

**ISSUANCE OF LICENSE TO ENGAGE IN SHIPBUILDING AND SHIP REPAIR (SBSR), AFLOAT SHIP REPAIR (ASR), and BOAT BUILDING - For New Entrants / Existing with Upgrading**

**Schedule of Availability of Service:**

Weekdays, From Monday to Friday

7:00 am to 6:00 pm (without noon break)

(Note: Payment of fees shall only be made from 8:00 am to 5:00 pm)

**Who may Avail of the Service:**

All Shipbuilding, Ship Repair, Ship Breaking and Boat Building Companies/Entities; All Others Concerned

**What are the Requirements**

*For Issuance*

1. Letter of Application
2. Certificate of Registration with SEC duly supported by the Articles of Incorporation / Partnership and By-Laws or Certificate of Business Name from DTI
3. Alien Employment Permit Issued by DOLE or BID (For Foreign National)
4. Proof of Employment and Bio-Data of Technical and Skilled Personnel
5. Proof of Training for Management, Technical and Skilled Personnel (e.g. integrated coastal management, shipyard management, boatyard management, etc)
6. Proof of Ownership of Shipyard / Ship Breaking facility or Lease Contract valid for at least One (1) year (in case the facility is leased/rented)
7. Valid Mayor's Permit

8. Valid Clearance from DENR (Environmental Compliance Certificate) for shipyard facilities and class A boat building yards
9. Duly Accomplishment Data sheet prescribed by the Administrator

*For Annual*

1. Letter of Application
2. Copy of Original License/Certificate of Registration
3. Duly Accomplish Data Sheet prescribed by the Administration, inclusive of proof of employment of Technical & Skilled Personnel
4. Latest Financial Statement

*For Renewal*

1. Letter of Application
2. Valid Mayor's Permit
3. Valid Clearance from DENR (Environmental Compliance Certificate) for shipyard facilities and class A Boat Building yards
4. Duly Accomplishment Data Sheet prescribed by the Administration
5. Proof of Employment and Bio-Data of Technical and Skilled Personnel

**Duration:**

2.08 days after receiving the application from the Records Section

**How to Avail of the Service:**

**FOR ISSUANCE/RENEWAL**

Step	Applicant/Client	Service Provided	Duration of Activity (under normal circumstances)	Person /Office In Charge	Fee	Form														
1.	Secure 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)		SRS-SF01														
2.	Verify the completeness of the documentary requirements	Screen the documentary requirements and prepare Authority to Accept Payment (ATAP) if the documents are completed	10 mins	Authorized SRS Personnel / Screening Officer	-	SRS-SF01														
3.	Pay the corresponding fee	Accept payment and issued Official Receipt (OR)	10 mins	Cashier	<table border="1"> <thead> <tr> <th>CATE-GORY</th> <th>FEE</th> </tr> </thead> <tbody> <tr> <td>Large</td> <td>₱ 47,300.00</td> </tr> <tr> <td>Medium</td> <td>₱ 35,600.00</td> </tr> <tr> <td>Small</td> <td>₱ 24,000.00</td> </tr> <tr> <td>ASR</td> <td>₱ 12,500.00</td> </tr> <tr> <td>BB/A</td> <td>₱ 21,800.00</td> </tr> <tr> <td>BB/B</td> <td>₱ 4,400.00</td> </tr> </tbody> </table>	CATE-GORY	FEE	Large	₱ 47,300.00	Medium	₱ 35,600.00	Small	₱ 24,000.00	ASR	₱ 12,500.00	BB/A	₱ 21,800.00	BB/B	₱ 4,400.00	-
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4.	Submit application letter together with	Received application, Log-on to D-Tracks and	10 mins	Records Section	-	-														

	the complete documentary requirements and copy of the Official Receipt & ATAP	forward to responsible Office (SRS)				
		Received/Logs/Record application, prepare and attached routing slip and forward to the SRS Director	15 mins	SRS Secretary	-	-
		Check the documents and affix initial in the routing slip then assign the application to SDLD Chief	10 mins	SRS Director	-	-
		Check the documents and affix initial in the routing slip then assign SDLD Inspector/Evaluator	10 mins	SDLD Chief	-	-
		Coordinate to secretary for schedule of inspection of shipyard facilities of the company	10 mins	SDLD inspector/evaluator	-	-
		Inspection of shipyard facilities in the morning and come back in the afternoon	5 to 10 hrs	SDLD inspector/evaluator	-	-
		Prepare the Evaluation Report, Inspection Report, Executive Brief and License/Cert. of	2 to 3 hrs	SDLD inspector/evaluator	-	-

