivision by Empirical Formula

For Vessels 15 GT and above but below 50GT (Existing)

1. General Arrangement Plan
2. Construction Plan
3. Lines Plan and Table of Offsets
4. Midship Section, W.T. and O.T. Bulkheads
5. Specification and Arrangement of Main Propulsion and Auxiliary Machineries
6. Shell Expansion Plan (For Steel Hull Vessels)

Additional Plans for Vessels with more than 4KW Generators or 20 Outlets

1. Deck Wiring Layout
2. Schematic Wiring Diagram
3. Schedule of Loads and Electrical Specifications

Additional Plans for Passenger Vessels

1. Hydrostatic Curves
2. Capacity Plan
3. Passenger Accommodation Plan
4. Permissible Subdivision by Empirical Formula
5. Inclining Experiment with Trim and Stability Calculations
6. Cross Curves of Stability
7. Statical Curve of Stability

Additional Plans for New Construction

1. Shafting and Propeller Arrangement and Specification
2. Welding Schedule and Specification (for Steel-Hull Vessels)
3. Scantling Calculation (for Steel-hull Vessels)

For Vessels 50 GT and above (Existing)

1. Lines Plan and Table of Offsets
2. General Arrangement Plan
3. Construction Plan
4. Midship Section, W.T. and O.T. Bulkheads
5. Hydrostatic Curves
6. Piping Plan (Diagramatic)
7. Fire Fighting Arrangement
8. Specification and Arrangement of Main Propulsion and Auxiliary machineries
9. Capacity Plan
10. Deck Wiring Layout
11. Schematic Wiring Diagram
12. Schedule of Loads and Electrical Specifications
13. Installation of Lightning Arrester (for wooden hull)
14. Inclining Experiment with Trim and Stability Calculation
15. Cross Curve of Stability

16. Statical Curves of Stability
17. Shell Expansion Plan (for steel-hull Vessels)

Addition Plans for Passenger Vessels

1. Passenger Accommodation Plan
2. Floodable Length Curves
3. Floodable Length Calculations
4. Emergency Escape Plan

Additional Plans for New Construction

1. Shafting and Propeller Arrangement and Specification
2. Welding Schedule and Specification (For steel-hulled vessels)
3. Scantling Calculation with Longitudinal Hull Girder Strength Calculation (for Steel-Hull Vessels)

For Non-propelled Barge and Similar Vessels (Existing)

1. General Arrangement Plan
2. Construction Plan
3. Midship Section, W.T. & O.T. Bulkhead, Ordinary and Web Frame
4. Shell Expansion Plan (for steel-hulled vessels)

Additional Plan for Ship Shape

1. Lines and Tables of Offsets
2. Hydrostatic Curves
3. Inclining Experiment with Trim and Stability Calculation
4. Capacity Plan

Additional Plans for New Construction

1. Welding Schedule and Specification (for steel hulled vessels)
2. Longitudinal Hull Girder Strength Section Modulus Calculation and Hull-Girder Movement of Inertia Computation

XII. ISSUANCE OF VESSELS CONSTRUCTION CERTIFICATE

1. Letter on Application
2. Periodical Survey

XIII. ISSUANCE OF TONNAGE MEASUREMENT CERTIFICATE

A. For Vessels 3 GT and above but below 15 GT (New and Existing)

1. Letter of Application
2. General Arrangement, Construction Plan and Midship Section

B. For Vessels 15 GT and above but below 50 GT (Existing)

1. Letter of Application
2. Lines, General Arrangement, Construction and Midship Section Plan

C. For Vessels 50 GT and above (existing)

1. Letter of Application
2. Lines Plan, General Arrangement Plan, Construction Plan, Midship Section and Capacity Plan
3. Duly notarized Builder's Certificate
4. Duly notarized Affidavit of Ownership

