



MARITIME INDUSTRY AUTHORITY

MARINA CIRCULAR NO. 2014-02

Series of 2014

TO : ALL DOMESTIC SHIPPING COMPANIES, SHIPOWNERS, SHIP OPERATORS, CHARTERERS, PUBLIC SERVICE OPERATORS, OTHER MARITIME ENTITIES AND ALL CONCERNED

SUBJECT : INTITUTIONALIZATION OF THE SPECIAL PROCESSING WINDOW/EXPRESS LANE (SPWEL)

Pursuant to Section 2 (b) of Presidential Decree No. 474 (1974) and Republic Act No. 9295, particularly Item 2.2 of Section 2 of its Implementing Rules and Regulations (IRR); and in compliance with Section 2, Rule II of the Republic Act No. 9485, otherwise known as the "Anti-Red Tape Act of 2007" (ARTA), the following are hereby adopted:

I. OBJECTIVES

1. To provide the rules and procedures in the implementation of the Special Processing Window/Express Lane (SPWEL).
2. To institute reforms in the delivery of frontline services to encourage investments in the domestic shipping industry.

II. COVERAGE

The Circular shall cover importation or bareboat charter of ship that shall be newly entered in the Philippine register of ships.

III. DEFINITION OF TERMS

1. **Special Processing Window/Express Lane (SPWEL)** refers to a two (2) - stage processing window/lane wherein applications for importation or bareboat charter of ships for use in the domestic shipping and issuance of CPC shall be processed/evaluated by concerned MARINA Central Units (MCUs) or MARINA Regional Office (MRO) utilizing a total Standard Processing Time (SPT) prescribed in Section VI of this Circular.
2. **Class Certificate** refers to certificates issued by a classification society as proof that the vessel complies with the rules and regulation of the said classification society. (RA No. 9295)



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3. **Statutory Certificate** refers to a controlled certificate referring to safety and trading with indicative validity issued by a competent authority in compliance with the relevant international rules and regulations. (MSS)
4. **Recognized Organization** refers to any organization recognized and accredited by the Administration such as the International Classification societies or other organizations who conduct ISM audit and perform ISM certification services for Philippine domestic companies and its ships. (MC 143)
5. **D-TRACK** refers to a tracking system to record and monitor the status of documents and applications received and processed by the different MARINA Central Units.

IV. GENERAL PROVISIONS

The applicant can only avail of the facility of the SPWEL provided the ship meets the following conditions:

1. The ship to be acquired must be classed by a MARINA-recognized/accredited classification society;
2. The ship's class certificates issued by a MARINA-recognized/accredited classification society are valid at the time of acquisition;
3. The ship's statutory certificates issued by the Flag State or its recognized organization (RO) shall be in English language;
4. The ship acquired and issued the authority to operate (CPC) under the SPWEL may be modified/converted/alterd under the regular processing of application, procedures and SPT.

V. SPECIFIC PROVISIONS

1. Applications to avail of the facility of SPWEL may be filed with the MARINA Central Units or with any of the MROs.
2. The applicant must comply with the necessary documentary requirements prescribed in **Annex "2"** to avail of the SPWEL.
3. Procedure in Processing Applications



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3.1. Applications under the SPWEL shall undergo or be subjected to two (2) stages, namely:

3.1.1. First stage: prior to the arrival of the ship - which covers applications to bring the ship into the country:

3.1.2. Second stage: after the arrival of the ship - which includes applications when the ship is already in the country and for the purpose of documentation of the ship to operate in the domestic shipping.

3.2. Processing of Applications

3.2.1. MARINA Central Units

3.2.1.1. For the first stage or prior to the arrival of the ship, the application for authority to acquire ship, application for the Department of Foreign Affairs (DFA) Indorsement for issuance of Provisional Certificate of Philippine Registry (PCPR) and issuance of Certificates for conduction purposes (ship safety certificates, special manning certificate) shall be filed simultaneously with the concerned MCUs (DSS and MSS), supported by the prescribed documentary requirements in accordance with existing MARINA Circulars.

3.2.1.1.1. The application shall be assigned a unique number that will be captured by the MARINA D-TRACK that will link the different applications filed and distributed to the concerned MCUs.

3.2.1.1.2. The concerned MCU Director/OIC shall assign personnel who shall prioritize and simultaneously evaluate and process the application/s covered under the first stage of the SPWEL.

3.2.1.1.3. The maximum processing time for these applications shall be one (1) working day in accordance to Section VI of this Circular.

3.2.1.2. For the second stage or after the arrival of the ship into the country, the SPWEL shall entail a total of eleven (11) separate applications enumerated under Section



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VI of this Circular. Following the *unique number* assigned to the application and upon receipt of the applications relevant to their respective Units (DSS, MSS, SRS, ES, FS), the concerned MCU Director/OIC shall:

3.2.1.2.1. Assign personnel who shall prioritize and undertake simultaneous processing/evaluation of the applications.

3.2.1.2.2. Ensure that the maximum processing time for these eleven (11) applications shall be eight (8) working days, as embodied under Section VI hereof.

3.2.2. MARINA Regional Office (MRO)

3.2.2.1. For the first stage or prior to the arrival of the ship, the application for authority to acquire ship, application for the DFA Indorsement for issuance of Provisional Certificate of Philippine Registry (PCPR) and issuance of Certificates for conduction purposes (ship safety certificates, special manning certificate) shall be filed simultaneously with the concerned MRO, supported by the prescribed documentary requirements in accordance with existing MARINA Circulars.

3.2.2.1.1. The concerned MRO Director/OIC shall assign personnel who shall prioritize and simultaneously evaluate and process the application/s covered under the first stage of the SPWEL.

3.2.2.1.2. The maximum processing time for these applications shall be one (1) working day under Section VI of this Circular.

3.2.2.2 For the second stage or after the arrival of the ship into the country, the SPWEL shall entail a total of eleven (11) separate applications enumerated under Section VI of this Circular. Upon receipt of the applications, the concerned MRO Director/OIC shall:



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3.2.2.2.1. Assign personnel who shall prioritize and undertake simultaneous processing/evaluation of the applications.

3.2.2.2.2. Ensure that the maximum processing time for these eleven (11) applications shall be eight (8) working days, as embodied under Section VI hereof.

4. Process Flow of Applications

4.1. MARINA Central Units

4.1.1. Screening Officer in the concerned MCUs (DSS and MSS) for the first stage; DSS, MSS, SRS, ES and FS for the second stage) shall screen the applications as to completeness of minimum or applicable documentary requirements and issue the corresponding Authority to Accept Payment (ATAP) for the payment of processing fees.

4.1.2. The Clerk from the Central Receiving Unit (CRU) shall assign a *unique number* to the different applications to be used in the MARINA D-TRACKS that will link these different applications distributed to the concerned MCUs.

4.1.3. The concerned MCUs shall process and evaluate the applications simultaneously in both stages.

4.1.4. The concerned MCUs shall immediately forward the duly approved/signed certificate/license, as appropriate, to the next MCUs where the same shall serve as a documentary requirement for the processing of the application under the SPWEL.

4.2. MARINA Regional Office (MRO)

4.2.1 Screening Officer in the concerned MRO shall screen the applications as to completeness of minimum or applicable documentary requirements for the first and second stage and issue the corresponding Authority to Accept Payment (ATAP) for the payment of processing fees.

4.2.2. The Receiving Clerk shall distribute the different applications to the different Sections of the concerned MRO.



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4.1.3. The concerned Sections of the MRO shall process and evaluate the applications simultaneously in both stages.

4.1.4. The concerned Sections of the MRO shall immediately forward the duly approved/signed certificate/license, as appropriate, to the next Sections of the concerned MRO where the same shall serve as a documentary requirement for the processing of the application under the SPWEL.

4.3. Annex "1" provides the framework for the efficient flow of applications for the concerned MARINA Central Units and MARINA Regional Offices.

