

APPLICATION FOR THE ISSUANCE OF AUTHORITY TO ACQUIRE SHIP THRU IMPORTATION/OUTRIGHT PURCHASE/LEASE PURCHASE/ LEASE IRREVOCABLE-PURCHASE/BAREBOAT CHARTER

Schedule of Availability of Service:

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

Who may avail of the service:

All persons, corporations, partnerships, firms and entities acquiring ships of any type intended for domestic operations and fishing vessels/boats for domestic or overseas use.

What are the requirements:

1. Letter of Application
2. Memorandum of Agreement (MOA)/Deed of Sale/Bill of Sale
 - In case of Taiwanese-registered ships, the Agreement/Deed of Sale should be noted and verified by Manila Economic and Cultural Office (MECO) and duly notarized by a Notary Public in Taiwan
3. Duly notarized Resolution of the company's Board of Directors, certified by the Board Secretary authorizing the filing of the application and designating the Officials/authorized representatives to represent the applicant-company
4. Latest Certificate of Good Standing/Company Seal or Business Registration of the ship's registered owners showing its current list of Directors/Officers
5. Power of Attorney or Board Resolution authorizing the signatory to the MOA/Deed of Sale/Bill of Sale to act as such in behalf of the registered owner.
6. Certificate of Ship's Original Registry/Nationality
 - In case of Taiwanese-registered ships, the Ship's registry/Nationality should be noted and verified by Manila Economic and Cultural Office (MECO) and duly notarized by a Notary Public in Taiwan
7. General Arrangement Plan of the Ship
8. Class Certificate or Equivalent Certificate in case of newbuilding (if applicable)
9. Latest and Valid Survey Report (not applicable to newbuilding)
10. Builder's Certificate/Shipbuilding Contract (for newbuilding only and if no MOA/Deed of Sale is submitted)
11. Certification from the classification society that the ship was constructed in accordance with the standards/rules and regulations of the classification society (for newbuilding only)
12. Clearance from the Bureau of Fisheries and Aquatic Resources (BFAR) (for fishing vessels only)

13. Notarized Undertaking that the ship is not in the Philippine territory; its intended port of entry; estimated time of arrival in the Philippines and the port of origin; and schedule of actual physical inspection of imported ship
14. International Tonnage Certificate (ITC)

Duration: 1 day & 5 hours

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; completes the documents; then files the application	Provide the checklist of documentary requirements	10 minutes	Screening Officer		
2.	Proceeds to the Screening Officer and submits application together with the documentary requirements	Checks completeness of documentary requirements.	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	1. Vessels 10 years old and below – (P10,300.00/vessel) 2. Vessels over 10 years old (P20,590.00/vessel) 3. High Speed Craft (P31,200.00/vessel) 4. Fishing Vessels - Vessels 10 years and below (P10,300.00/vessel) - Vessels over 10 years old (P20,590.00/vessel)	
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 then forwards the application to the DSS Director for work assignment	5 minutes	DSS Secretary		
		Forwards the application to the Division Chief of 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.	5 minutes	Division Chief		

		Evaluates the application. If in order/complies with existing rules/regulation/policies, the evaluator recommends approval; drafts Executive Brief and prepares the necessary Letter Approval.	3.5 hours	Evaluator		
		If it does not conform with existing rules/regulations/policies, Evaluator drafts Letter of Disapproval.	1.5 hours	Evaluator		
		Edits and reviews the application. If in order, signs and affixes his/her initials in the Executive Brief/ Letter Approval/, then forwards the application to the DSS Director.	1 hour	SBD Division Chief		
		Signs the Executive Brief and affixes his/her initials in the Letter Approval and recommends approval of the application.	1 hour	DSS Director		
		Logs-out the application in the DTracks/logbook; forwards the application to the DAO.	10 minutes	DSS Releasing Clerk		
		Receives and logs-in the application in the	10 minutes	ODAO Receiving Clerk		

		DTracks/ logbook.				
		Further reviews the application.	1 hour	EA		
		Affixes initials and recommends approval of the application.	30 minutes	Deputy Administrator For Operations		
		Logs-out the application in the DTracks/logbook; then forwards the application to OADM.	10 minutes	ODAO Releasing Clerk		
		Receives and logs-in the application in the DTracks/logbook.	10 minutes	OADM Receiving Clerk		
		Further reviews the application.	1 hour	COS		
		Signs/approves the application.	30 minutes	Administrator		
		Logs-out the application in the DTracks/logbook; then forwards the application to the Records Section for release.	5 minutes	OADM Releasing Clerk		
		Receives and logs-in the application in the DTracks/logbook	5 minutes	Receiving Clerk (Records Section)		

5.	Releases and receives Certificate 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 Memo/ Executive Brief Letter Approval/Certificate/ Permit to DSO.	10 minutes	Releasing Clerk (Records Section)		
END OF TRANSACTION						