D. Re-issuance of ITC

1. Letter of Application
 2. Original ITC issued by the Classification Society or by Country of Origin
-

XIV. SUPERVISION OF INCLINING EXPERIMENT AND APPROVAL OF STABILITY CERTIFICATE

A. Supervision of Inclining Experiment

1. Letter of Application

B. Approval of Stability Certificate and Calculation

For Passenger Vessel 15 GT above but below 50 GT

1. Letter of Application
2. 3 sets of Stability Booklets with trim and Stability Calculation and Hydrostatic Curve

For Vessel 50 GT and above

1. Letter of Application
2. 3 sets Stability Booklet including Cross Curve Plan and Statistical Curve of Stability duly sealed and signed by a Registered Naval Architect and Marine Engineer

C. Authentication of Stability Calculation (for imported vessels)

1. Letter of Application
 2. 3 sets of Stability Booklets duly visa by Phil. Consulate at the country of origin
-

XV. APPROVAL OF COASTWISE AND INTERNATIONAL LOADLINE CERTIFICATE

New

1. Letter of Application
2. Loadline Calculation
3. 3 sets of Loadline Certificate
4. Approved copy of Lines Drawing, General Arrangement Plan & Hydrostatic Curves

Renewal

1. Letter of Application
 2. 3 sets of Loadline Certificate
 3. Loadline Survey Report
 4. Drydocking Certificate (if full term)
 5. Previous copy of Loadline Certificate
-

XVI. APPLICATION FOR APPROVAL AND AUTHENTICATION OF GRAIN LOADING BOOKLETS AND CARGO SECURING MANUALS

Grain Loading Booklets and Cargo Securing Manuals

1. Letter of Application
 2. 3 sets of Grain Loading Booklet or Cargo Securing Manual duly sealed and signed by a registered naval Architect and Marine Engineer or approved by an internationally accredited Classification Society
-

XVII. APPLICATION FOR ACCREDITATION OF THE FOLLOWING

1. Marine Surveying Company
2. Loadline Assignor
3. Authority to Conduct Inclining Experiment Test and Preparation of Stability Certificate

Documentary Requirements

1. Letter of Application
2. Certificate of Registration
3. List of all Marine Surveyors and their bio-data
 - SEC Registration Certificate of corporation or partnership – Articles of Incorporation/Partnership and By-laws
 - DTI Registration Certificate, if single proprietorship

4. Name(s) of the approving officer
 5. Copies of the surveyors professional licenses/certificates
-

APPLICATIONS FILED WITH MARITIME LEGAL AFFAIRS OFFICE

- 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. APPLICATION FOR ENDORSEMENT TO THE DOF FOR EXEMPTION FROM PAYMENT OF CUSTOMS DUTIES AND TAXES OF BAREBOAT CHARTERED VESSELS UNDER PDs 760/866/1711
 - IV. APPLICATION FOR ENDORSEMENT TO OTHER GOVERNMENT AGENCIES
 - V. ENDORSEMENT TO THE DOJ RELATIVE TO THE ISSUANCE OF AEP
-

I. APPLICATION FOR INCORPORATION OF MARITIME ENTERPRISES WITH SEC

1. Letter of Application (if filed directly with MARINA)
 2. Articles of Incorporation (and By-Laws)
-

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 Application (if filed directly with MARINA)
 2. Employment Contract/Secretary's Certificate
 3. Statement of Duties and Responsibilities
-

III. APPLICATION FOR ENDORSEMENT TO THE DOF FOR EXEMPTION FROM PAYMENT OF CUSTOMS DUTIES AND TAXES OF BAREBOAT CHARTERED VESSELS UNDER PDs 760/866/1711

