

APPLICATION FOR THE ISSUANCE/RENEWAL OF LICENSES

- Issuance/Renewal of Coastwise License (CWL)
- Issuance/Renewal of Bay & River License (BRL)
- Issuance/Renewal of Pleasure Yacht License (PYL)

Schedule of Availability of Service:

Daily, from Monday to Friday
7:00 AM – 6:00 PM without noon break

Who May Avail of the Service:

All Shipping Companies/Shipowners/Operators/Charterers

What Are the Requirements:

1. Letter Application/Request
2. Photocopy of Certificate of Ownership (CO)
3. Photocopy of Certificate of Philippine Registry (CPR)
4. Photocopy of the Expired or about to expire license (applicable for Application for Renewal of License)
5. Proof of payment of Energy Tax (applicable for Application for Issuance/Renewal of PYL)

Duration : 1 day (480 minutes)

How to Avail of the Service:

Step	Applicant/Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fee	Form
1	Secures the checklist of documentary requirements from the Officer of the Day (OTD) and files the application	Provides the checklist of documentary requirements	5 minutes	Officer of the Day (OTD)		
2	Submits all documentary requirements to the Officer of	Screens the documents according to its completeness	30 minutes	Officer of the Day		

	the Day	and authenticity			
		If acceptable, issues Authority To Accept Payment (ATAP)	15 minutes	Officer of the Day	
3	Pays the corresponding amount of processing fee to the Cashier	Receives payment from the applicant and issues corresponding Official Receipt (OR)	15 minutes	Cashier	<p>1. Coastwise License (CWL)</p> <ul style="list-style-type: none"> ▪ P18.00/NT for Power Driven Ships ▪ P16.00/NT for Non-Power Driven Ships <p>2. Bay & River License (BRL)</p> <ul style="list-style-type: none"> ▪ P16.00/NT or P250.00/ship whichever is higher for Power Driven Ships ▪ P13.00/NT or P250.00/ship whichever is higher for Non-Power Driven Ships <p>3. Registration/Issuance of Pleasure Yacht License (PYL)</p> <p>.1 Powered</p> <ul style="list-style-type: none"> ▪ P4,680.00 + Energy Tax for 15.00 GT and below ▪ P6,240.00 + Energy Tax for 15.01 GT to 49.99 GT ▪ P7,800.00 + Energy Tax for 50.00 GT to 99.99 GT ▪ P9,360.00 + Energy Tax for 100.00 GT and above <p>.2 Without Power</p> <ul style="list-style-type: none"> ▪ P160.00 + Energy Tax for 15.00 GT and below ▪ P310.00 + Energy Tax for 15.01 GT to 49.99 GT ▪ P470.00 + Energy Tax for 50.00 GT to 99.99 GT ▪ P620.00 + Energy Tax for 100.00 GT and above

					<p>.3 With Sail and Emergency Power</p> <ul style="list-style-type: none"> ▪ P2,340.00 + Energy Tax for 15.00 GT and below ▪ P3,900.00 + Energy Tax for 15.01 GT to 49.99 GT ▪ P5,460.00 + Energy Tax for 50.00 GT to 99.99 GT ▪ 7,020.00 + Energy Tax for 100.00 GT and above <p>4. Renewal of Pleasure Yacht License (PYL)</p> <p>.1 P310.00 + Energy Tax</p> <p>5. Energy Tax</p> <p>.1 P3,120.00 for 5.00 Meters and below</p> <p>.2 P7,800.00 for More than 5.00 Meters but not more than 15.00 Meters</p> <p>.3 P12,480.00 for More than 15.00 Meters but not more than 25.00 Meters</p> <p>.4 P17,160.00 for More than 25.00 Meters but not more than 35.00 Meters</p> <p>.5 P26,520.00 for More than 35.00 Meters to 55.00 Meters</p> <p>.6 P40,560.00 for More than 55.00 Meters</p>	
4	Proceeds to the Records Section and files Application	Receives application and assigns Application Control Number using the Data	5 minutes	Receiving Clerk (Records)		

