

APPLICATION FOR THE ACCREDITATION OF COMPANIES UNDER MC 2006-003

Schedule of Availability of Service:

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

Who may avail of the service:

1. Citizenship/Equity Participation

- 1.1. The applicant must be a citizen and permanent resident of the Philippines;
- 1.2. Commercial partnership wholly owned by Filipino, or a corporation at least sixty (60%) of the capital of which is owned by Filipino;
- 1.3. Cooperative duly registered with the relevant government agency

2. Nature of Business Undertaking

2.1. For corporations, partnerships and cooperatives

The purpose of the entity as reflected in the Articles of Incorporation, Articles of Cooperation or Articles of Partnership, shall include the term “to engage in domestic shipping business/operation”.

- 2.2. For single proprietorships, it shall have domestic shipping business/operation as an activity or concern reflected in the business registration with the Department of Trade and Industry(DTI)/Mayor’s/Business Permit.

3. Management Competency Requirement

- 3.1. For Corporations, Partnerships, Cooperatives: at least two(2) of the company’s principal officers (e.g., President, Vice-President for Operations, or General Manager or their equivalents) shall have at least two (2) years experience in ship management, shipping operations and/or chartering/shipping related.

Additionally, in case of corporations, the Chief executive Officer (CEO) and the Chief Operating Officer (COO), or their equivalents, shall be citizens and permanent residents of the Philippines.

- 3.2. For single proprietorships: the owner/operator or a principal officer shall have at least two (2) years of experience in ship management, shipping operations and/or chartering/shipping related experience.
- 3.3. For owners/operators whose motorbancas have total gross tonnage range from 1-35 GRT, submission of the following documents shall be required instead:

3.3.1. For owner/operator with motorbanca below 3GRT Certificate of Number/Permit to Operate of the motorbanca and Motorboat Operator License of the motorbanca operator

3.3.2. For owner/operator with 3-35 GRT – Boat Captain License and the Marine Diesel Mechanics.

What are the requirements:

1. Letter of Application
2. List of ships owned/chartered (if applicable) indicating ship(s) specifications as supported by corresponding certificate of ownership/Certificate of Vessel Registry
3. List of names and the corresponding position of the company's/entity's partners/directors and principal officers
4. Bio-data of principal officers/owner (for single proprietorship) (with photo) reflecting their experience for at least two (2) years related to their main line of business
5. Copy of Certificate of Registration with the Department of Trade and Industry (DTI) (for single proprietorship) and the copy of the Original application with the DTI
6. Copy of the Certificate of Registration, Articles of Incorporation & By-Laws issued by Securities and Exchange Commission (SEC) (for corporation & partnership)
7. Latest certification from SEC of the company's increase of paid-up capitalization (if applicable)/Latest Audited Financial Statement (for existing companies)
 - Bank Certification (for single proprietorship)

Duration: 1 day & 1 hour

How to Avail of the Service:

Step	Applicant/Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Form
1.	Secures the checklist of documentary requirements from the SBD, DSS, and completes the documentary requirements then files the application	Provide the application form and the checklist of documentary requirements	5 minutes	Screening Officer		DSS-SF01

2.	Proceeds to the Screening Officer and submits the documentary requirements	Checks completeness of documentary requirements.	10 – 30 minutes	Screening Officer		
		If complete, the screening officer issues the Authority to Accept Payment (ATAP) and instructs the applicant to proceed to the Cashier for payment.	5 minutes	Screening Officer		
		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 Central Receiving Unit (CRU)	5 minutes	Cashier	Corporation/C cooperative– P8,580.00 Partnership– P5,150.00 Single Proprietorship P780.00 Cooperative – P4, 300.00	
4.	Proceeds to the Records Section	Receives the application and forwards the application to DSS.	10 minutes	Receiving Clerk (Records Section)		
		Receives and logs-in the application in the DTracks/ logbook DSS Secretary forwards the application to the Director for assignment.	5 minutes	DSS Secretary		
		Forwards the application to the SBD	10 minutes	DSS Director		
		Receives and logs-in the application and forwards it to SBD Division Chief	5 minutes	SBD Clerk		
		Assigns the application to the Evaluator.	10 minutes	SBD Division		

				Chief		
		Evaluates the application. If in order/ complies with existing rules/ regulation/policies, the evaluator recommends approval; drafts Executive Brief and prepares the Accreditation Certificate.	2.5 hours	Evaluator		
		Edits and reviews the application. If in order, signs and affixes his/her initials in the Executive Brief/ Accreditation Certificate, then forwards the application to the Director.	1 hour	SBD Division Chief		
		Signs the Accreditation Certificate..	30 minutes	DSS Director		
		Logs-out the application in the DTracks/logbook; then forwards the application to the Records Section for release.	10 minutes	SBD Releasing Clerk		
END OF TRANSACTION						