1. Letter of Application (if filed directly with MARINA)
 2. Letter-authority (Bareboat Charter approval)
-

IV. APPLICATION FOR ENDORSEMENT TO OTHER GOVERNMENT AGENCIES

1. Letter of Application (if filed directly with MARINA)
-

V. ENDORSEMENT TO THE DOJ RELATIVE TO THE ISSUANCE OF AEP

1. Statement of Duties and Responsibilities
 2. Employment Contract/Secretary's Certificate
-

APPLICATIONS FILED WITH MARITIME SAFETY OFFICE

- I. DELETION OF VESSEL FROM PHILIPPINE REGISTRY
- II. ANNOTATION/REGISTRATION OF MORTGAGE
- III. RELEASE OF MORTGAGE
- IV. ISSUANCE OF CO/CVR
- V. APPLICATION FOR NEW ISSUANCE OF SPUO (3.01 TO 35 GT)
- VI. RENEWAL OF SPUO (3.01 TO 35 GT)
- VII. APPLICATION FOR NEW SPECIAL PERMIT TO UNLICENSED OFFICERS (ABOVE 35 GT)
- VIII. APPLICATION FOR RENEWAL OF SPECIAL PERMIT TO UNLICENSED OFFICER (35 GT AND ABOVE)
- IX. ISSUANCE OF NEW CERTIFICATE NUMBER/PERMIT TO OPERATE (MOTOR BANCA 3.0 GT AND BELOW)
- X. RENEWAL OF PO
- XI. RE-ISSUANCE OF LOST CN/PO
- XII. CHANGE OF OWNERSHIP THROUGH LOCAL SALE OF VESSEL
- XIII. RE-ISSUANCE OF CN/RECORDS OF CHANGES
- XIV. ISSUANCE OF MBOL
- XV. RENEWAL OF MBOL
- XVI. ISSUANCE OF COASTWISE LICENSE, BAY AND RIVER LICENSE AND PLEASURE YACHT LICENSE
- XVII. APPLICATION FOR ISSUANCE OF DISPENSATION PERMIT
- XVIII. ISSUANCE OF SPECIAL PERMIT TO NAVIGATE (SPN) CONDUCTION FOR DRYDOCKING PURPOSES
- XIX. ISSUANCE OF SPECIAL PERMIT TO CARRY NON PAYING PASSENGERS (FISHING VESSELS)
- XX. ISSUANCE OF SPECIAL PERMIT TO CARRY DANGEROUS/HAZARDOUS CARGO OR GOODS IN PACKAGED FORM
- XXI. REGISTRATION OF ENGINE AND DECK LOGBOOK ROLL BOOK AND OTHER BOOKS
- XXII. GENERAL DOCUMENTATION FEE
- XXIII. ACCREDITATION OF MARITIME SURVEYING COMPANY AS UNDERWATER SURVEYORS
- XXIV. APPLICATION FOR NEW BOAT CAPTAIN/ BOAT ENGINEER IDENTIFICATION CARD (ID) (FOR FISHING VESSELS 35 TO 150 GT)
- XXV. APPLICATION FOR RENEWAL OF BOAT CAPTAIN/BOAT ENGINEER IDENTIFICATION CARD
- XXVI. APPLICATION FOR ISM/NSM CERTIFICATION
- XXVII. APPLICATION FOR ISSUANCE RELATED TO SOLAS/PMMRR CERTIFICATES AND AUTHORIZATION
- XXVIII. APPLICATION FOR CERTIFICATION (RELATED TO BUCUS RELEASE OF THE VESSEL)
- XXIX. APPLICATION FOR RECOGNITION OF ORGANIZATION FOR ISM CODE IMPLEMENTATION IN THE DOMESTIC SHIPPING
- XXX. APPLICATION FOR ACCREDITATION OF LOCAL CLASSIFICATION SOCIETY
- XXXI. APPLICATION FOR SUPERVISION OF UNDERWATER INSPECTION SURVEY
- XXXII. REQUEST OF LETTER OF ESTIMATED VALUATION/ APPRAISAL OF VESSELS
- XXXIII. APPLICATION FOR THICKNESS GAUGING OF STEEL HULLED FISHING VESSELS

I. DELETION OF VESSEL FROM PHILIPPINE REGISTRY

- 1. Letter of Application
- 2. The original copy of CO/CVR or CVR if bareboat chartered vessel

II. ANNOTATION/REGISTRATION OF MORTGAGE

Bank as Mortgagee

- 1. Letter of Application
- 2. Duly Notarized Mortgage Contract in 4 sets; if perfected abroad, the Mortgage Contract is duly

- notarized and authenticated at the nearest Philippine Consulate
3. Original CO/CVR
 4. Original Receipt of BIR Documentary Stamp Tax paid

Court Ordered Registration of Maritime Liens and Encumbrances or as requested by a Lawyer/Law Firm for and in behalf of their client