		Tracking System (DTRACKS)		Section)		
		Prepares and Attaches Routing Slip to the Application	5 minutes	Receiving Clerk (Records Section)		
		Forwards Application to the Secretary, Domestic Shipping Service (DSS)	10 minutes	Receiving Clerk (Records Section)		
		Logs-in Application in the DTRACKS to acknowledge receipt	5 minutes	Secretary, DSS		
		Records Application in the logbook	10 minutes	Secretary, DSS		
		Forwards Application to the DSS, Director for assignment to the SRDD	5 minutes	Secretary, DSS		
		Assigns Application to the Chief, Ship Registration and Documentation Division (SRDD)	5 minutes	Director, DSS		
		Affixes initial in the Routing Slip	5 minutes	Director, DSS		
		Forwards Application to the Secretary, DSS	5 minutes	Director, DSS		
		Forwards Application to the SRDD	5 minutes	Secretary, DSS		
		Logs-in Application in the DTRACKS to acknowledge receipt	5 minutes	Clerk, SRDD		
		Records Application in the logbook	10 minutes	Clerk, SRDD		
		Forwards Application to the Chief, SRDD for assignment to the Evaluator	5 minutes	Clerk, SRDD		
		Assigns Application to the Evaluator	5 minutes	Chief, SRDD		
		Affixes initial in the Routing Slip	5 minutes	Chief, SRDD		

		Forwards Application to the Clerk, SRDD	5 minutes	Chief, SRDD		
		Records in the logbook the name of assigned Evaluator	5 minutes	Clerk, SRDD		
		Forwards Application to the Evaluator	5 minutes	Clerk, SRDD		
		Receives Application for evaluation	5 minutes	Evaluator, SRDD		
		Evaluates Application/checks completeness and authenticity of submitted documents	30 minutes	Evaluator, SRDD		
		Verifies from the records status of payment of Annual Tonnage Fee (ATF)	10 minutes	Evaluator, SRDD		
		If acceptable, the following shall be undertaken:		Evaluator, SRDD		
		<ul style="list-style-type: none"> ▪ Assigns License Certificate Number 	10 minutes			
		<ul style="list-style-type: none"> ▪ Encodes information/ship particulars using the Vessel Registration Data System (VRDAS) 	15 minutes			
		<ul style="list-style-type: none"> ▪ Prints Draft License Certificate 	15 minutes			
		<ul style="list-style-type: none"> ▪ Drafts Executive Brief (EB) 	30 minutes			
		Submits Application with draft EB and License Certificate to the Chief, SRDD for review/editing	5 minutes	Evaluator, SRDD		
		Affixes initial in the Routing Slip	5 minutes	Evaluator, SRDD		
		Reviews/edits draft EB and License Certificate	30 minutes	Chief, SRDD		
		Returns Application with draft	5 minutes	Chief,		

		EB and License Certificate to the Evaluator, SRDD for revision/editing and/or finalization		SRDD		
		Affixes initial in the Routing Slip	5 minutes	Chief, SRDD		
		Revises/edits and/or finalizes draft EB and License Certificate	15 minutes	Evaluator, SRDD		
		Prints EB and License Certificate in triplicate copies	15 minutes	Evaluator, SRDD		
		Forwards processed Application to the Chief, SRDD for signature/initial	5 minutes	Evaluator, SRDD		
		Affixes initial in the Routing Slip	5 minutes	Evaluator, SRDD		
		Reviews EB and License Certificate	15 minutes	Chief, SRDD		
		Signs EB and affixes initial in the duplicate and triplicate copies of the License Certificate	5 minutes	Chief, SRDD		
		Forwards processed Application to the Director, DSS for approval and signature	5 minutes	Chief, SRDD		
		Affixes initial in the Routing Slip	5 minutes	Chief, SRDD		
		Reviews Application. If acceptable, signs License Certificate, if there are corrections, returns Application to the Chief, SRDD for revision/editing/ appropriate action	45 minutes	Director, DSS		
		Forwards Application to SRDD for release or for editing and/or other appropriate action	5 minutes	Director, DSS		
		Affixes initial in the Routing	5 minutes	Director,		

		Slip		DSS		
		Logs out Application in the DTRACKS	5 minutes	Clerk, SRDD		
		Releases Application to the Records Section, if already signed	5 minutes	Clerk, SRDD		
5	Receives the certificate	Receives Application	5 minutes	Releasing Clerk		
		Releases License Certificate to the applicant	15 minutes	Releasing Clerk		
		Logs-out Application in the DTRACKS	5 minutes	Releasing Clerk		
END OF TRANSACTION						