

**MEMORANDUM CIRCULAR NO. 19-A**

**TO : ALL PERSONS, NATURAL OR JURIDICAL, WHO ARE OWNERS AND/OR OPERATORS OF SHIPBUILDING AND/OR SHIPREPAIR YARDS, ALL SHIOWNERS, AGENTS, CHARTERERS, OR ENTITIES WITHIN THE DEFINITION OF THE TERM "MARITIME INDUSTRY" UNDER P.D. NO. 474**

**SUBJECT : SUBMISSION OF COMPLETE REQUIREMENTS AND PAYMENT OF FILING FEE FOR ALL APPLICATIONS/REQUEST FILED WITH THE MARINA PRIOR TO THEIR OFFICIAL ACCEPTANCE FOR PROCESSING.**

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In line with the government's aim to achieve maximum efficiency and effectiveness in its operations, the MARINA shall no longer accept and process applications filed with the Office which do not have complete requirements, in terms of documents/information and for which the corresponding processing/filing fee have not been paid.

This new processing policy, which is envisioned to be minimized, if not totally eliminate the occurrence of processing delays due to insufficient requirements submitted by applicants, or non-immediate payment of filing fees, requires all applicants to submit the complete documents for an application as listed in the attached acceptance forms and to pay the corresponding filing fee as prescribed, prior to official acceptance of such applications/request.

This new processing policy shall be implemented effective 3 January 1984, as approved by the MARINA Board.

For your guidance.

VICTORINO A. BASCO  
Administrator