1. Letter of application of a Lawyer/Firm attaching the nature of lien or copy of the Court Order certified by the Clerk of Court
-

III. RELEASE OF MORTGAGE

The Mortgage Bank

1. Letter of Application
2. Duly notarized Release of Mortgage, if the Mortgagee is based abroad, the Release of Mortgage shall be duly authenticated and notarized at the nearest Philippine Consulate
3. If the Release of Mortgage is lost, a Certified True Copy from the Mortgagee and letter to MARINA by the bank certifying authenticity of the document
4. Original CO/CVR

Release of Court Ordered Registration of Maritime Liens and Encumbrances or as Requested by a Lawyer/Law Firm for and In Behalf of their Client

1. Letter of application of a Lawyer/Law Firm
 2. Original or Duplicate copy of the settlement of Lien, duly notarized and or Copy of the Court Order certified by the Clerk of Court
-

IV. ISSUANCE OF CO/CVR

New Building, Imported vessel

1. Letter of Application
2. Class issued Tonnage Measurement and/or ITC 1969
3. Proof of Payment of Import Duties and Taxes from Bureau of Customs

Second hand, imported vessel

1. Letter of Application
2. Flag Administration issued ITC 1969 and/or MARINA issued Tonnage
3. Original Copy of the Certificate of Deletion
4. Proof of Payment of Import Duties and Taxes from the Bureau of Customs

Local Construction/Alteration/Vessel Conversion

1. Letter of Application
2. Tonnage Measurement/Admeasurement, ITC 1969

Change of Ownership thru Local Sale

1. Letter of Application
2. Signatories of the Deed of Absolute Sale are to be supported by their corporate Board Resolutions
3. Original CO/CVR. If lost, submit an Affidavit of Loss

Bareboat Chartered/Lease-Irrevocable-Purchase/ Lease with Option to Purchase Vessels

1. Letter of Application

Issuance of CVR to vessels with MARINA issued CO

1. Letter of Application
2. Photocopy of CO

Re-issuance of CO/CVR to vessels still with documents issued by PCG

1. Letter of Application
2. Original Copy of the CO/CPR. If lost, submission of the photocopy of the CO/CPR and Affidavit of Loss

3. Copy of the Admeasurement Certificate

Re-issuance of CO/CVR (Due to Loss)

1. Letter of Application
2. Duly Notarized Affidavit of Loss

(Due to Change of Vessel Name)

1. Letter of Application
2. Original CO/CVR

(Due to Change of Trading)

1. Letter of Application
2. Original CO/CVR

(Due to Change of Homeport)

1. Letter of Application
2. Original CO/CVR

(Due to Change of Engine)

1. Letter of Application
2. Original CO/CVR

(Due to Change of Service)

1. Letter of Application
2. Original CO/CVR
3. Tonnage Measurement Certificate

V. APPLICATION FOR NEW ISSUANCE OF SPUO (3.01 TO 35 GT)

1. Letter of Application
2. Affidavit of Experience of the applicant
3. Affidavit of owner/operator assuming the risk and responsibility for employing unlicensed Patron/Engr.
4. Photocopy of valid vessel Certificate of Inspection
5. ID Picture (passport size)
6. NBI/Police Clearance

VI. RENEWAL OF SPUO (3.01 TO 35 GT)

1. Letter of Application
2. Expired SPUO
3. Photocopy of valid Certificate of Inspection
4. ID Picture (passport size)

VII. APPLICATION FOR NEW SPECIAL PERMIT TO UNLICENSED OFFICERS (ABOVE 35 GT)

1. Letter of Application
 2. Valid NBI/Police Clearance
 3. Affidavit of Assumption of Risk and Responsibility by the Owner
 4. Photocopy of valid vessel Certification of Inspection
 5. Picture of Applicant (1" x 1") 2 copies
 6. Affidavit of Experience of the Applicant
-

VIII. APPLICATION FOR RENEWAL OF SPECIAL PERMIT TO UNLICENSED OFFICER (35 GT AND ABOVE)

1. Letter of Application
 2. Expired or about to expire SPUO
 3. Photocopy of valid Certificate of Inspection
 4. Picture of Applicant (1" x 1") 2 copies
-

