

DOMESTIC SHIPPING OFFICE

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)