

APPLICATION FOR REGISTRATION OF SHIPS OPERATING IN PHILIPPINE WATERS (pursuant to MC No. 2013-02)

- Application for Issuance of Certificate of Ownership (CO) / Certificate of Philippine Registry (CPR) for Newly-built /Second Hand Imported Ships
 - Application for Issuance of Certificate of Ownership (CO) / Certificate of Philippine Registry (CPR) for Ship(s) Acquired through Bareboat Charter/ Lease-Irrevocable Purchase/ Lease with Option to Purchase
 - Application for Issuance of Certificate of Ownership (CO) / Certificate of Philippine Registry (CPR) for Locally Constructed Ships
 - Application for Re-Issuance of Certificate of Ownership (CO) / Certificate of Philippine Registry (CPR) due to Change of Ownership
 - Application for Re-issuance of Certificate of Ownership (CO) / Certificate of Philippine Registry (CPR) due to Change of Homeport
 - Application for Re-issuance of Certificate of Ownership (CO) / Certificate of Philippine Registry (CPR) due to Change of Engine
 - Application for Re-issuance of Certificate of Ownership (CO) / Certificate of Philippine Registry (CPR) due to Change of Ship Name
 - Application for Re-issuance of Certificate of Ownership (CO) / Certificate of Philippine Registry (CPR) due to Change of Business Name and/or Company Address
 - Application for Re-issuance of Certificate of Ownership (CO) / Certificate of Philippine Registry (CPR) due to Change of Ship's Particulars/ Trading Area/ Type of Service
 - Application for Re-issuance of Certificate of Ownership (CO) / Certificate of Philippine Registry (CPR) due to Ship Alteration/Conversion
 - Application for Re-issuance of Certificate of Ownership (CO) / Certificate of Philippine Registry (CPR) due to Lost/Damaged Certificate
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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 (pursuant to MC No. 2013-02):

- **Application for Issuance of Certificate of Ownership (CO) / Certificate of Philippine Registry (CPR) for Newly-built /Second Hand Imported Ships**
 1. Letter Application/Request
 2. Proof of Identity of the shipping company, shipowner/operator or charterer
 - .1 Copy of DTI Certificate of Registration if Single Proprietorship
 - .2 Copy of SEC Certificate of Registration with Articles of Incorporation/Partnership if Corporation/Partnership
 - .3 Copy of CDA Certificate of Accreditation if Cooperative

- .4 Copy of Certificate of Accreditation if MARINA-accredited entity
 - 3. Copy of the MARINA letter-authority to acquire ship through importation
 - 4. Clearance for Registration
 - 5. Copy of MARINA-issued Tonnage Measurement Certificate
 - 6. Authorization issued to Classification Society (for newly-built)
 - 7. Copy of Vessel Name Clearance
 - 8. IMO Number (if applicable)
 - 9. Notarized Board Resolution/Secretary's Certificate for the designation of authorized signatory(ies) and representative(s) for Corporation/Partnership/Cooperative or Notarized Special Power of Attorney for Single Proprietorship
 - 10. Proof of payment of processing fee
- **Application for Issuance of Certificate of Ownership (CO) / Certificate of Philippine Registry (CPR) for Ship(s) Acquired through Bareboat Charter / Lease-Irrevocable Purchase/ Lease with Option to Purchase**
 - 1. Letter Application/Request
 - 2. Proof of Identity of the shipping company, shipowner/operator or charterer
 - .1 DTI Certificate of Registration if Single Proprietorship
 - .2 SEC Certificate of Registration with Articles of Incorporation/Partnership if Corporation/Partnership
 - .3 CDA Certificate of Accreditation if Cooperative
 - .4 Certificate of Accreditation if MARINA-accredited entity
 - 3. Copy of the MARINA letter-authority to acquire ship through bareboat charter/lease-irrevocable purchase/lease with option to purchase
 - 4. Clearance for Registration
 - 5. Copy of MARINA-issued Tonnage Measurement Certificate
 - 6. Copy of Vessel Name Clearance
 - 7. IMO Number (if applicable)
 - 8. Notarized Board Resolution/Secretary's Certificate for the designation of authorized signatory(ies) and representative(s) for Corporation/Partnership/Cooperative or Notarized Special Power of Attorney(SPA) for Single Proprietorship
 - 9. Proof of payment of processing fee
 - **Application for Issuance of Certificate of Ownership (CO) / Certificate of Philippine Registry (CPR) for Locally Constructed Ships**
 - 1. Letter Application/Request
 - 2. Proof of Identity of the shipping company, shipowner/operator or charterer
 - .1 Copy of DTI Certificate of Registration if Single Proprietorship
 - .2 Copy of SEC Certificate of Registration with Articles of Incorporation/Partnership if Corporation/Partnership

