

**MARINA CIRCULAR NO. 05**  
**Series of 2006**

**TO : ALL DOMESTIC SHIPPING COMPANIES AND OTHER MARITIME ENTITIES OPERATING SHIPS INTERFACING WITH OTHER INTERNATIONALLY CERTIFIED SHIPS**

**SUBJECT : RULES ON THE ISSUANCE AND MAINTENANCE OF CONTINUOUS SYNOPSIS RECORD FOR PHILIPPINE DOMESTIC SHIPS**

---

Pursuant to the provisions of Presidential Decree no. 474 and Executive Order Nos. 125/125-A, the Maritime Industry Board During its 174<sup>th</sup> regular meeting held on 16 February 2006 decided to adopt and approve the following rules for the issuance and maintenance of Continuous Synopsis Record for Philippine domestic ships which may be required to be issued and to maintain such Record when interfacing with other internationally certificated ships.

**I. OBJECTIVES:**

1. To provide rules on the issuance and maintenance of Continuous Synopsis Record for all Philippine ships engaged in domestic shipping trade interfacing with internationally certified ships; and
2. To establish a continuous system of ship's record for domestic ships.

**II. DEFINITION OF TERMS:**

1. **Administration** – refers to the Maritime Industry Authority (MARINA).
2. **Company** – the owner of the ship or any other organization or person such as the manager, or the bareboat charterer, who has assumed the responsibility for operation of the ship from the shipowner and who on assuming such responsibility has agreed to take over all the duties and responsibilities imposed by the owner.
3. **Continuous Synopsis Record (CSR)** – a record of the history of the ship which is kept on board during the life of the ship.
4. **Ship** – a Philippine-registered ship engaged in domestic shipping and covered by this Circular.
5. **Passenger Ship** – a ship which is authorized to carry more than twelve (12) passengers.

6. **Cargo Ship** – any ship which is not a passenger ship.
7. **International Safety Management Code (ISM) Code** – the International Management Code for the Safe Operation of Ships and for Pollution Prevention.
8. **NSM Code** – the National Safety Management Code for the Safe Operation of Ships and for Pollution Prevention developed by the Administration.
9. **Document of Compliance (DOC)** – a document issued to a company complying with the requirements of ISM/NSM Code.
10. **Safety Management Certificate (SMC)** – a document issued to a ship, after verification that the company and its shipboard management operate in accordance with the approved Safety Management System.

### **III. GENERAL AND SPECIFIC PROVISIONS:**

1. The Administration shall maintain a copy of each CSR issued to a ship;
2. The CSR File shall be retained onboard notwithstanding any change in the ownership or operation of the ship;
3. The Master shall ensure that the CSR's File is complete and updated:
4. Any previous entries in the CSR shall not be modified, deleted or, in anyway, erased or defaced; and
5. The company shall inform the Administration of any transfer of ship's registration for the Administration's subsequent transmittal of the CSR File to the new owner.

### **IV. PROCEDURE:**

1. The company shall file an application in a form prescribed by the Administration for the issuance of the CSR;
2. The *Company* or the *Master* shall be required to submit within five (5) calendar days from the date of the change, a duly accomplished Amendment Form to the Administration, for consideration and approval for any change relative to the information reflected in the CSR;

3. Whenever an Amendment Form is attached to the ship's current CSR, details of the amendment should be entered in the Index of Amendments and shall be attached to the current CSR in chronological order;
4. In the event that any amendment is not reflected in the latest CSR File, the Master shall perform the following activities:
  - a. accomplish the Amendment Form indicating any amendment not reflected thereto and attach it to the latest CSR
  - b. reflect such amendment(s) in the Index of Amendments; and
  - c. forward copies of the Amendment Form to the Administration
5. Company applying for the issuance of CSR should request the previous Flag State to send the CSR File to the Administration; and
6. In case of loss or damage to a ship's CSR file, the Company or Master should inform the Administration in writing and under oath the document(s) lost or damaged. The Administration then should immediately provide a certified true copy of the subject document(s) to the ship to replace such document(s) signed by the authorized officials.

#### **V. DOCUMENTARY REQUIREMENTS:**

1. Initial issuance of CSR
  - a. Letter of Intent
  - b. Duly accomplished application form
2. Amendment of or charge in the CSR
  - a. Letter of Intent
  - b. Duly accomplished application form

#### **VI. PROCESSING FEE:**

The company shall pay a processing fee of P1,200.00 per ship/ application

#### **VII. SANCTIONS AND PENALTIES:**

The company and the master shall be imposed separately the following fines or penalties, after due notice and hearing, for:

1. failure to report any change in the CSR
2. unauthorized change of entries in any CSR document

First Violation	-	P 5,000.00
Second Violation	-	10,000.00
Third and Succeeding Violations	-	20,000.00

#### **VIII. EFFECTIVITY CLAUSE:**

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

**BY AUTHORITY OF THE BOARD:**

**(Sgd.) VICENTE T. SUAZO, JR.**  
Administrator

#### **SECRETARY'S CERTIFICATE**

This is to certify that MARINA Circular No. **2006-005** was approved during the 174<sup>th</sup> Regular Meeting of the Maritime Industry Board of Directors held on 16 February 2006.