VI. STANDARD PROCESSING TIME (SPT)

To attain the objectives of the SPWEL, the following SPTs are hereby prescribed and adopted as guidance of the concerned CO Units/MROs:

| NO. | TYPE OF APPLICATION | OPR | | SPT (in days) | |
|---|---|-----|---------------------------|------------------|-------|
| | | MCU | MRO | Unit/ Section | Total |
| Stage 1 - Prior to the Arrival of the Ship: | | | | | 1.0 |
| 1 | Issuance of Authority to Acquire Ship | DSS | Domestic Shipping Section | 1.0 | |
| 2 | Application for the DFA Indorsement for Issuance of Provisional Certificate of Philippine Registry (PCPR) (for ships coming from other countries) | | | 1.0 | |
| 3 | Issuance of Certificates for conduction purposes: | | | 1.0 | |
| | • Ship Safety Certificates | MSS | Maritime Safety Section | | |
| | • Special Manning Certificate | | | | |

Note: The applicant shall have complied with all the post-approval conditions under the Stage 1 before proceeding to Stage 2.

| | | | | | |
|---|---|-----|-------------------------|-----|------------|
| Stage 2 - After the Arrival of the Ship: | | | | | 8.0 |
| 1 | Inspection & Technical Evaluation relative to BUCUS release | MSS | Maritime Safety Section | 2.0 | |
| 2 | Issuance of Ship Safety Certificate | | | 5.0 | |
| 3 | Issuance of Minimum Safe Manning Certificate | | | 1.0 | |



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| | | | | | |
|----|--|-----|---------------------------------------|-----|--|
| 4 | Issuance of ISM/NSM Certification & Issuance of DOC/SMC ¹ | | | 5.0 | |
| 5 | Issuance of CO/CPR/CWL | MSS | Domestic Shipping Section | 1.0 | |
| 6 | Approval of Ship's Plan | SRS | Shipyard Regulations Section | 3.0 | |
| 7 | Issuance of Tonnage Certificate | | | 1.0 | |
| 8 | Issuance of Loadline Certificate | | | 1.0 | |
| 9 | Issuance of Stability Certificate | | | 1.0 | |
| 10 | Issuance of COC on Minimum Service Standards for Passenger Ships | ES | Enforcement Section | 2.0 | |
| 11 | Issuance of CPC | FS | Franchising Section | | |
| | • Issuance of Notice of Hearing (NOH) | | | 1.0 | |
| | • Hearing, Submission and Acceptance of FOE | | | 1.0 | |
| | • Issuance of CPC | | w/in 2.0 w.d. after acceptance of FOE | | |

The prescribed SPTs of the different applications refer to the time that these applications will be processed and evaluated by the concerned MCUs/MRO Sections. Considering that these applications shall be processed/evaluated simultaneously, the SPTs of the activities involved are deemed subsumed under the SPT for the SPWEL applications which is nine (9) working days, covering the two (2) stages.

VII. DOCUMENTARY REQUIREMENTS

The streamlined documentary requirements to be complied by the applicant for the different applications shall be those indicated in **Annex "2"** hereof.

VIII. SCHEDULE OF FEES AND CHARGES

The processing fee of the different applications under the SPWEL shall be charged twenty percent (20%) more than the prescribed fees and charges under the existing MARINA Circulars.

The fees and charges that shall apply to the processing of the different applications under the SPWEL shall be those indicated in **Annex "3"** hereof.

¹ MARINA Memorandum Circular Nos. 143, 159 and Flag State Advisory No. 37 stipulates that all companies... are given twelve (12) months from date of accreditation under M.C. No. 79/79-A or registration under Philippine flag, to have the required DOC and SMC.



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IX. SCHEDULE OF FINES and PENALTIES/SANCTIONS

1. A shipowner/operator shall be liable for the following acts:
 - 1.1. For any false statement or misinterpretation in the filing of application and other documents relative to vessel registration/ licensing/ documentation and vessel safety regulation - P10,000
 - 1.2. For presenting/using/possessing spurious/fake ship certificates/license/ documents - P10,000/document
2. Payment of foregoing fines shall be without prejudice to the filing of appropriate criminal case under the Revised Penal Code.

X. RESPONSIBILITIES OF CONCERNED MCUs and MROs

A. Prior to the Arrival of the Ship

Domestic Shipping Service (DSS)/MRO Domestic Shipping Section

1. Issuance of Authority to Acquire Ship thru Importation/BBC
 - Shall evaluate submitted documents to ensure legitimacy of transaction.
2. Endorsement to the DFA for issuance of Provisional Certificate of Philippine Registry (PCPR)
 - Shall evaluate submitted documents and issue letter of endorsement to DFA for issuance of PCPR.

Maritime Safety Service (MSS) MRO Maritime Safety Section

1. Issuance of Ship Safety Certificates for conduction purposes
 - Issue corresponding safety certificates to facilitate the transport of ship from the country of origin to its destination in the country.

B. After the Arrival of the Ship

Maritime Safety Service (MSS) MRO Maritime Safety Section

1. Inspection & Technical Evaluation relative to BUCUS release



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- Shall conduct the inspection to verify if the ship particulars conform with the approved application and prepare the necessary endorsement to the BUCUS for the release of the ship.
2. Issuance of Ship Safety Certificates
- Shall conduct ship inspection relative to hull integrity, operating machineries and serviceable life saving equipment.
 - Shall issue the ship safety certificate/s making reference to the statutory certificates, class certificates and crew documents to be provided by the applicant.
 - Shall conduct the ship inspection simultaneously with the inspection relative to BUCUS release.
3. ISM/NSM Certification and Issuance of DOC/SMC
- Shall ensure that the safety management system implemented on the ship conforms with the Safety Management System of the company and the ISM/NSM.
 - Shall undertake the initial evaluation of SMS Manual while waiting for the issuance of ship safety certificate/s.
 - Shall monitor compliance with the requirement of DOC, SMC and Class Certificate as reference for the issuance of Ship Safety Certificates:

Enforcement Service (ES)/MRO Enforcement Section

1. Issuance of Certificate of Compliance (COC) under MC # 65/65A
- Shall conduct structural inspection of the passenger ship to validate that the passenger accommodation plan complies with the requirements under MC # 65/65A for the issuance of COC.
 - Shall conduct the inspection simultaneously with the inspection relative to BUCUS release and issuance of ship safety certificate/s.

Shipyard Regulations Service (SRS)/MRO Shipyard Regulations Section

1. Issuance of Vessel Plans Approval
- Shall ensure that the vessel plans are in compliance with the requirements of MARINA as the Maritime Administration.
 - Ensure that the number of sets of plans submitted shall comply with the requirement of MC # 169.
 - Ensure that the original plans are approved by the Classification Society recognized by MARINA.



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2. Issuance of Tonnage Certificate/Loadline Certificate/Stability Certificate

- Ensure that the ITC '69/Loadline Certificate/Stability Certificate submitted are translated into English language and the calculations shall be directly converted/translated into the requirement of MARINA without alteration.
- Issuance of Stability Certificate shall be based on the Stability Booklet approved by IACs.

Domestic Shipping Service (DSS)/MRO Domestic Shipping Section

1. Issuance of Certificate of Ownership (CO)/Certificate of Philippine Registry (CPR)/Coastwise License (CWL)

- Shall issue the CO/CPR based on the Tonnage Certificate issued by the SRS.
- The DSS/MRO Director/OIC shall countersign the scanned signature of the Deputy Administrator for Operations in the CO/CPR.
- Shall release the Coastwise License (CWL) together with the CO/CPR.

Franchising Service (FS)/MRO Franchising Section

1. Issuance of Certificate of Public Convenience (CPC)

- Shall issue the Order for the Notice of Hearing (NOH) on the day of the filling of application.
- Shall no longer require the "sending of notice to the affected operators".
- Shall no longer require applicant to submit the DOC, SMC and Class Certificate.
- Shall adopt a "one pager" format of CPC with Terms and Conditions pre-printed at the back of the Certificate.
- The FO Director/OIC shall countersign the scanned signature of the Administrator in the Decision/Certificate.

C. Support Offices

Management Information Systems Service (MISS)

1. Shall develop a unique numbering system that will be used in the D-TRACKS linking the different applications distributed to the concerned MCUs to monitor/track the flow and processing time of applications under the SPWEL.



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Planning and Policy Service (PPS)

1. Shall monitor the progress of the implementation of this Circular and submit Report to the MARINA Administrator after one (1) year of its implementation.

XI. REPORTORIAL REQUIREMENTS

The concerned MARINA Regional Offices shall immediately submit to the PPS, the report of the ships processed under the SPWEL, including their particulars.

XII. REPEALING CLAUSE

Any provisions of existing MARINA Circulars, and its amendments, or Rules and Regulations, Orders or Decisions and other issuances or parts thereof which are inconsistent with this Circular are hereby repealed, amended or modified accordingly.

XIII. EFFECTIVITY

This MARINA Circular shall take effect fifteen (15) days after its publication once in a newspaper of general circulation.

Manila, Philippines, 09 October 2014.

BY AUTHORITY OF THE BOARD:


MAXIMO Q. MEJIA JR., PhD
Administrator

SECRETARY'S CERTIFICATE

This is to certify that MARINA Circular No. 2014-02 has been approved by the MARINA Board during its 233rd Board Meeting on 09 October 2014.