- .3 Copy of CDA Certificate of Accreditation if Cooperative
- .4 Copy of Certificate of Accreditation if MARINA-accredited entity

- 3. Copy of Certificate of Construction
- 4. Copy of Tonnage Measurement Certificate
- 5. Copy of Vessel Name Clearance
- 6. Notarized Board Resolution/Secretary's Certificate for the designation of authorized signatory(ies) and representative(s) for Corporation/Partnership/Cooperative or Notarized Special Power of Attorney for Single Proprietorship
- 7. Proof of payment of processing fee

- **Application for Re-Issuance of Certificate of Ownership (CO) / Certificate of Philippine Registry (CPR) due to Change of Ownership**

- 1. Letter Application/Request
- 2. Proof of Identity of the shipping company, shipowner/operator or charterer
 - .1 Copy of DTI Certificate of Registration if Single Proprietorship
 - .2 Copy of SEC Certificate of Registration with Articles of Incorporation/Partnership if Corporation/Partnership
 - .3 Copy of CDA Certificate of Accreditation if Cooperative
 - .4 Copy of Certificate of Accreditation if MARINA-accredited entity
- 3. Approval of Sale and Transfer of Ownership
 - .1 Copy of Decision issued by this Authority's Franchising Service (FS) or concerned MARINA Regional Office (MRO) if ship is covered by a Certificate of Public Convenience (CPC)
 - .2 Copy of letter-approval issued by this Authority's Domestic Shipping Service (DSS) Shipping Business Division (SBD) or concerned MRO if ship is not covered by a Certificate of Public Convenience (CPC)
- 4. Copy of Cancellation/Release of Mortgage for ships with Annotated Mortgage
- 5. Copy of Court Order for ships under Levy
- 6. Copy of Notice of Award for ships auctioned by the Bureau of Customs (BOC)
- 7. Copy of Court Order for ships confiscated by government agencies
- 8. Proof of Publication of Sale and Transfer of Ownership in a newspaper of general/national circulation
- 9. Original copy of Certificate of Ownership (CO) and Certificate of Philippine Registry (CPR)
- 10. Notarized Board Resolution/Secretary's Certificate for the designation of authorized signatory(ies) and representative(s) for Corporation/Partnership/Cooperative or Notarized Special Power of Attorney (SPA) for Single Proprietorship
- 11. Proof of payment of processing fee

- **Application for Re-Issuance of Certificate of Ownership (CO) / Certificate of Philippine Registry (CPR) due to Change of Homeport**

1. Letter Application/Request
 2. Original copy of Certificate of Philippine Registry (CPR)
 3. Copy of Certificate of Change of Homeport
 4. Notarized Board Resolution/Secretary's Certificate for the designation of authorized signatory(ies) and representative(s) for Corporation/Partnership/Cooperative or Notarized Special Power of Attorney (SPA) for Single Proprietorship
 5. Proof of payment of processing fee
- **Application for Re-Issuance of Certificate of Ownership (CO) / Certificate of Philippine Registry (CPR) due to Change of Engine**
 1. Letter Application/Request
 2. Original copy of Certificate of Ownership (CO) and Certificate of Philippine Registry (CPR)
 3. Copy of Tonnage Measurement Certificate
 4. Notarized Board Resolution/Secretary's Certificate for the designation of authorized signatory(ies) and representative(s) for Corporation/Partnership/Cooperative or Notarized Special Power of Attorney (SPA) for Single Proprietorship
 5. Proof of payment of processing fee
 - **Application for Re-Issuance of Certificate of Ownership (CO) / Certificate of Philippine Registry (CPR) due to Change of Ship Name**
 1. Letter Application/Request
 2. Clearance from this Authority's Legal Service (LS) or concerned MRO
 3. Copy of Vessel Name Clearance
 4. Original copy of Certificate of Ownership (CO) and Certificate of Philippine Registry (CPR)
 5. Proof of Publication/Posting of Change of Ship Name
 - .1 **For ships 15.00 GT and above engaged in coastwise operation** : Proof of Publication once in a newspaper of general/national circulation
 - .2 **For ships 15.00 GT and above engaged in ferry operation:** Proof of Publication once in a newspaper of regional/local circulation
 - .3 **For ships below 15.00 GT:** Proof of Posting and Certification from the concerned Barangay Council that Notice to the Public has been posted in the Barangay(s) where the ports of call of the ship is located
 6. Original copy of Certificate of Ownership (CO) and Certificate of Philippine Registry (CPR)
 7. Notarized Board Resolution/Secretary's Certificate for the designation of authorized signatory(ies) and representative(s) for Corporation/Partnership/Cooperative or Notarized Special Power of Attorney (SPA) for Single Proprietorship
 8. Proof of payment of processing fee
 - **Application for Re-Issuance of Certificate of Ownership (CO) / Certificate of Philippine Registry (CPR) due to Change of Business Name and/or Company Address**

