

**APPLICATION FOR THE ISSUANCE / RE-ISSUANCE OF TONNAGE MEASUREMENT CERTIFICATE (under MC 2007-04)**

**Schedule of Availability of Service:**

Daily, From Monday to Friday  
7:00 AM to 6:00 PM without noon break  
(Note: Payment of fees shall only be made from 8:00 am – 5:00 pm)

**Who may avail of the Service:**

All Philippine Ship Owners / Operator / Charterers / Managers of Philippine Registered-Ships; All Concerned Registered Naval Architect & Marine Engineers; and all Other Concerned

**What are the requirements:**

<b>For Issuance</b>	<b>For Re-issuance</b>
<ol style="list-style-type: none"><li>1. Letter of Application for Admeasurement / Re-Admeasure</li><li>2. Duly notarized Builder's Certificate (for New Construction)</li><li>3. Shipbuilding Contract, Memorandum of Agreement or other proofs of ownership, i.e. Duly Notarized Affidavit of Ownership (For New Construction)</li><li>4. Previous Certificate of Tonnage Measurement for existing (imported) registered vessels</li><li>5. Duly notarized Affidavit from the applicant / company / operator / manager, that the ship was not altered / modified / converted since its previous admeasurement, where applicable</li></ol>	<ol style="list-style-type: none"><li>1. Letter of Application</li><li>2. Builder's Certificate for altered / modified / Converted Vessels</li><li>3. Duly notarized Affidavit from the applicant / company / operator / manager, that the ship was not altered / modified / converted since its previous admeasurement, where applicable</li><li>4. Previous copy or Certificate of Tonnage Measurement</li><li>5. Copy of CO and CPR</li></ol>

Note: For New Building and Re-admeasurement, the following MARINA approved plans (*SRS Copy, if applicable*) shall be provided for computation/calculation of tonnage measurement:

1. General Arrangement Plan
2. Construction Plan
3. Mid-ship Section Plan
4. Lines Drawing
5. Capacity Plan

**For New Issuance:**

**Duration:**

Two (2) Days after payment / providing proof of payment / after computation of Tonnage

**How to Avail of the Service:**

<b>Issuance of Domestic / International Tonnage Measurement Certificate</b>						
<b>Step</b>	<b>Applicant / Client</b>	<b>Service Provided</b>	<b>Duration of Activity (Under Normal Circumstances)</b>	<b>Person / Office in Charge</b>	<b>Fee</b>	<b>Form</b>
1.	Secure the checklist of documentary requirements from the Officer of the Day (OTD) and completes the documentary requirements	Provide the application form and the checklist of documentary requirements	5 minutes	Officer of the Day (OTD)		
2.	Verify the completeness of the documentary requirements	Screens the documentary requirements	15 minutes	Authorized SRS Personnel	N/A	SRS-SF13
3.	Submit application letter together with the complete documentary requirements	Receive application, log-on to D-Tracks and forward to SRS	20 minutes	Records Section	N/A	N/A
		Receives / logs / record application, prepare and	15 minutes	SRS Secretary	N/A	N/A

		attach routing slip and forward to SRS Director																		
		Check the documents and affix initial in the routing slip then assign to the NAMED Chief	10 minutes	SRS Director	N/A	N/A														
		Check the documents and affix initial in the routing slip then assign to a NAMED Surveyor / Inspector	10 minutes	NAMED Chief	N/A	N/A														
		Evaluate and re-check the completeness of the submitted documents and schedule required inspection	15 minutes	NAMED Surveyor / Inspector	N/A	N/A														
		Conduct Admeasurement / Re-admeasurement on the vessel	Depends on the G.T. of the vessel and location	NAMED Surveyor/Inspector	N/A	N/A														
		Calculate / recalculate Tonnage based on the actual measurement	Depends on the G.T. of the vessel	NAMED Surveyor / Inspector	N/A	N/A														
		Prepare Authority to Accept Payment (ATAP)	10 minutes	NAMED Surveyor / Inspector	N/A	N/A														
4.	Pay corresponding fee	Accept payment and issue Official Receipt (OR)	10 minutes	Cashier	<p>According to the G.T. of the vessel + ₱15.00 documentary stamp.</p> <p>A. Domestic Tonnage Certificate</p> <table border="1"> <thead> <tr> <th>GT</th> <th>₱</th> </tr> </thead> <tbody> <tr> <td>3 &amp; below</td> <td>550.00</td> </tr> <tr> <td>3.01 – 14.99</td> <td>700.00</td> </tr> <tr> <td>15.00 – 34.99</td> <td>950.00</td> </tr> <tr> <td>35 – 99.99</td> <td>1,750.00</td> </tr> <tr> <td>100 – 249.99</td> <td>6,100.00</td> </tr> <tr> <td>250 – 499.99</td> <td>8,200.00</td> </tr> </tbody> </table>	GT	₱	3 & below	550.00	3.01 – 14.99	700.00	15.00 – 34.99	950.00	35 – 99.99	1,750.00	100 – 249.99	6,100.00	250 – 499.99	8,200.00	
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5.	Provide SRS proof of payment. Give a copy of the official receipt and ATAP	Receive proof of payment and forward the documents together with the Calculation Report and OR to the SRS Encoder	5 minutes	NAMED Surveyor / Inspector	N/A	N/A																		
		Prepare draft of Tonnage Measurement Certificate based on the submitted documents then return to the Surveyor / Inspector for checking	15 minutes	SRS Encoder	N/A	N/A																		
		Check the drafted Tonnage Measurement Certificate then forward to NAMED Chief for final editing	15 minutes	NAMED Surveyor / Inspector	N/A	N/A																		
		Edit for finalization the drafted Tonnage Measurement Certificate then forward to the Encoder	20 minutes	NAMED Chief	N/A	N/A																		