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31 October 2014


ATTY. VIRGILIO B. CALAG
Acting Corporate Board Secretary



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF TRANSPORTATION AND COMMUNICATIONS



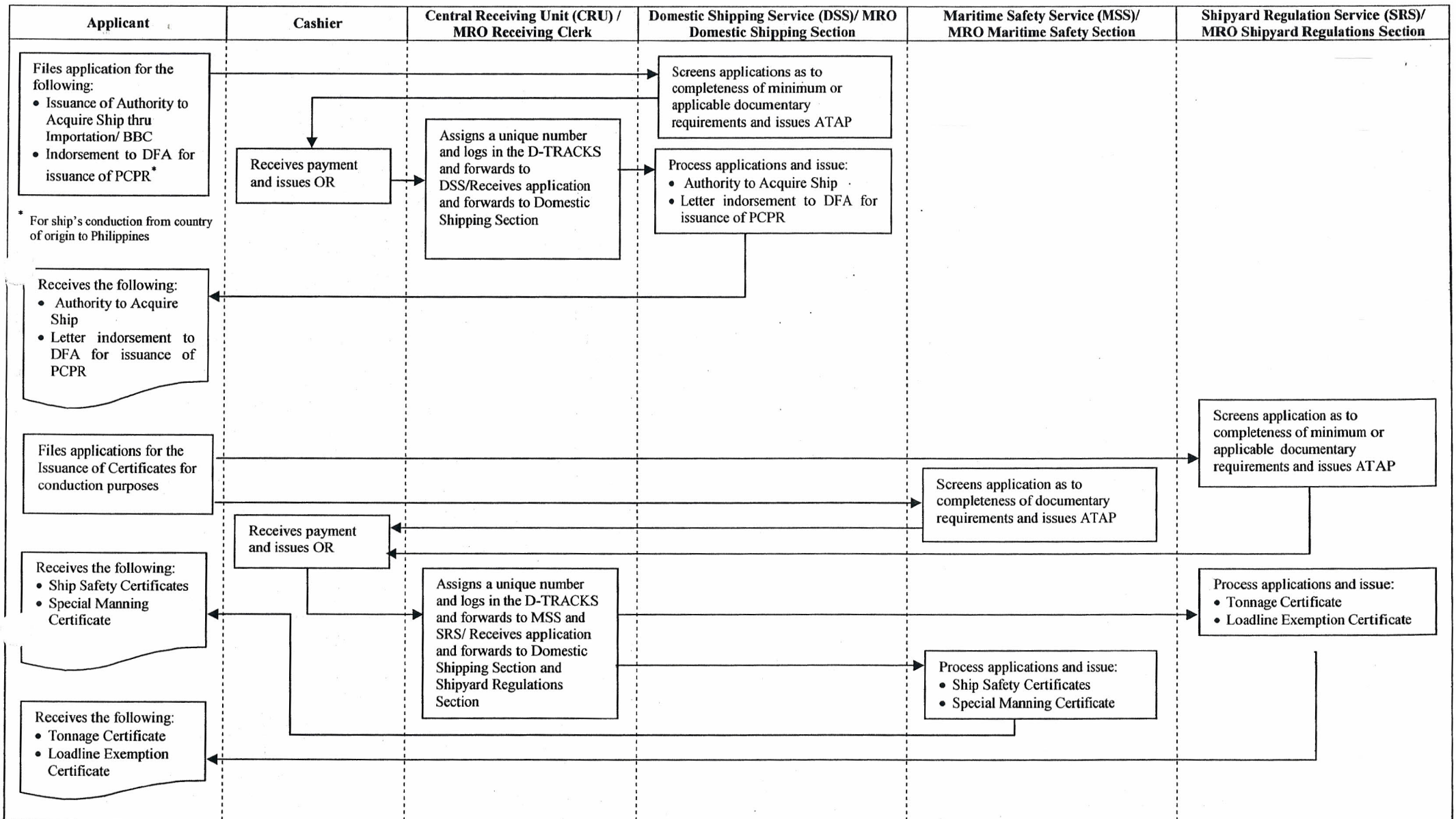
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PANGASIWAAN NG KALAKALANG PANDAGAT
<http://www.marina.gov.ph>

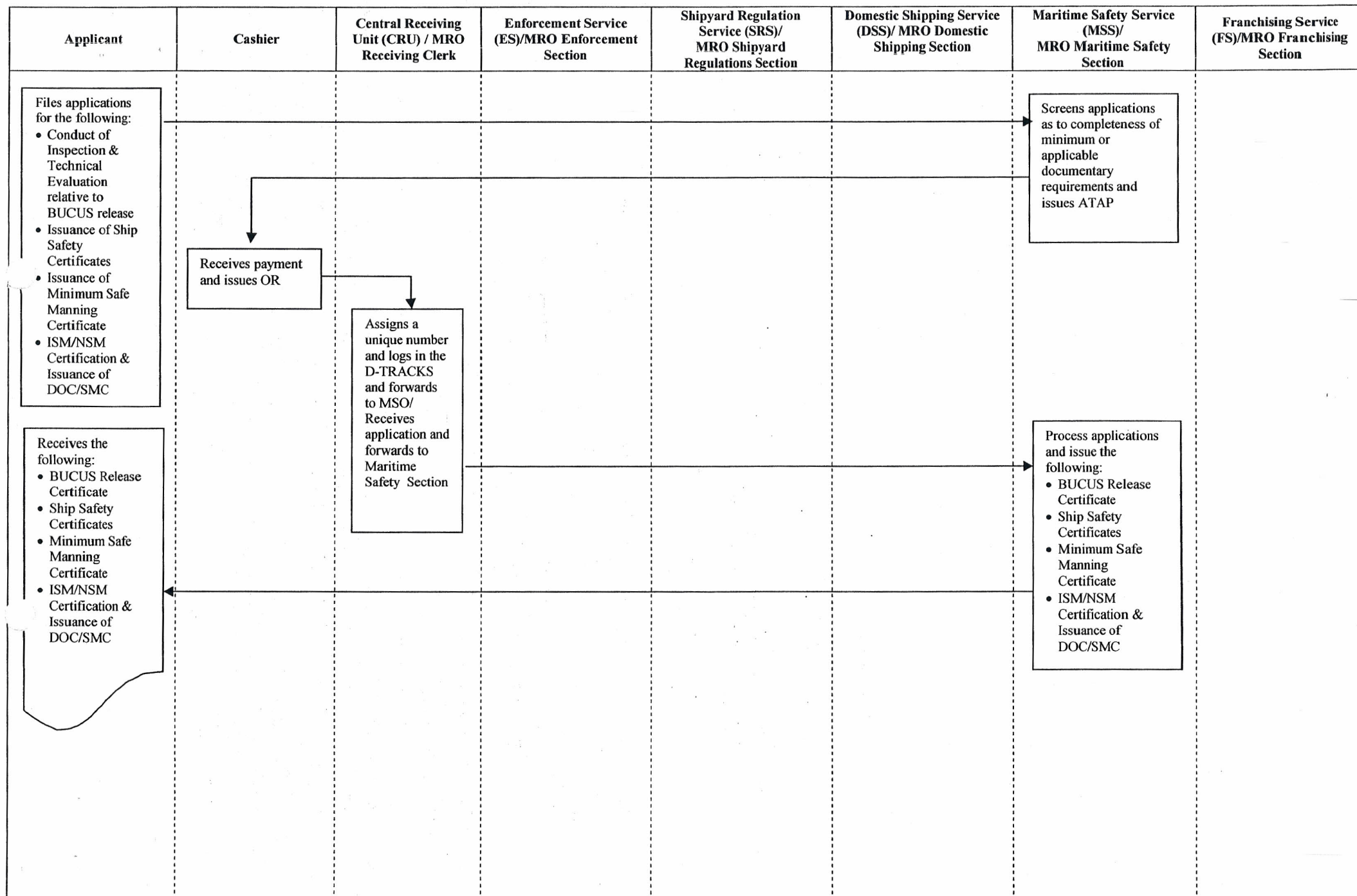
Annex 1 and Annex 2 of MARINA Circular No. 2014-02, Series of 2014;
**SUBJECT: INTITUTIONALIZATION OF THE SPECIAL PROCESSING WINDOW/
EXPRESS LANE (SPWEL)** published in Business Mirror, page B-3 of October 17,
2014 issue are as follows:

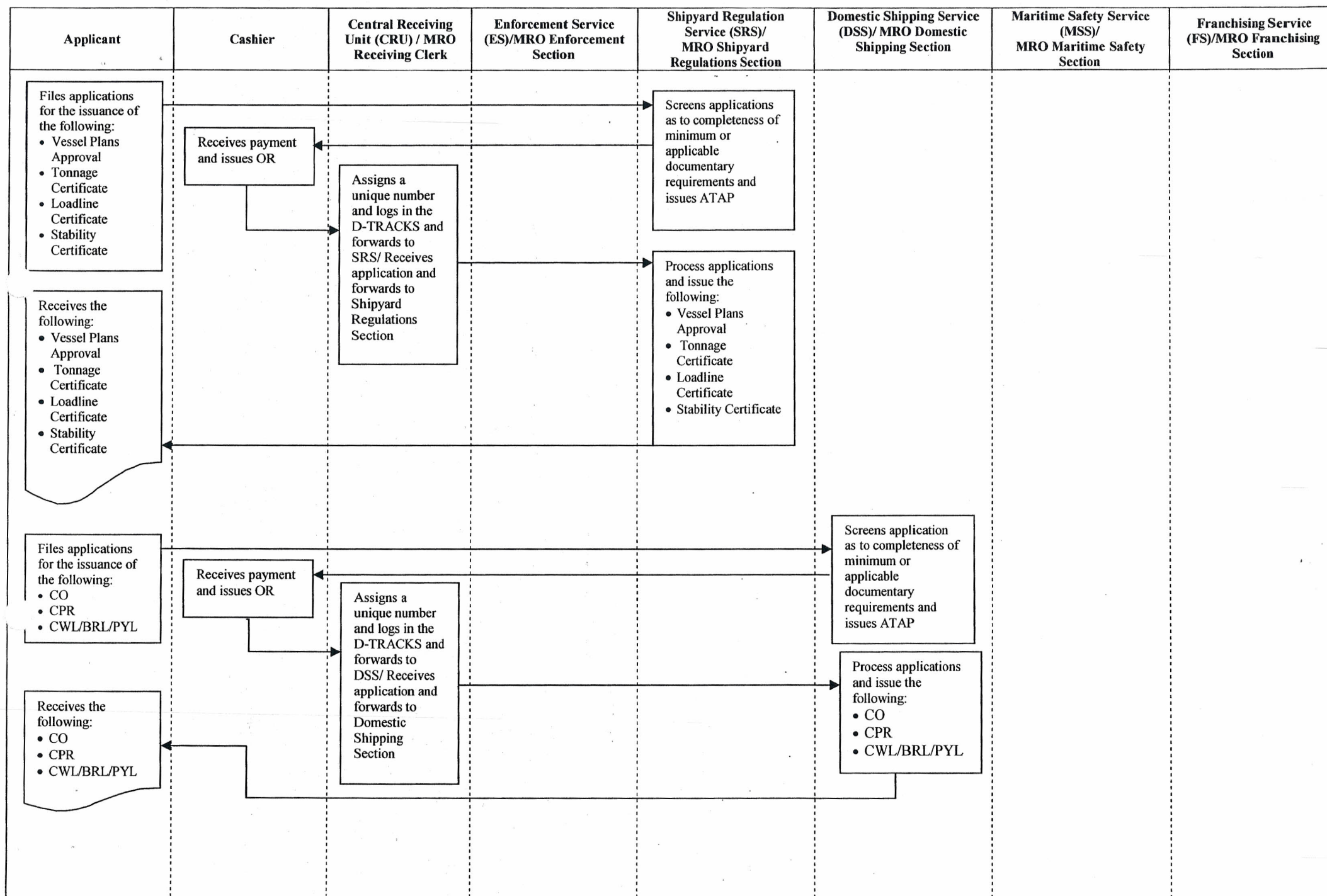
**Annex 1 - PROCESS FLOW OF APPLICATIONS UNDER THE
SPECIAL PROCESSING/ EXPRESS LANE**

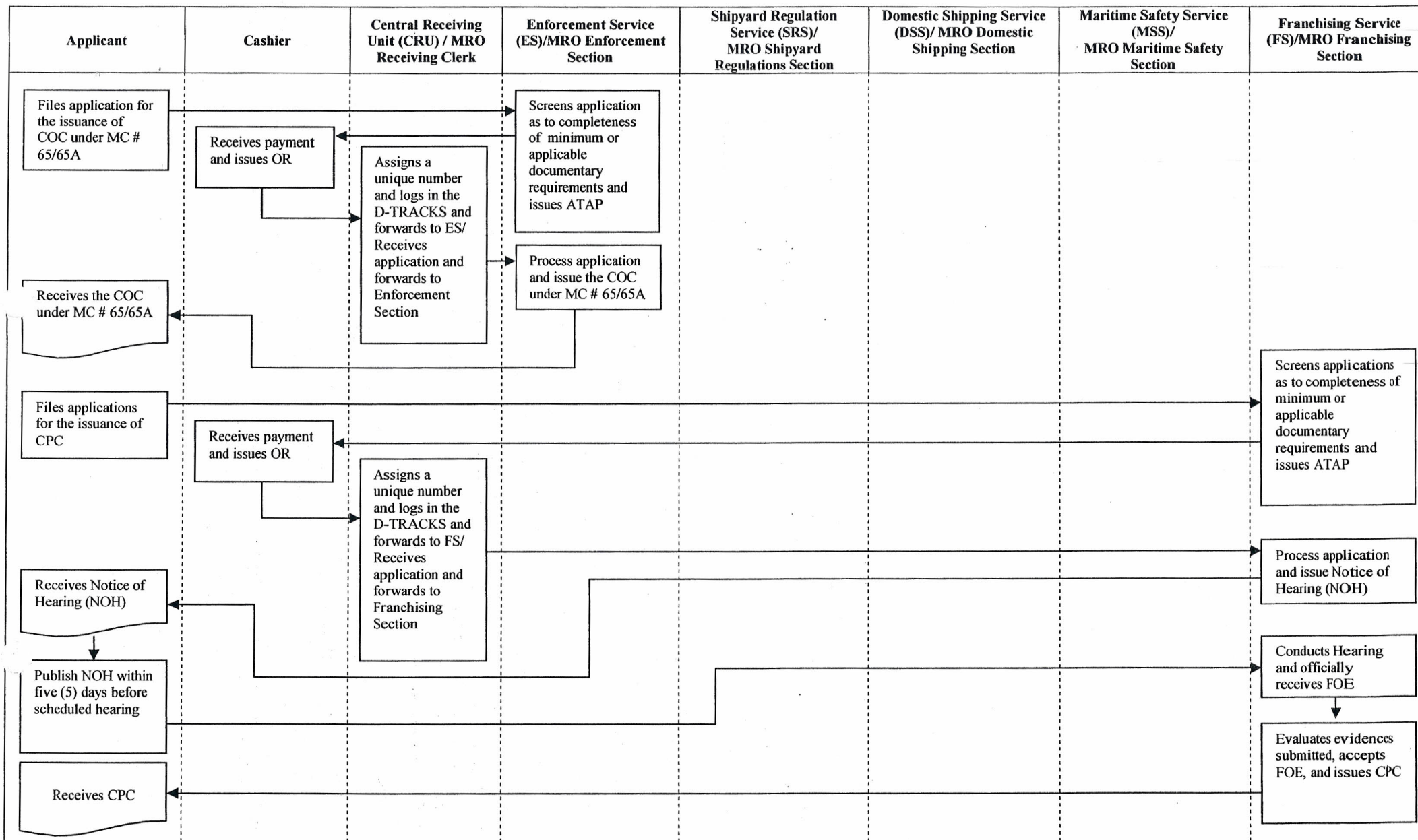
Stage 1 – Prior to the arrival of the ship



Stage 2 – After the arrival of the ship







Annex 2 - DOCUMENTARY REQUIREMENTS OF APPLICATIONS UNDER THE SPECIAL PROCESSING/EXPRESS LANE

DOMESTIC SHIPPING SERVICE

ACCREDITATION OF COMPANIES/ENTITIES UNDER MC # 2006-003

1. Letter of Application
2. List of Principal Officers/Proprietor supported by their Bio-data with I.D. picture showing shipping or shipping related experience for at least two (2) years
3. List of ship(s) owned and copy of Certificates of Ownership and Philippine Registry (CO/CPR) (if there is any)
4. Any of the following whichever is applicable
 - SEC Registration Certificate, supported by the Articles of Incorporation (AOI) and By-Laws (for Corporation/Partnership)
 - DTI Registration of Business Name (for Single Proprietorship)
 - Articles of Cooperation (AOC) with Cooperative Development Authority (CDA) (for Cooperatives)
5. On the company's/entity's paid-up capital/capital
 1. **For New Application**
 - **Corporation and Cooperative (any of the following)**
 - Paid-up Capital reflected in the AOI/AOC
 - Latest Certification of Increase in Paid-Up Capitalization from SEC or CDA as applicable. (If applicant's paid-up capital as reflected in its AOI/AOC does not conform with the required paid-up capitalization based on the total owned/operated GT)
 - **Single Proprietorship/Motor Banca Operator (any of the following) whichever is applicable**
 - Projected Financial Statements for a period of two (2) months indicating the entity's capitalization
 - Capitalization reflected in the Business Permit and License issued by the Office of the Mayor

