



MARITIME INDUSTRY AUTHORITY

30 October 2008

MARINA ADVISORY NO. 17

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TO : ALL SHIPPING COMPANIES, SHIPOWNERS / SHIP OPERATORS, CHARTERERS, SHIPBUILDING / SHIP REPAIR OPERATORS, SEAFARERS, MANNING AGENTS AND OTHER MARITIME ENTITIES AND OTHER CONCERNED

SUBJECT : IMPLEMENTATION / OPERATIONALIZATION OF THE MARINA CENTRAL RECEIVING UNIT

Notice is hereby given that effective 15 November 2008, all applications except those SIRB-related, shall be filed and received at the MARINA Central Unit (CRU), located at the Third Floor, Masagana Building.

1. Receiving of Applications/Documents
 - 1.1 Color-coded checklist of requirements for each office shall be available outside the CRU.
 - 1.2 Screening officers shall check the completeness of the documents submitted by the applicant and issue the corresponding Authority to Accept Payment (ATAP). Applications with incomplete documents shall not be accepted.
 - 1.3 The applicant shall present the ATAP and pay the corresponding fees at the cashier.
 - 1.4 Paid applications together with complete set of documents shall be received by the Record Officer.
2. Applicant/liason officers are strictly off-limits inside any of the MARINA offices.
3. Follow-up can only be entertained at CRU, using the document tracking system available in computer station provided for the purpose.
4. Processing of applications shall follow the standards/set processing time.

For strict compliance.

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and Officer-in-Charge, MARINA

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