IX. ISSUANCE OF NEW CERTIFICATE NUMBER/PERMIT TO OPERATE (MOTOR BANCA 3.0 GT AND BELOW)

1. Letter of Application
 2. Affidavit of Ownership/Barangay Certificate to establish ownership
 3. Side View Picture of the Vessel (5" X 7")
 4. Drawing/Skeletal Plan with actual measurement of the vessel (L X B X D)
-

X. RENEWAL OF PO

1. Letter of Application
 2. Photocopy of Expired or about To Expire Permit to Operate
-

XI. RE-ISSUANCE OF LOST CN/PO

1. Letter of Application
 2. Affidavit of Loss CN/PO
 3. Photocopy of CN/PO
-

XII. CHANGE OF OWNERSHIP THROUGH LOCAL SALE OF VESSEL

1. Letter of Application
 2. Deed of Sale or any other legal document that transferred ownership
 3. The original CN/PO of former owner
 4. Affidavit of Ownership of new owner
-

XIII. RE-ISSUANCE OF CN/RECORDS OF CHANGES

1. Change of Vessel Name
 2. Change of Trading
 3. Change of Homeport
 4. Change of Engine
 5. Change of Service (from fishing to Cargo, etc.)
-

XIV. ISSUANCE OF MBOL

1. Letter of Application
 2. Picture of Applicant (1" X 1") 2 copies
 3. Birth Certificate from Local Registrar or Affidavit of two (2) disinterested persons/Voter's ID
 4. Duly notarized Barangay Certification on the ability to operate a motor banca
 5. Certification that the applicant is resident of the barangay
-

XV. RENEWAL OF MBOL

1. Letter of Application
2. Photocopy of Expired or about to expire MBOL
3. Pictures of Applicant (1" X 1") 2 copies

XVI. ISSUANCE OF COASTWISE LICENSE, BAY AND RIVER LICENSE AND PLEASURE YACHT LICENSE

Issuance of License

1. Letter of Application
2. Photocopy of vessel CO/CVR
3. Payment of Energy Tax, for the issuance of PYL

Renewal of License

1. Letter of Application
 2. Expired or about to expire license
 3. Photocopy of valid CO/CVR
-

XVII. APPLICATION FOR ISSUANCE OF DISPENSATION PERMIT

New Issuance

1. Letter of Application
 2. Photocopy of duly authenticated PRC License of the applicant
 3. Photocopy of SIRB and record of sea experience
 4. Oath of undertaking duly notarized, executed by the company attesting to:
 - The seafarer's competence
 - Assumption of risk and responsibility by the owner/operator of the vessel
 - Their diligent search for a qualified competent officer
 5. Picture (2" X 2" in uniform) 2 pcs.
-

XVIII. ISSUANCE OF SPECIAL PERMIT TO NAVIGATE (SPN) CONDUCTION FOR DRYDOCKING PURPOSES

1. Letter of Application
 2. Photocopy of the vessel CI
-

XIX. ISSUANCE OF SPECIAL PERMIT TO CARRY NON PAYING PASSENGERS (FISHING VESSELS)

1. Letter of Application with the names of non-paying passengers and their respective ages
 2. Valid Certificate of Inspection
-

XX. ISSUANCE OF SPECIAL PERMIT TO CARRY DANGEROUS/HAZARDOUS CARGO OR GOODS IN PACKAGED FORM

1. Letter of Application
 2. PPA clearance on packaging, marking, and labeling of cargoes, or goods in packaged forms
 3. Cargo Stowage Plan
-