- Original Bank Certification (if the entity's capital does not conform with the required capitalization based on the total owned and operated GT)

2. For Renewal

➤ Corporation and Cooperative (any of the following)

- Latest Audited Financial Statements duly received by the Bureau of Internal Revenue (BIR)
- Latest Audited Annual Report
- Latest Certification of Increase in Paid-Up Capitalization from SEC or CDA as applicable. (If applicant's paid-up capital as reflected in its AOI/AOC does not conform with the required paid-up capitalization based on the total owned/operated GT)

➤ Single Proprietorship (any of the following) whichever is applicable

- Latest Audited Financial Statements duly received by the BIR
- Latest Audited Annual Report
- Unaudited Annual Report / Financial Statements (for existing Motorbanca Operators only)
- Original Bank Certification (if the entity's capital does not conform with the required capitalization based on the total owned and operated GT)

ISSUANCE OF AUTHORITY TO ACQUIRE SHIP THRU IMPORTATION/OUTRIGHT PURCHASE UNDER MC #s 104/121/2010-01 & R-IRR of RA 9295

1. Letter of Application
2. Certificate of Ship's Original Registry/Nationality with English translation (registry for conduction/single voyage is not acceptable as proof of ownership)
 - * In case of Taiwanese-registered ship, 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
3. Memorandum of Agreement (MOA)/Deed of Sale (DOS)/Bill of Sale (BOS), duly signed, with names of signatories printed
 - * In case of Taiwanese-registered ship, 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
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 representative(s) to sign the MOA/DOS/BOS

5. Power of Attorney or Board Resolution authorizing the signatory to the Memorandum of Agreement (MOA)/Deed of Sale (DOS)/Bill of Sale (BOS), to act as such in behalf of the registered owner
6. Latest Certificate of Good Standing or Company Seal or Business Registration of the ship's registered owners showing its current list of Directors/Officers
7. General Arrangement Plan of the Ship with English description and specifications
8. Class Certificate. In case of newbuilding, a Certification from the classification society that the ship was constructed in accordance with the standards/rules and regulation of the classification society
9. Latest and Valid Survey Report (within the past six (6) months) (not applicable to newbuilding)
10. Builder's Certificate/Shipbuilding Contract (for newbuilding only and if no MOA/DOS/BOS is submitted)
11. Continuous Synopsis Record (if applicable)
12. Photocopy of the ship's documentation/records reflecting the IMO number
13. Bureau of Fisheries and Aquatic Resources (BFAR) Clearance (for fishing vessels and for tankers used in fishing fleet)
14. Notarized Sworn Statement, 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 the schedule of actual physical inspection of imported ship
15. International Tonnage Certificate (ITC) (if applicable)
16. Securities and Exchange Commission (SEC) Registration Certificate with copy of Articles of Incorporation and By-Laws/DTI Certificate (for initial application other than MARINA Accredited domestic shipping companies)
17. Notarized Undertaking that the ship shall be used exclusively by the company/entity and shall not engage in domestic shipping business or commercial/for hire/compensation (if applicable)
18. Notarized Sworn Statement that the conditions under Section 4.2.1 to 4.2.4 of R-IRR of RA 9295 are present (for companies/entities availing VAT Exemption)
19. Registration with the National Single Window (NSW) and proof that the documents were uploaded

ISSUANCE OF AUTHORITY TO ACQUIRE SHIP THRU LEASE-PURCHASE/LEASE IRREVOCABLE-PURCHASE/BAREBOAT CHARTER/RENEWAL/EXTENSION OF BAREBOAT CHARTER UNDER MC #s 104/121/2010-01

1. Letter of Application
2. Certificate of Ship's Original Registry/Nationality with English translation (registry for conduction/single voyage is not acceptable as proof of ownership)
 - * In case of Taiwanese-registered ship, 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
3. Lease-Purchase/Lease-Irrevocable-Purchase Agreement/Bareboat Charter Contract, duly signed, with names of signatories printed
 - * In case of Taiwanese-registered ship, 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
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 representative(s) to sign the agreement/contract and Sworn Statement that Shareholders/Directors/Officers are bonafide Shareholders/Directors/Officers of the Company and not acting on behalf of foreign person/s in violation of Anti-Dummy Laws
5. Latest Certificate of Good Standing or Company Seal or Business Registration of the ship's registered owners showing its current list of Directors/Officers
6. Power of Attorney or Board Resolution authorizing the signatory to the Lease-Purchase/Lease-Irrevocable-Purchase Agreement/Bareboat Charter Contract, to act as such in behalf of the registered owner
7. General Arrangement Plan of the Ship with English description and specifications
8. Class Certificate. In case of newbuilding, a Certification from the classification society that the ship was constructed in accordance with the standards/rules and regulation of the classification society
9. Latest and Valid Survey Report (within the past six (6) months) (not applicable to newbuilding)
10. Consent to the bareboat charter registration in the Philippines by the state of former registry
11. Continuous Synopsis Record (if applicable)
12. Photocopy of the ship's documentation/records reflecting the IMO number
13. Notarized Sworn Statement 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 the schedule of actual physical inspection of imported ship

14. International Tonnage Certificate (ITC) (if applicable)
15. Securities and Exchange Commission (SEC) Registration Certificate with copy of Articles of Incorporation and By-Laws/DTI Certificate (for initial application other than MARINA Accredited domestic shipping companies)
16. Notarized Undertaking that the ship shall be used exclusively by the company/entity and shall not engage in domestic shipping business or commercial/for hire/compensation (if applicable)

APPLICATION FOR REGISTRATION OF SHIP UNDER THE REGISTER OF PHILIPPINE SHIPS UNDER MC # 177/198

- Application for Issuance of Certificate of Ownership (CO) / Certificate of Vessel Registry (CVR) for New Building / Imported Vessel
- Application for Issuance of Certificate of Ownership (CO) / Certificate of Vessel Registry (CVR) for Second Hand Imported Vessel
- Application for Issuance of Certificate of Ownership (CO) / Certificate of Vessel Registry (CVR) for Local Construction / Alteration / Vessel Conversion
- Application for Issuance of Certificate of Ownership (CO) / Certificate of Vessel Registry (CVR) for Bareboat Chartered Vessels / Lease-Irrevocable Purchase / Lease with Option to Purchase Vessels
- Application for Issuance of Certificate of Ownership (CO) / Certificate of Vessel Registry (CVR) due to Change of Ownership
- Application for Re-issuance of Certificate of Ownership (CO) / Certificate of Vessel Registry (CVR) due to Loss Certificate
- Application for Re-issuance of Certificate of Ownership (CO) / Certificate of Vessel Registry (CVR) due to Substantial Changes

Documentary Requirements:

1. Letter of Application
2. Duly Notarized Affidavit of Ownership;

3. Duly Notarized Builder's Certificate;
4. Approved plans by the MARINA (SRO);
5. Certification from MARINA (SRO) that the ship is constructed according to approved plans, for local construction;
6. Tonnage Measurement Certificate by MARINA (SRO);
7. Vessel Name Clearance;
8. Certificate of custom's release and proof of payment of custom's duties and taxes;
9. Approval of importation and clearance issued by MARINA (DSO);
10. Affidavit of loss for due to loss of Certificate and publication of loss;
11. Publication, for change of ownership, change of vessel name;
12. New Tonnage Certificate, for substantial change; and
13. Proof of payment of processing fee.