1. Letter Application/Request
 2. Original copy of Certificate of Ownership (CO) and Certificate of Philippine Registry (CPR)
 3. Copy of Clearance from this Authority's Legal Service
 4. Copy of Certificate of Accreditation for MARINA-accredited entity
 5. Copy of SEC/CDA Certification and Amended Articles of Incorporation/Cooperation for corporation/partnership/cooperative
 6. Notarized Board Resolution/Secretary's Certificate for the designation of authorized signatory(ies) and representative(s) for Corporation/Partnership/Cooperative or Notarized Special Power of Attorney (SPA) for Single Proprietorship
 7. Proof of payment of processing fee
- **Application for Re-Issuance of Certificate of Ownership (CO) / Certificate of Philippine Registry (CPR) due to Change of Ship's Particulars/ Trading Area/ Type of Service**
 1. Letter Application/Request
 2. Original copy of Certificate of Ownership (CO) and Certificate of Philippine Registry (CPR)
 3. Copy of the newly-issued Tonnage Measurement Certificate
 4. Notarized Board Resolution/Secretary's Certificate for the designation of authorized signatory(ies) and representative(s) for Corporation/Partnership/Cooperative or Notarized Special Power of Attorney (SPA) for Single Proprietorship
 5. Proof of payment of processing fee
 - **Application for Re-Issuance of Certificate of Ownership (CO) / Certificate of Philippine Registry (CPR) due to Ship Alteration/Conversion**
 1. Letter Application/Request
 2. Original copy of Certificate of Ownership (CO) and Certificate of Philippine Registry (CPR)
 3. Copy of Clearance from this Authority's Legal Service (LS) or concerned MRO
 4. Copy of Certificate of Construction/Conversion/Re-building
 5. Copy of the newly-issued Tonnage Measurement Certificate
 6. Notarized Board Resolution/Secretary's Certificate for the designation of authorized signatory(ies) and representative(s) for Corporation/Partnership/Cooperative or Notarized Special Power of Attorney (SPA) for Single Proprietorship
 7. Proof of payment of processing fee
 - **Application for Re-Issuance of Certificate of Ownership (CO) / Certificate of Philippine Registry (CPR) due to Lost/Damaged Certificate**
 1. Letter Application/Request
 2. Notarized Affidavit of Loss
 3. Notarized Affidavit of Non-encumbrance
 4. Police Report or Certification issued by Barangay Council

5. Proof of Publication of the Notice to the Public for the Lost of CO/CPR once in a newspaper of general/national circulation for ships engaged in coastwise trading
6. Certification issued by the concerned Barangay Council where the ship is homeported of the Posting of Notice to Public for the Lost of CO/CPR
7. Copy of Clearance from this Authority's Legal Service (LS) or concerned MRO
8. Original copy of CO/CPR (if damaged)
9. Copy of Tonnage Measurement Certificate
10. Notarized Board Resolution/Secretary's Certificate for the designation of authorized signatory(ies) and representative(s) if Applicant is Corporation/Partnership/Cooperative; and Notarized Special Power of Attorney if Applicant is Single Proprietor
11. Proof of payment of processing fee

Duration: 1 day and 4 hours (720 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 the Day	Screens the documents according to its completeness and authenticity	30 minutes	Officer of the Day		
		If acceptable, issues Authority to Accept Payment (ATAP)	15 minutes	Officer of the Day		
3	Pays to the Cashier the corresponding amount of processing fee	Receives payment from the applicant and issues corresponding Official Receipt (OR)	15 minutes	Cashier	<ul style="list-style-type: none"> • Issuance/Re-issuance of Certificate of Ownership (CO) <ul style="list-style-type: none"> ▪ P300.00 for 3 GT & below ▪ P600.00 + P3.00/GT for 3.01 GT to 14.99 GT 	

