

APPLICATION FOR ACCREDITATION OF SHIPPING COMPANIES UNDER MC NO. 181 & 186

Schedule of Availability of Service:

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

Who may avail of the service:

All persons, corporations, firms and other entities in the maritime industry engaged or shall engage in ship agency, ship agents, husbanding, ship chandling, and other maritime related enterprises.

What are the requirements:

1. Letter of Application;
2. Duly notarized Minutes of the Meeting of the Board of Directors of the company, in case of new officers and stockholders;
3. List of principal officers supported by Bio-data with head photograph and indicate shipping experience;
4. Copy of Certificate of Registration with SEC, Articles of Incorporation (AOI) and By-Laws (for Corporation and Partnership);
5. Registration of Business Name issued by the Department of Trade and Industry (for Single Proprietorship);
6. Company Tax Identification Number (TIN); and
7. Latest Certification from SEC of the company's increase of paid-up capitalization (if applicable)

Duration: Five (5) working days

How to Avail of the Service:

Step	Applicant/Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Screening Form
1	Secures 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)		OSO-SF01
2	Proceeds to the OTD and submits the documentary requirements	Checks completeness of documentary requirements.	10 minutes	OTD		
		If complete, the Officer of the Day issues the Authority to Accept Payment (ATAP) and instructs the Applicant to proceed to the Cashier for payment.	5 minutes	OTD		
		If incomplete, returns the application to the Applicant for completion/				

		compliance				
3.	Pays to the Cashier the corresponding amount of processing fee	Receives payment from Applicant; issues and attaches the corresponding Official Receipt (OR) then advise the applicant to proceed to Records Section	5 minutes	Cashier	<ul style="list-style-type: none"> • Under MC 181 – P10,350.00 Under MC 186: <ul style="list-style-type: none"> ▪ Single Proprietorship – P6,350.00 ▪ Partnership/ Corporation – P9,200.00 ▪ Cooperatives – P9,200.00 ▪ Amendment of Certificate – P2,300.00 ▪ Change of Company Name – P2,300.00 	
4.	Proceeds to the Records Section	Receives the application and forwards the application to OSS.	5 minutes	Records Section		
		Receives and logs-in application in the DTracks/ logbook & attaches an assignment card /(index card) in the application form and forwards the	5 minutes	OSS Secretary/ Receiving Clerk		

		application to the Division Chief for assignment.				
		OSS Division Chief assigns application to Evaluator.	5 minutes	OSS Director/OIC		
		Evaluates the application. If in order/ complies with existing rules/ regulation/policies, the evaluator recommends approval; drafts Executive Brief, letter approval and Accreditation Certificate.	2.5 days	Evaluator		
		If it does not conform with existing rules/regulations/ policies, Evaluator drafts Letter of Disapproval.				
		Edits and reviews the application. If in order, affixes her initials in the Executive Brief and Accreditation Certificate, then	40 minutes	OSS Division Chief		

		forwards the application to the Director.				
		Recommends approval, signs the Executive Brief and affixes his initial in the Letter and signs the Accreditation Certificate	20 minutes	Director		
		Logs-out the application in the DTracks/logbook and forwards the application to the Office of the DAO.	5 minutes	OSS Releasing Clerk		
		Receives and logs-in the application in the DTracks/logbook.	5 minutes	ODAO Receiving Clerk		
		Further reviews the application.	40 minutes	ODAO Executive Assistant		
		Signs/approves the application.	20 minutes	Deputy Administrator for Operations		
		Logs-out the application in the DTracks/logbook then forwards the application to Records Section for release.	10 minutes	ODAO Releasing Clerk		

		Receives and logs-in the application in the DTracks/logbook	5 minutes	Records Section Receiving Clerk		
5	Receives Letter and Certificate of Accreditation at the Records Section	Releases and logs-out the application to the applicant; retains copy of all the documents for safekeeping; then forwards one copy of Accreditation Certificate to OSS.	10 minutes	Records Section Releasing Clerk		
END OF TRANSACTION						