APPLICATION FOR DFA INDORSEMENT FOR ISSUANCE OF PCPR UNDER RPMRR 1997/MC # 169

Documentary Requirements:

1. Letter of Application
2. MARINA letter-authority/approval for the ship acquisition.

APPLICATION FOR THE ISSUANCE OF LICENSES UNDER MC # 110

- Issuance of Coastwise License
- Issuance of Bay & River License
- Issuance of Yacht License

Documentary Requirements:

1. Letter of Application
 2. Photocopy of Certificate of Ownership (CO)
 3. Photocopy of Certificate of Philippine Registry (CPR)
 4. Expired or about to expire license (for renewal)
 5. Payment of Energy Tax (for PYL application)
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FRANCHISING SERVICE

ISSUANCE OF CERTIFICATE OF PUBLIC CONVENIENCE (CPC) UNDER RA # 9295 and its R-IRR

Pre Acceptance:

1. Notarized Special Power of Attorney/Secretary's Certificate for the Authorized Representative of the Applicant
2. Duly Accomplished and Notarized Application Form prescribed by MARINA
3. Financial Statement (Interim)
4. Proof of economic and beneficial effects of the service (estimated port dues/volume of passengers and/or cargoes/amount of tax; Sanggunian Resolution/number of employment/feasibility study or other proofs)

Post Acceptance To Be Submitted During The Hearing Of The Application:

5. Accreditation as a Domestic Shipping Enterprise
6. CO
7. CPR
8. CWL
9. Radio Station License issued by NTC
10. Pictures of the ship

| | |
|--|--|
| For Purely Passenger and Passenger/Cargo Carrying Ships | For Purely Cargo Carrying Ships |
|--|--|

| | |
|---|--|
| 11. Passenger Insurance | 11. For tankers-Certificate of Civil Liability/Oil Pollution Coverage/ Third Party Liability |
| 12. Passenger Ship Safety Certificate | 12. Cargo Ship Safety Equipment Certificate |
| 13. Minimum Safe Manning Certificate | 13. Cargo Ship Safety Construction Certificate |
| 14. COC with MC 65/65-A 121/150/196/135/136) and Safety Film (MC 72/134), as applicable | 14. Minimum Safe Manning Certificate |
| 15. Certificate of Berthing Availability | |

Jurisdictional Requirements

1. Affidavit of Publication with newspaper clipping
2. Copy of the whole newspaper

MARITIME SAFETY SERVICE

TECHNICAL EVALUATION RELATIVE TO BUCUS RELEASE UNDER MC # 104

1. Letter application
2. Proof that the ship's acquisition is under process at DSO
3. Complete sets of plans
4. Latest survey/inspection report within the past six months, conducted by MARINA Recognized Organization Surveyor (IACS) or by MARINA surveyors.
5. All statutory certificates from the previous flag, if the ship is being acquired is already built and under the registry of another state and includes the Safety Certificate, Minimum Safe Manning Certificate, Load Line Certificate, International Tonnage Certificate, Pollution Prevention Certificates and corresponding Exemption Certificates, if applicable.
6. Class Certificate, if applicable.

INSPECTION AND ISSUANCE OF SAFETY CERTIFICATE UNDER MC # 203/205

1. Letter of application stating the exact date, time and place the ship can be inspected by MARINA Safety Inspector as well as the name of the appropriate contact person and available contact number/s relevant in coordinating the conduct of inspection
2. Complete sets of plans
3. Latest survey/inspection report within the past six months, conducted by MARINA Recognized Organization Surveyor (IACS) or by MARINA surveyors.
4. All statutory certificates from the previous flag, if the ship is being acquired is already built and under the registry of another state and includes the Safety Certificate, Minimum Safe Manning Certificate, Load Line

Certificate, International Tonnage Certificate, Pollution Prevention Certificates and corresponding Exemption Certificates, if applicable.

5. Class Certificate, if applicable.

APPLICATION FOR ISSUANCE OF NSM CODE / ISM CODE CERTIFICATION UNDER MC # 122/143/159

- Issuance of Interim of DOC / SMC under the International Safety Management (ISM) Code
- Issuance of Short Term and/or Full Term DOC / SMC under the International Safety Management (ISM) Code
- Issuance of Periodical Endorsement of DOC / SMC under the International Safety Management (ISM) Code
- Issuance of Interim of DOC / SMC under the National Safety Management (NSM) Code
- Issuance of Short Term and/or Full Term DOC / SMC under the National Safety Management (NSM) Code
- Issuance of Periodical Endorsement of DOC / SMC under the National Safety Management (NSM) Code

Documentary Requirements

1. Letter of Application
2. Copy of Company Safety Management System (SMS) Manual
3. A brief description of the company*
4. Type of ships to be operated*
5. Program to implement the company SMS*
6. Schedule for Internal Audits*

* May be presented during initial Company visit

INSPECTION AND ISSUANCE OF SAFETY CERTIFICATE UNDER MC # 203/205

1. Letter of application stating the exact date, time and place the ship can be inspected by MARINA Safety Inspector as well as the name of the appropriate contact person and available contact number/s relevant in coordinating the conduct of inspection
2. Complete sets of plans
3. Latest survey/inspection report within the past six months, conducted by MARINA Recognized Organization Surveyor (IACS) or by MARINA surveyors.
4. All statutory certificates from the previous flag, if the ship is being acquired is already built and under the registry of another state and includes the Safety Certificate, Minimum Safe Manning Certificate, Load Line Certificate, International Tonnage Certificate, Pollution Prevention Certificates and corresponding Exemption Certificates, if applicable.
5. Class Certificate, if applicable.

SHIPYARD REGULATIONS SERVICE

ISSUANCE; RENEWAL AND ANNUAL ENDORSEMENT OF COASTWISE LOADLINE CERTIFICATE UNDER MC # 2007-03

For New Issuance:

1. Letter of Application
2. Load Line Certificate previously issued by Flag state or by R.O.'s
3. Survey Report
4. Copy of CO and CVR

For Renewal:

1. Letter of Application
2. Load Line Survey Report
3. Original Load Line Certificate with complete annual endorsement

For Annual Endorsement of Load Line Certificate

1. Letter of Application
2. Survey Report with recommendation
3. Original Load Line Certificate

ISSUANCE OF TONNAGE MEASUREMENT CERTIFICATE UNDER MC # 2007-04

1. Letter of Application
2. Copy of International Tonnage Certificate 1969

APPLICATION FOR PLANS APPROVAL UNDER PD # 1059

For Vessels 50 G.T. and above (Existing)

1. Lines Plan & Table of Offsets
2. Hydrostatic Curves
3. General Arrangement Plan
4. Construction Plan
5. Midship Section, W.T. & O.T. Bulkheads
6. Piping Plan (Diagrammatic)
7. Fire Fighting Arrangement
8. Specification and Arrangement of Main Propulsion & Auxiliary Machineries
9. Capacity plan
10. Deck Wiring Layout
11. Schematic Wiring Diagram
12. Schedule of Loads & Electrical Specifications
13. Installation of Lighting Arrester (for wooden hull)
14. Inclining Experiment with Trim & Stability Calculations
15. Cross Curves of Stability
16. Statical Curves of Stability
17. Shell Expansion Plan (for steel-hull vessels)

Additional Plans for Passenger Vessels

18. Passenger Accommodation Plan
19. Floodable Length Curves
20. Floodable Length Calculations
21. Emergency Escape Plan

Additional Plans for New Construction

22. Shafting and Propeller Arrangement & Specifications
23. Welding Schedule & Specification (for steel-hull vessels)
24. Scantling Calculation with Longitudinal Hull Girder Strength Calculation (for steel-hull vessels)

For Non-Propelled Barge and Similar Vessel (Existing)

1. General Arrangement Plan
2. Construction Plan
3. Midship Section, W.T. & O.T. Bulkheads
4. Shell Expansion Plan (For steel-hull vessels)

Additional Plans for the Vessels Shape

5. Lines Plan & Table of Offsets (To be required to all barges)
6. Hydrostatic Curves (To be required to all barges)
7. Capacity plan (To be required to all barges)
8. Inclining Experiment with Trim & Stability Calculations

Additional Plans for New Construction

9. Welding Schedule & Specification (for steel-hull vessels)
10. Scantling Calculation with Longitudinal Hull Girder Strength Calculation (for steel-hull vessels)

AUTHENTICATION OF STABILITY CALCULATION AND ISSUANCE OF STABILITY CERTIFICATE UNDER MC # 2007-05 (For Imported vessel)

1. Letter of Application
2. Vessel's CO & CVR

Authentication of Stability Calculation (for imported vessel)

1. Letter of Application
2. 3 sets of Stability Booklets duly approved by R.O.'s

Re-Issuance of Stability Certificate:

1. Letter of Application
2. Previous Stability Certificate
3. CO/CVR
4. Valid Load Line Certificate
5. Dry docking records for the past 5 years
6. Light weight Survey (if no dry docking records)

ENFORCEMENT SERVICE

APPLICATION FOR ISSUANCE OF CERTIFICATE OF COMPLIANCE (COC) UNDER MC # 65/65A

1. Letter of Intent (Application)
2. Approved Passenger Accommodation Plan*
3. Certificate of Ownership (CO)/Certificate of Philippine Registry (CPR)