					<ul style="list-style-type: none"> ▪ P900.00 + P3.00/GT for 15 GT to 34.99 GT ▪ P1,200.00 + P3.00/GT for 35 GT to 99.99 GT ▪ P1,500.00 + P3.00/GT for 100 GT to 224.99 GT ▪ P1,800.00 + P3.00/GT for 250 GT to 499.99 GT ▪ P2,100.00 + P3.00/GT for 500 GT & above • Issuance/Re-issuance of Certificate of Philippine Registry (CPR) <ul style="list-style-type: none"> ▪ P300.00 for 3 GT & below ▪ P600.00 + P3.00/GT for 3.01 GT to 14.99 GT ▪ P900.00 + P3.00/GT for 15 GT to 34.99 GT ▪ P1,200.00 + P3.00/GT for 35 GT to 99.99 GT ▪ P1,500.00 + P3.00/GT for 100 GT to 224.99 GT ▪ P1,800.00 + P3.00/GT for 250 GT to 499.99 GT 	
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					<ul style="list-style-type: none"> • P2,100.00 + P3.00/GT for 500 GT & above 	
4	Proceeds to the Records Section and files Application	Receives Application and assigns Application Control Number using the Data Tracking System (DTRACKS)	5 minutes	Receiving Clerk (Records Section)		
		Prepares and attaches Routing Slip to Application Papers	5 minutes	Receiving Clerk (Records Section)		
		Forwards Application to the Secretary of the 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 to the Director, DSS 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		
		Receives Application	5 minutes	Clerk, SRDD		
		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	5 minutes	Clerk, SRDD		

		Chief, SRDD for assignment to the Evaluator				
		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	90 minutes	Evaluator, SRDD		
		<p>If acceptable, the following shall be undertaken:</p> <ul style="list-style-type: none"> ▪ Assigns Official Number ▪ Encodes information/ship particulars using the Vessel Registration Data System (VRDAS) ▪ Prints C/CPR ▪ Drafts Executive Brief (EB) 	<p>15 minutes</p> <p>30 minutes</p> <p>15 minutes</p> <p>90 minutes</p>	Evaluator, SRDD		
		Submits Application with draft EB and CO/CPR 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 CO/CPR	60 minutes	Chief, SRDD		

		Returns Application with draft EB and CO/CPR to the Evaluator, SRDD for revision/editing and/or finalization	5 minutes	Chief, SRDD		
		Affixes initial on the Routing Slip	5 minutes	Chief, SRDD		
		Revises/edits and/or finalizes draft EB and CO/CPR	30 minutes	Evaluator, SRDD		
		Prints EB and CO/CPR in triplicate copies	15 minutes	Evaluator, SRDD		
		Affixes initial on the EB	5 minutes	Evaluator, SRDD		
		Forwards processed Application to the Chief, SRDD for signature/initial	5 minutes	Evaluator, SRDD		
		Affixes initial in the Routing Slip	2 minutes	Evaluator, SRDD		
		Reviews EB and CO/CPR	30 minutes	Chief, SRDD		
		Signs the EB and affixes initial on the duplicate and triplicate copies of the CO/CPR	5 minutes	Chief, SRDD		
		Forwards Application to the Director, DSS for approval and signature	5 minutes	Chief, SRDD		
		Affixes initial on the Routing Slip	5 minutes	Chief, SRDD		
		Reviews Application	60 minutes	Director, DSS		
		If acceptable, signs the CO/CPR.	5 minutes			
		Affixes initial in the Routing Slip	5 minutes	Evaluator, SRDD		
		Forwards Application to SRDD for release to the CRU	5 minutes	Secretary, DSS		
		Logs out Application in the DTRACKS	5 minutes	Clerk, SRDD		
		Forwards Application to the CRU for release	5 minutes	Clerk, ODAO		
5	Receives the Certificates	Receives Application	5 minutes	Releasing Clerk,		

				CRU		
		Releases the certificate to the applicant	15 minutes	Releasing Clerk, CRU		
		Logs-out Application in the D-TRACKS	5 minutes	Releasing Clerk, CRU		
END OF TRANSACTION						