

**APPLICATION FOR THE TEMPORARY PHILIPPINE REGISTRATION UNDER /BAREBOAT  
CHARTER/RENEWAL/EXTENSION OF BAREBOAT CHARTER**

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**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 shipping companies, Shipowners, operators and managers of Philippine-registered seagoing ships

**What are the requirements:**

1. Letter of Application;
2. Bareboat Charter Contract duly signed (with names of the signatories printed);
3. Assignment of Bank Deposit, if applicable
4. 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
5. Consent to the bareboat charter registration in the Philippines by the State of original registry or copy of a Certificate of Deletion or Suspension
6. Copy of the Certificate of Good Standing of the registered owner recently issued by the State of original registry
7. Power of Attorney or Board Resolution authorizing the signatory to the bareboat charter party to act as such in behalf on the registered owners
8. Copy of the Valid Certificate of Vessel Registry (Patente)
9. For New Buildings

- a. Builder's Certificate

For Sub-charter

- a. Consent from the registered owner
- b. Certificate of Good Standing of Disponent Owner

**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 files the application	Provide the checklist of documentary requirements	5 minutes	Officer of the Day (OTD)		
2	Proceeds to the OTD and submits the documentary requirements	Checks completeness of documentary requirements.	30 minutes	OTD		
		If complete, the OTD 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.	10 minutes	Cashier	<ul style="list-style-type: none"> <li>Ship Charter/ Extension of Charter Period – P24,800.00 for the first three (3) years and additional P5,300.00 for every year thereafter</li> </ul>	

4	Proceeds to the Records Section	Receives the application and forwards the application to OSS.	10 minutes			
		Receives and logs-in the application in the DTracks/ logbook & attaches an assignment card \ (index card) in the application form and forwards the application to the Division Chief for work assignment	10 minutes	OSS Secretary/ Clerk		
		Assigns the application to the Evaluator	20 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/	2.5 days	Evaluator		
		Edits and reviews the submitted draft Executive Brief and Letter Approval. If in order, Division Chief/OIC affixes her initial in the Executive Brief then forwards the application to the Director for signature/approval.	40 min.	Division Chief		
		If it does not conform with existing rules/regulations/ policies, Evaluator drafts Letter of Disapproval.		Evaluator		
		Further review/ signs the Executive Brief and affixes his initial in the Letter Approval	20 minutes	Director		
		Releases/Logs-out the	10 minutes	OSS		

		application in the DTracks/logbook and forwards the application to the Office of the Deputy Administrator for Operations (ODAO).		Secretary Releasing Clerk		
		Receives and logs-in the application in the DTracks/logbook and forwards to the Executive Assistant.	5 minutes	ODAO Receiving Clerk		
		Reviews the application and forwards to DAO	40 minutes	ODAO Executive Assistant		
		Affixes initial/ approves the application and returns to the Secretary/Clerk	20 minutes	DAO		
		Logs-out/D-Tracks the application and then forwards the application to the Office of the Administrator.	10 minutes	ODAO Releasing Clerk		
		Receives and logs-in the application in the DTracks/logbook.	5 minutes	OADM Receiving Clerk		
		Further reviews the application.	45 minutes	Executive Assistant		
		Signs/approves the application.	20 minutes	Administrator		
		Logs-out the application in the DTracks/logbook then forwards the application to Records Section for release.	10 minutes	OADM Releasing Clerk		
		Receives and logs-in the application in the DTracks/logbook	10 minutes	Records Section Receiving Clerk		

5	Receives Letter Approval 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 Letter Approval to OSS.	15 minutes	Records Section Releasing Clerk		
<b>END OF TRANSACTION</b>						