		Finalize the Tonnage Measurement Certificate then forward to the Surveyor / Inspector	15 minutes	SRS Encoder	N/A	N/A
		Check / review documents and Certificate and affix initials / signature in the Tonnage Measurement Certificate then forward to the NAMED Chief	15 minutes	NAMED Surveyor / Inspector	N/A	N/A
		Check / review documents and Certificate and affix initials / signature in the Tonnage Measurement Certificate then forward to the Secretary	15 minutes	NAMED Chief	N/A	N/A
		Check the documents and forward to the Director for approval and signature	10 minutes	SRS Secretary	N/A	N/A
		Affix initials / signature in the documents and return to the Secretary	10 minutes	SRS Director	N/A	N/A
		Log-out in D-Tracks the approved application then forward to the Records Section	10 minutes	SRS Secretary	N/A	N/A
6.	Secure a copy of the Certificate for the applied application	Release the approved documents / application	10 minutes	Records Section	N/A	N/A

**For Re-issuance:**

**Duration:**

Two (2) Days after receiving the application from the Records Section

**How to Avail of the Service:**

<b>Re-issuance of Domestic / International Tonnage Measurement Certificate</b>												
<b>Step</b>	<b>Applicant / Client</b>	<b>Service Provided</b>	<b>Duration of Activity (Under Normal Circumstances)</b>	<b>Person / Office in Charge</b>	<b>Fee</b>	<b>Form</b>						
1.	Secure the checklist of documentary requirements from the Officer of the Day (OTD) and completes the documentary requirements	Provide the application form and the checklist of documentary requirements	5 minutes	Officer of the Day (OTD)								
2.	Verify the completeness of the documentary requirements	Screens the documentary requirements	15 minutes	Authorized SRS Personnel	N/A	SRS-SF13						
3.	Pay the corresponding fee	Accept payment and issue Official Receipt	10 minutes	Cashier	Regardless of Gross Tonnage: <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Domestic</th> <th style="width: 50%;">International</th> </tr> <tr> <th colspan="2" style="text-align: center;">₱</th> </tr> </thead> <tbody> <tr> <td>550.00 Certificate + 15.00 Documentary Stamp</td> <td>5,000.00 Certificate + 15.00 Documentary Stamp</td> </tr> </tbody> </table>	Domestic	International	₱		550.00 Certificate + 15.00 Documentary Stamp	5,000.00 Certificate + 15.00 Documentary Stamp	N/A
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4.	Submit application letter together with the complete documentary requirements and copy of the Official Receipt and ATAP	Receive application, log-on to D-Tracks and forward to SRS	20 minutes	Records Section	N/A	N/A						
		Receives / logs / record	15 minutes	SRS	N/A	N/A						

		application, prepare and attach routing slip and forward to SRS Director		Secretary		
		Check the documents and affix initial in the routing slip then assign to the NAMED Chief	10 minutes	SRS Director	N/A	N/A
		Check the documents and affix initial in the routing slip then assign to a NAMED Engineer	10 minutes	NAMED Chief	N/A	N/A
		Evaluate and re-check the completeness of the submitted documents and check the changes made (reasons for re-issuance) i.e, change of vessel name, ownership, business address, trading or vessel's utilization then forward to the SRS Encoder for drafting	15 minutes	NAMED Engineer	N/A	N/A
		Prepare draft of Tonnage Measurement Certificate based on the submitted documents then return to the NAMED Engineer	15 minutes	SRS Encoder	N/A	N/A
		Check the drafted Tonnage Measurement Certificate then forward to NAMED Chief for final editing	15 minutes	NAMED Engineer	N/A	N/A
		Edit for finalization the	20 minutes	NAMED	N/A	N/A

		drafted Tonnage Measurement Certificate then forward to the Encoder		Chief		
		Finalize the Tonnage Measurement Certificate then forward to the NAMED Engineer	15 minutes	SRS Encoder	N/A	N/A
		Check / review documents and Certificate and affix initials / signature in the Tonnage Measurement Certificate then forward to the NAMED Chief	15 minutes	NAMED Engineer	N/A	N/A
		Check / review documents and Certificate and affix initials / signature in the Tonnage Measurement Certificate then forward to the Secretary	15 minutes	NAMED Chief	N/A	N/A
		Check the documents and forward to the Director for approval and signature	10 minutes	SRS Secretary	N/A	N/A
		Affix initials / signature in the documents and return to the Secretary	10 minutes	SRS Director	N/A	N/A
		Log-out in D-Tracks the approved application then forward to the Records Section	10 minutes	SRS Secretary	N/A	N/A
5.	Secure a copy of the Certificate for the applied application	Release the approved documents / application	10 minutes	Records Section	N/A	N/A