**(Sgd.) ATTY. VIRGILIO B. CALAG**  
Acting Corporate Board Secretary

Date of Publication: 03 March 2006  
Publisher: The Manila Times Newspaper  
Date of Submission to the Office of the  
National Administrative Register (ONAR): 07 March 2006

## APPLICATION FOR THE ISSUANCE OF CONTINUOUS SYNOPSIS RECORD

**(Please complete this Form when applying for the Continuous Synopsis Record (CSR))**

All Information boxes should be completed when making an application. Indicate N/A if “not applicable”.

Dates should be in the format yyyy/mm/dd

<b>INFORMATION</b>		
1	This document applies from (date)	
2	Flag State	
3	Date of registration with the State indicated in 2	
4	Name of Ship	
5	Port of registration	
6	Official No.	
7	Date of registration of ship	
8	Current Registered Owner's name & Address	
9	Current registered bareboat charterer's name and address	
10	Name and address of company (International Safety Management/ National Safety Management)	
11	Classification Society with which the ship is classed	
12	Administration/ Government/ Recognized Organization which issued Document of Compliance (DOC): Body which carried out audit (if different):	
13	Administration/ Government/ Recognized Organization which issued Safety Management Certificate (SMC): Body which carried out audit (if different)	
14	Administration/ Government/ Recognized Organization which issued International ship Security Certificate, if any: Body which carried out verification (if different)	
15	Date on which the ship ceased to be registered with the State indicated in 2:	

THIS IS TO CERTIFY THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS TRUE IN EVERY PARTICULAR.

\_\_\_\_\_  
Name and signature of Declarant

\_\_\_\_\_  
Date

Tel. No.: \_\_\_\_\_

Fax No: \_\_\_\_\_

**CONTINUOUS SYNOPSIS RECORD**  
**FOR THE SHIP WITH OFFICIAL NO: \_\_\_\_\_**  
**DOCUMENT NO: \_\_\_\_\_**

<b>INFORMATION</b>		
1	This document applies from (date)	
2	Flag State	
3	Date of registration with the State indicated in 2	
4	Name of Ship	
5	Port of registration	
6	Date of registration of ship	
7	Current registered Owner's name & address	
8	Current registered bareboat charterer's name and address	
9	Name and address of company (International Safety Management/ National Safety Management)	
10	Classification Society with which the ship is classed	
11	Administration/ Government/ Recognized Organization which issued Document of Compliance (DOC): Body which carried out audit (if different):	
12	Administration/ Government/ Recognized Organization which issued Safety Management Certificate (SMC): Body which carried out audit (if different)	
13	Administration/ Government/ Recognized Organization which issued International ship Security Certificate, if any: Body which carried out verification (if different)	
14	Date on which the ship ceased to be registered with the State indicated in 2:	

THIS IS CERTIFY THAT this record is correct in all respects

Issued by the Administration of:

Place and Date of Issue:

Signature of authorized person:

Name of authorized person:

This document was received by the ship and attached to the ship's CSR file on the following date \_\_\_\_\_: Signature: \_\_\_\_\_

**AMENDMENTS TO THE CONTINUOUS SYNOPSIS RECORD (CSR)  
DOCUMENT NUMBER \_\_\_\_\_ FOR THE SHIP WITH OFFICIAL NO. \_\_\_\_\_**

The amendments are shown in the table. Indicate **N/C** for all items not being changed. Dates should be in the format yyyy/mm/dd.

<b>INFORMATION</b>		
1	This document applies from (date):	
2	Flag State:	
3	Date of registration with the State indicated in 2:	
4	Name of Ship:	
5	Port of registration:	
6	Name and address of current registered owner's:	
7	If applicable, name of current registered bareboat charterer(s): Registered address(es)	
8	Name of Company (International Safety Management/ National Safety Management): Registered address(es): Address(es) of its safety management activities:	
9	Name of all classification societies with which the ship is classed, if any:	
10	Administration/ Government/ Recognized Organization which issued Document of Compliance: Body which carried out audit (if different)	
11	Administration/Government/Recognized Organization which issued Safety Management Certificate (SMC): Body which carried out audit (if different)	
12	Administration/ Government/ Recognized Organization which issued International Ship Security Certificate, if any: Body which carried out verification (if different):	
13	Date on which the ship ceased to be registered with the State indicated in 2:	

THIS IS TO CERTIFY THAT this record is correct in all respects

Issued by the Company or Master: \_\_\_\_\_

Place and date of issue: \_\_\_\_\_

Signature of authorized person: \_\_\_\_\_

Name of authorized person: \_\_\_\_\_