* For passenger ships only

FEES CHARGES

A. DOMESTIC SHIPPING SERVICE (DSS)

| Type of Application | Fees & Charges |
|--|-----------------------|
| Vessel Acquisition thru Bareboat Charter (BBC)/ Importation of Vessel | |
| Vessels 10 years old and below | P 10,300.00 / vessel |
| Vessels over 10 years old | P 20,590.00 / vessel |
| High Speed Craft | P 31,200.00 / vessel |
| Fishing Vessels | |
| • 10 years old and below | P 10,300.00 / vessel |
| • Over 10 years old | P 20,590.00 / vessel |
| Issuance of Certificate of Vessel Registry (CPR) | |
| 3 GT and below | P 300.00 |
| 3.01 GT to 14.99 GT | P 600.00 + P3.00/GT |
| 15 GT to 34.99 GT | P 900.00 + P3.00 /GT |
| 35 GT to 99.99 GT | P 1,200.00 + P3.00/GT |
| 100 GT to 249.99 GT | P 1,500.00 + P3.00/GT |
| 250 GT to 499.99 GT | P 1,800.00 + P3.00/GT |
| 500 GT and above | P 2,100.00 + P3.00/GT |
| Issuance of Certificate of Ownership (CO) | |
| 3 GT and below | P 300.00 |
| 3.01 GT to 14.99 GT | P 600.00 + P3.00/GT |
| 15 GT to 34.99 GT | P 900.00 + P3.00 /GT |
| 35 GT to 99.99 GT | P 1,200.00 + P3.00/GT |
| 100 GT to 249.99 GT | P 1,500.00 + P3.00/GT |
| 250 GT to 499.99 GT | P 1,800.00 + P3.00/GT |
| 500 GT and above | P 2,100.00 + P3.00/GT |
| Issuance of Coastwise License (CWL) | |
| • Power driven vessels | P 8.00/GT |
| • Non-Power driven vessels (barges etc.) | P 4.00/GT |

B. MARITIME SAFETY SERVICE (MSS)

| | |
|---|--------------------------------|
| Implementation of ISM Code in the Domestic Shipping(MC 143) | |
| a. Full-Term Document of Compliance (DOC) issued by the MARINA/Interim DOC issued by MARINA | P 6,240.00 / document |
| b. Full-Term Safety Management Certificate (SMC)/interim Safety Management Certificate (SMC) issued by MARINA | P 6,240.00 / certificate |
| c. Audit (conducted by MARINA) | |
| Company | |
| • Category I – Small (with 20 employees and below) | P 24,960.00 per complete Audit |
| • Category II – Medium (between 21 and 50 employees) | P 37,440.00 per complete Audit |
| • Category III– Large (more than 50 employees) | P 37,440.00 per complete Audit |
| Ship | |
| • Category I | P 24,960.00 per complete Audit |
| – Oil tankers, gas carriers, bulk carriers, and other cargo ships of 500 GT and above; and | |
| – Passengers ships and high speed craft carrying less than 300 passengers | |
| • Category II | P 24,960.00 per complete Audit |
| – Passenger ships and high speed craft carrying than 300 up to 1,499 passengers; and | |
| – Chemical tankers | |
| • Category III | P 37,440.00 per complete Audit |
| – Passenger ships carrying 1,500 passengers and above | |
| ISM Certification (applicable only to those who will avail of the MARINA audit) (MC 146) | |
| a. Document of Compliance (DOC) / Interim DOC | P 6,240.00 / document |
| b. Safety Management Certificate (SMC) / Interim SMC | P 6,240.00 / certificate |
| c. Verification / Audit | |
| Company | |
| • Category I – Small (with 20 employees and below) | P 24,960.00 |
| • Category II – Medium (between 21 and 50 employees) | P 37,440.00 |
| • Category III– Large (more than 50 employees) | P 37,440.00 |
| Ship | |
| • Category I | P 24,960.00 |

| | |
|--|-------------|
| – Oil tankers, gas carriers, bulk carriers, and other cargo ships of 500 GT and above; and | |
| – Passengers ships and high speed craft carrying less than 300 passengers | |
| • Category II | P 24,960.00 |
| – Passenger ships and high speed craft carrying than 300 up to 1,499 passengers; and | |
| – Chemical tankers | |
| • Category III | P 37,440.00 |
| – Passenger ships carrying 1,500 passengers and above | |
| Adoption of NSM Code in the Domestic Shipping | |
| a. NSM Manual | P 1,560.00 |
| b. Certificates | |
| • Interim NSM DOC | P 1,560.00 |
| • Full-term NSM DOC | P 4,680.00 |
| • Short-term NSM SMC | P 1,560.00 |
| • Interim NSM SMC | P 1,560.00 |
| • Full-term NSM SMC | P 4,680.00 |
| c. Certification Process | |
| • For companies operating ships 250 GT and above | |
| – Document Review | |
| • Within Working Station | P 4,680.00 |
| – Initial Visit (for new company) | |
| • Within Working Station | P 1,560.00 |
| • Outside Working Station | P 54,600.00 |
| • Central Office / Maritime Regional Office | P 46,800.00 |
| – Company Audit | |
| • Within Working Station | P 15,600.00 |
| • Outside Working Station | P 78,000.00 |
| • Central Office / Maritime Regional Office | P 70,200.00 |
| – Ship Audit | |
| • Within Working Station | P 12,480.00 |
| • Outside Working Station | P 70,200.00 |
| • Central Office / Maritime Regional | P 62,400.00 |

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|--|-------------|
| Office | |
| | |
| • For companies operating ships 150 to 249.99 GT | |
| — Document Review | |
| • Within Working Station | P 3,510.00 |
| | |
| — Initial Visit (for new company) | |
| • Within Working Station | P 1,170.00 |
| • Outside Working Station | P 40,950.00 |
| • Central Office / Maritime Regional Office | P 35,100.00 |
| | |
| — Company Audit | |
| • Within Working Station | P 11,700.00 |
| • Outside Working Station | P 58,500.00 |
| • Central Office / Maritime Regional Office | P 52,650.00 |
| | |
| — Ship Audit | |
| • Within Working Station | P 9,360.00 |
| • Outside Working Station | P 52,650.00 |
| • Central Office / Maritime Regional Office | P 46,800.00 |
| | |
| • For companies operating ships 50 to 149.99 GT | |
| — Document Review | |
| • Within Working Station | P 2,340.00 |
| | |
| — Initial Visit (for new company) | |
| • Within Working Station | P 780.00 |
| • Outside Working Station | P 27,300.00 |
| • Central Office / Maritime Regional Office | P 23,400.00 |
| | |
| — Company Audit | |
| • Within Working Station | P 7,800.00 |
| • Outside Working Station | P 39,000.00 |
| • Central Office / Maritime Regional Office | P 34,320.00 |
| | |
| — Ship Audit | |
| • Within Working Station | P 6,240.00 |
| • Outside Working Station | P 35,100.00 |
| • Central Office / Maritime Regional Office | P 31,200.00 |

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| | |
| • For companies operating ships 15 to 49.99 GT | |
| — Document Review | |
| • Within Working Station | P 1,400.00 |
| — Initial Visit (for new company) | |
| • Within Working Station | P 470.00 |
| • Outside Working Station | P 16,380.00 |
| • Central Office/Maritime Regional Office | |
| — Company Audit | |
| • Within Working Station | P 14,040.00 |
| • Outside Working Station | P 24,180.00 |
| • Central Office / Maritime Regional Office | P 21,060.00 |
| — Ship Audit | |
| • Within Working Station | P 3,740.00 |
| • Outside Working Station | P 21,060.00 |
| • Central Office / Maritime Regional Office | |
| • For companies operating ships less than 15 GT | |
| — Document Review | |
| • Within Working Station | P 470.00 |
| — Initial Visit (for new company) | |
| • Within Working Station | P 160.00 |
| • Outside Working Station | P 5,460.00 |
| • Central Office/Maritime Regional Office | P 4,680.00 |
| — Company Audit | |
| • Within Working Station | P 1,560.00 |
| • Outside Working Station | P 7,800.00 |
| • Central Office/Maritime Regional Office | P 7,020.00 |
| — Ship Audit | |
| • Within Working Station | P 1,250.00 |
| • Outside Working Station | P 7,020.00 |
| • Central Office/Maritime Regional Office | P 6,240.00 |
| Issuance of Ship Safety Certificates | (rates for ship safety certificates shall be added to the corresponding inspection fee) |