		Registration for initial/signature of Chief SDLD				
		Check/review the application/documents and affix initials/signature for approval report of inspector/evaluator then forward to SDLD Director	15 mins	Chief SDLD	-	-
		Check & approved the application/documents and affix/signature report of inspector/evaluator then return to secretary	15 mins	SRS Director	-	-
		Log-out in D-Tracks and release the approved application then forward to the CRU/Record Section	15 mins	SRS Secretary	-	-
5.	Secure a copy of the documents for the applied application	Release the approved documents/application	10 mins	Record Section	-	-

**FOR ANNUAL**

Step	Applicant/Client	Service Provided	Duration of Activity (under normal circumstances)	Person /Office In Charge	Fee		Form						
1.	Secure 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)			SRS-SF01						
2.	Verify the completeness of the documentary requirements	Screen the documentary requirements and prepare Authority to Accept Payment (ATAP) if the documents are completed	10 mins	Authorized SRS Personnel / Screening Officer	-		SRS-SF01						
3.	Pay the corresponding fee	Accept payment and issued Official Receipt (OR)	10 mins	Cashier	<table border="1"> <thead> <tr> <th data-bbox="1495 1133 1629 1224">CATE-GORY</th> <th data-bbox="1629 1133 1793 1224">FEE</th> </tr> </thead> <tbody> <tr> <td data-bbox="1495 1224 1629 1279">Large</td> <td data-bbox="1629 1224 1793 1279">₱ 12,400.00</td> </tr> <tr> <td data-bbox="1495 1279 1629 1334">Medium</td> <td data-bbox="1629 1279 1793 1334">₱ 9,300.00</td> </tr> </tbody> </table>	CATE-GORY	FEE	Large	₱ 12,400.00	Medium	₱ 9,300.00	-	
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					Small	₱ 6,300.00	
					ASR	₱ 5,400.00	
					BB/A	₱ 5,700.00	
					BB/B	₱ 2,900.00	
4.	Submit application letter together with the complete documentary requirements and copy of the Official Receipt & ATAP	Received application, Log-on to D-Tracks and forward to responsible Office (SRS)	10 mins	Records Section	-	-	
		Received/Logs/Record application, prepare and attached routing slip and forward to the SRS Director	15 mins	SRS Secretary	-	-	
		Check the documents and affix initial in the routing slip then assign the application to SDLD Chief	10 mins	SRS Director	-	-	

		Check the documents and affix initial in the routing slip then assign SDLD Inspector/Evaluator	10 mins	SDLD Chief	-	-
		Coordinate to secretary for schedule of inspection of shipyard facilities of the company	10 mins	SDLD inspector/evaluator	-	-
		Inspection of shipyard facilities in the morning and come back in the afternoon	5 to 10 hrs	SDLD inspector/evaluator	-	-
		Prepare the Evaluation Report, Inspection Report, and initial/signature in the License/Cert. of Registration then forward to Chief SDLD	1 ½ hrs	SDLD inspector/evaluator	-	-
		Check/review the application/documents and affix initials/signature for approval report of inspector/evaluator then forward to SDLD	15 mins	Chief SDLD	-	-



		Director				
		Check & approved the application/documents and affix/signature report of inspector/evaluator then return to secretary	15 mins	SRS Director	-	-
		Log-out in D-Tracks and release the approved application then forward to the CRU/Record Section	15 mins	SRS Secretary	-	-
4	Secure a copy of the documents for the applied application	Release the approved documents/application	10 mins	Records Section	-	-