REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF TRANSPORTATION

MARITIME INDUSTRY AUTHORITY

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MARINA ADVISORY
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TO : ALL SHIPPING COMPANIES, SHIP OWNERS, SHIP OPERATORS, CHARTERERS, SHIPMANAGERS, CORPORATION, ENTITIES FIRMS AND OTHER MARITIME ENTERPRISES CONCERNED

SUBJECT: MARINA OVERSEAS SHIPPING SERVICE INFORMATION AND MONITORING SYSTEM

In the interest of the service, notice is hereby given that as part of its intensified campaign to eliminate bureaucratic red tape, avert graft and corrupt practices, and to promote transparency and sustain ease of doing business, the MARINA Overseas Shipping Service Information and Monitoring System procedures are hereby adopted as follows:

1. Go to **https://ossims.marina.gov. ph**

2. For existing companies, select the ACCREDITATION OF SHIPPING COMPANIES and enter the Company's Taxpayer Identification Number (TIN) then click the verify button. Click OK.

    2.1 For New Companies, Click the Register link in Step 1, then you will be redirected to registration page https://ossims.marina.gov.ph/registration.php). Fill up all the necessary information needed. Proceed to Step 4.

    2.2 For Special Permits, Click the Special Permit Register link in Step 1, then you will be redirected to Special Permit Registration page (https://ossims.marina.gov.ph/SpecialPermit_Registration.php). Fill up all the necessary information needed. Proceed to Step 4.

3. After verification in Step 2, you will be redirected to the Create Email address and Password page. Enter Company's Email address and Password (password should be alphanumeric and minimum of 8 characters), then click submit button. Confirmation window will appear that you have successfully submitted your email.
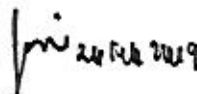
4. Check your email for the Email Confirmation from OSSIMS. Then click Activate Account.

5. After you click the Activate Account link in Step 4, confirmation window will appear, then click OK and proceed to LOGIN page.

6. LOGIN the Company's Email Address and Password.

7. After successful login, you will be redirected to the Company's Profile page.

8. Click the Application tab, then select TYPE OF APPLICATION. The set of requirements of that application will be listed.

9. Click the Choose File button then select the file that you will upload. Click the Upload button. Only PDF files with less than 2MB size per document can be uploaded. After all the requirements are uploaded click the APPLY button.

10. Check for status. If all documents are complete, proceed to Overseas Shipping Service for final evaluation and issuance of Authority to Accept Payment (ATAP). The application will not be accepted if the documents are incomplete or not acceptable upon verification. Notice of deficiency will appear along in the Remarks portion along with statement why Application is incomplete.

11. Overseas Shipping Service has the option to cancel the application if the submitted documents are not completed within two (2) months from activation of the account.

12. Upon payment of the applicable fees, the application will be accepted for final evaluation and issuance of the appropriate approval and/or certificates.

13. The submission of documents as post approval conditions shall apply.

14. The provisions of Republic Act (RA) 10173, otherwise known as the Data Privacy Act on protection of confidentiality, preserve the integrity and promote the availability of data for authorized use shall apply.

For the information and guidance of all concerned.

VADM NARCISO A VINGSON JR
Officer-in-Charge
Office of the Administrator

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