XXI. REGISTRATION OF ENGINE AND DECK LOGBOOK ROLL BOOK AND OTHER BOOKS

1. Letter of Application
-

XXII. GENERAL DOCUMENTATION FEE

1. Letter of Application

XXIII. ACCREDITATION OF MARITIME SURVEYING COMPANY AS UNDERWATER SURVEYORS

1. Letter of Application
2. Company's TIN No.
3. SEC Registration Certificate, if corporation or partnership
4. DTI Registration Certificate, if single proprietorship
5. Articles of Incorporation/Partnership and By-Laws
6. List of all Engineer/Divers and their Bio-data
7. Copies of Divers/Engineers professional licenses/certificates
8. Appointment of at least one (1) Registered Naval Architect and Marine Engineer (RENAME) designating as an approving officer with respect to underwater surveying activities
9. Photocopy of all underwater surveying equipment/apparatus such as:
 - At least two (2) underwater still photo cameras
 - At least ten (10) bottles of oxygen
 - Close circuit television (CCT)
 - At least five (5) diving suits and gear
 - Underwater ultrasonic Thickness Gauge apparatus
 - Underwater Communication System
 - Surface supplied air system; and
 - Hull scrubber/cleaning apparatus

XXIV. APPLICATION FOR NEW BOAT CAPTAIN/BOAT ENGINEER IDENTIFICATION CARD (ID) (FOR FISHING VESSELS 35 TO 150 GT)

1. Letter of Application
2. Certificate of Training from Accredited Training Center
3. Certificate of Employment from the present employer
4. Photocopy of valid SIRB
5. Picture of Applicant (1"X1") 2 copies

XXV. APPLICATION FOR RENEWAL OF BOAT CAPTAIN/BOAT ENGINEER IDENTIFICATION CARD

1. Letter of Application
2. Expired ID
3. Picture of Applicant (1"X1") 2 copies
4. Photocopy of valid SIRB

NOTE:

These are premised on the following

1. That records of applications received can be readily made accessible to evaluators, otherwise, the projected processing time can not be achieved.
2. That instead of cutting processing time, it has further contributed to making the processing of applications longer than necessary because of the shifting of responsibility of retrieving vital documents to the evaluators.

MARITIME OPERATIONS & SAFETY DIVISION

XXVI. APPLICATION FOR ISM/NSM CERTIFICATION

New Application:

Issuance of Interim DOC/SMC

1. Letter of Application
2. Copy of the Company Safety Management System (SMS) Manual

Issuance of Short and/or Full Term DOC/SMC

1. Letter of Application
2. Copy of the Company Safety Management System (SMS) Manual
3. Copy of proof of evidence consisting of the four (4) dynamic elements
4. Company/Ship Audit Report (Applicable if audit was carried-out by ROs)

Renewal

1. Letter of Application
 2. Copy of the Company Safety Management System (SMS) Manual
 3. Company/Ship Audit Report (Applicable if Audit was carried-out by RO's)
-

XXVII. APPLICATION FOR ISSUANCE RELATED TO SOLAS/PMMRR CERTIFICATES AND AUTHORIZATION

1. Letter of Application
 2. Inspection/Survey Report by MARINA, and/or Recognized Organization/other Flag State
 3. Valid class status survey report (If the vessel is classed)
-

XXVIII. APPLICATION FOR CERTIFICATION (RELATED TO BUCUS RELEASE OF THE VESSEL)

1. Letter of Application
-

XXIX. APPLICATION FOR RECOGNITION OF ORGANIZATION FOR ISM CODE IMPLEMENTATION IN THE DOMESTIC SHIPPING

1. Letter of Application
-

XXX. APPLICATION FOR ACCREDITATION OF LOCAL CLASSIFICATION SOCIETY

1. Letter of Application
 2. SEC Registration Certificate
 3. Articles of Incorporation and By-Laws
 4. Name of Signatory/ies
 5. List of surveyors, technical, managerial, and support staff, and Code of Ethics
 6. Classification Rule Books
 7. Documented System of the organization's development, implementation and maintenance of an effective internal quality system
 8. ISO Certificate
-

XXXI. APPLICATION FOR SUPERVISION OF UNDERWATER INSPECTION SURVEY

1. Letter of Application
-

XXXII. REQUEST OF LETTER OF ESTIMATED VALUATION/APPRaisal OF VESSELS

1. Letter of Application
-

XXXIII. APPLICATION FOR THICKNESS GAUGING OF STEEL HULLED FISHING VESSELS

1. Letter of Application
 2. Original copy of Recent Shell Expansion Plan
-