| | |
|---|--|
| Passenger Ship Safety Certificate | P 300.00 |
| Cargo Ship Safety Certificates | P 1,500.00 |
| Cargo Ship Safety Construction Certificate | P 1,500.00 |
| Cargo Ship Safety Equipment Certificate | P 1,500.00 |
| High Speed Craft Safety Certificate | P 300.00 |
| Fishing Vessel Safety Certificate | P 1,500.00 |
| Ship Survey/Inspection Fee (Domestic & International) | |
| <ul style="list-style-type: none"> If survey/inspection conducted within the MARINA Central Office (MCO)/Maritime Regional Office (MRO) Work station/location | |
| <ul style="list-style-type: none"> — Hull/Structural, LSA/FF Equip., & Navigational/ Comm. System Sections | |
| 3.00 GT and Below | P 160.00 |
| 3.01 GT to 14.99 GT | P 260.00+P1.00/GT in excess of 3 GT |
| 15.00 GT to 34.99 GT | P 460.00+P1.00/GT in excess of 15 GT |
| 35.00 GT to 99.99 GT | P 590.00+P1.00/GT in excess of 35 GT |
| 100.00 GT to 249.99 GT | P 980.00+P1.00/GT in excess of 100 GT |
| 250.00 GT to 499.99 GT | P 1,300.00+P1.00/GT in excess of 250 GT |
| 500.00 GT to 999.99 GT | P 1,950.00+P1.00/GT in excess of 500 GT |
| 1000.00 GT to 1499.99 GT | P 2,600.00+P1.00/GT in excess of 1000 GT |
| 1500.00 GT to 1999.99 GT | P 3,250.00+P1.00/GT in excess of 1500 GT |
| 2000.00 GT to 2999.99 GT | P 3,900.00+P1.00/GT in excess of 2000 GT |
| 3000.00 GT to 4999.99 GT | P 5,200.00+P1.00/GT in excess of 3000 GT |
| 5000.00 and Above | P 7,200.00+P1.00/GT in excess of 5000 GT |
| <ul style="list-style-type: none"> Additional charges for Survey/ Inspection within jurisdiction of the Central Office or MRO's (per inspector per inspection) | |
| <ul style="list-style-type: none"> — Within 10 km radius from work station | |
| <ul style="list-style-type: none"> — Beyond 10 km | |
| | P 500.00 |
| | P 500.00+ P50/km in excess of 10 km |

| | |
|---|--|
| • For Liquid Cargo | P 1.5 times the rate of the above fees |
| • Machinery and Electrical System Sections | |
| 15 KW and below | P 65.00 |
| Over 15 KW | P 65.00 + P4.00/KW in excess of 15 KW |
| 100 KW and below | P 195.00 |
| Over 100 KW | P 195.00 + P 3.00/KW in excess of 100 KW |
| • Boilers including Donkey Boilers | |
| 3,000 sq. ft. of heating surface and below | P 110.00 |
| Over 3,000 sq. ft. of heating surface | P 110.00 + P5.00/sq.ft. in excess of 3,000 sq.ft. |
| • Air Compressor | P 95.00 |
| • Refrigeration or Machinery & Chambers | P 95.00 |
| d. Additional charges for ship survey/inspection conducted outside work station of the surveyor/inspector | P 1300 / day + amount of air fare ticket (economy class) per surveyor /inspector |
| | |
| | |
| | |

C. SHIPYARD REGULATIONS SERVICE (SRS)

1. Assignment of load line, related survey and issuance of Load Line Certificate

| Ship's Tonnage | Non-Propelled | Self-propelled |
|--------------------------------|---------------|----------------|
| 1. Under 200 GT | P 4,000.00 | P 5,000.00 |
| 2. 200 and under 400 GT | 5,000.00 | 6,000.00 |
| 3. 400 and under 700 GT | 6,000.00 | 7,000.00 |
| 4. 700 and under 1000 GT | 6,500.00 | 8,500.00 |
| 5. 1,000 and under 1,500 GT | 7,500.00 | 10,000.00 |
| 6. 1,500 and under 2,500 GT | 9,000.00 | 11,000.00 |
| 7. 2,500 and under 3,500 GT | 10,000.00 | 12,000.00 |
| 8. 3,500 and under 5,000 GT | 10,500.00 | 13,000.00 |
| 9. 5,000 and under 6,500 GT | 12,000.00 | 14,000.00 |
| 10. 6,500 and under 8,000 GT | 13,000.00 | 14,800.00 |
| 11. 8,000 and under 10,000 GT | 14,000.00 | 15,600.00 |
| 12. 10,000 and under 12,000 GT | 15,000.00 | 18,000.00 |
| 13. 12,000 and under 15,000 GT | 18,000.00 | 23,000.00 |
| 14. 15,000 GT and over | 20,000.00 | 25,000.00 |

2. Issuance of Domestic Tonnage Certificate

| Ship's Tonnage | Fee |
|------------------------|---|
| 1. 3.00 GT - and below | P 550.00 |
| 2. 3.01 GT - 14.99 GT | 700.00 |
| 3. 15.00 GT - 34.99 GT | 950.00 |
| 4. 35 GT - 99.99 GT | 1,750.00 |
| 5. 100 GT - 249.99 GT | 6,100.00 |
| 6. 250 GT - 499.99 GT | 8,200.00 |
| 7. 500 GT - and above | 8,200.00 plus P6.00/ GT in excess of 500 GT |

3. Ship's Plan Approval - P 160.00/section

4. Conduct of Inclining Test/ Lightweight Survey by the MARINA (Inclusive of related evaluations and calculations)

| Ship's Tonnage | Non-propelled | Self-propelled |
|-----------------------------|---------------|----------------|
| 1. Under 35 GT | P 3,500.00 | P 4,200.00 |
| 2. 35 and under 200 GT | 10,000.00 | 15,000.00 |
| 3. 200 and under 400 GT | 15,000.00 | 20,000.00 |
| 4. 400 and under 700 GT | 20,000.00 | 25,000.00 |
| 5. 700 and under 1,000 GT | 25,000.00 | 30,000.00 |
| 6. 1,000 and under 1,500 GT | 30,000.00 | 40,000.00 |
| 7. 1,500 and under 2,500 GT | 40,000.00 | 50,000.00 |

| | | |
|--------------------------------|-----------|------------|
| 8. 2,500 and under 3,500 GT | 45,000.00 | 60,000.00 |
| 9. 3,500 and under 5,000 GT | 50,000.00 | 70,000.00 |
| 10. 5,000 and under 6,500 GT | 55,000.00 | 80,000.00 |
| 11. 6,500 and under 8,000 GT | 60,000.00 | 90,000.00 |
| 12. 8,000 and under 10,000 GT | 65,000.00 | 100,000.00 |
| 13. 10,000 and under 12,000 GT | 70,000.00 | 110,000.00 |
| 14. 12,000 and under 15,000 GT | 75,000.00 | 120,000.00 |
| 15. 15,000 GT and over | 80,000.00 | 125,000.00 |

5. Approval of Intact Stability Booklet

| Ship's Tonnage | Fee |
|---------------------------|---|
| 1. 50 GT or less | P 470.00 |
| 2. Over 50 GT- 500 GT | 470.00 + P 1.60/ GT in excess of 50 GT |
| 3. Above 500 GT- 1,500 GT | P 1,250.00 + P 1.60/ GT in excess of 500 GT |
| 4. Above 1,500 GT | P 4,370.00 + P 1.50/ GT in excess of 1,500 GT |

6. Certificate of Stability/Indorsement without Lightweight Survey - P350.00

D. FRANCHISING SERVICE (FS)

| TYPE OF APPLICATION | FEES AND CHARGES |
|--|--|
| | |
| 1. Application for Issuance of | |
| New/Renewal of Company CPC | |
| • Steel Hulled Vessels | |
| NEW | |
| - Liner (Passenger & Cargo/Purely Cargo) | P 11.00/GT or minimum of P 7,800.00/vessel |
| - Tramp | P 12.50/GT or minimum of P 9,360.00/vessel |

E. ENFORCEMENT SERVICE (ES)

| TYPE OF APPLICATION | FEES & CHARGES |
|--|---------------------------|
| | |
| Issuance of Certificate of Compliance (COC) under MC # 65/65A | P 310.00 |
| | |
| Inspection Fees: | |
| • Within Metro Manila or Area of Jurisdiction for Regional Offices | |
| | |
| 35 to 100 GRT | P 2,600.00 |
| Above 100 to 250 GRT | P 4,680.00 |
| Above 250 to 350 GRT | P 6,240.00 |
| Above 350 to 500 GRT | P 7,800.00 |
| Above 500 to 1000 GRT | P 10,920.00 |
| Above 1000 to 5000 GRT | P 12,480.00 |
| Above 5000 GRT | P 15,600.00 |