



MARITIME INDUSTRY AUTHORITY

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**TO : ALL SHIPPING COMPANIES, MANNING AGENCIES,
SHIPOWNERS, SEAFARERS AND ALL CONCERNED**

**SUBJECT : MARINA ONLINE APPOINTMENT SYSTEM FOR PROCESSING
OF SIRB APPLICATIONS AND STCW DOCUMENTS**

Notice is hereby given that as part of its intensified modernization campaign, MARINA will officially launch on October 26, 2018, its Online Appointment System (OAS) for SIRB Applications and STCW Documents, which includes a live demonstration of OAS from the MARINA Regional Office in Davao and Iloilo.

Starting November 05, 2018, all seafarers are directed to set an online appointment schedule prior to their physical appearance at the MARINA office on their chosen specified date and time. Appointment date will commence on November 12, 2018, at the MARINA Satellite Offices located at SM Manila and SM MOA, and at the MARINA Regional Offices in Cebu, Davao, Iloilo, Bacolod and Batangas

The following are the guidelines for the Online Appointment System:

- **ONLINE APPLICATION FOR NEW APPLICANT**

1. Go to MARINA Website www.marina.gov.ph click the ONLINE APPOINTMENT Icon.
2. Click the Sign-Up Button
3. Click Register New Account
4. Fill Up the required information.
5. Open your registered email for the activation of your account.
6. Update your profile.
7. Select your desired transaction and the location for your transaction.
8. Upload the required documents based on your transaction.
9. Wait for an email and SMS confirmation on the status of your application.
10. Choose the time and date of your appointment for personal appearance.
11. The system will provide you your appointment details (Branch, Schedule Date and Time, Transaction No. and Type of appointment)
12. Payment portal will appear then click proceed.
13. Pay your transaction to the authorized payment partner.
14. Wait for the email and SMS confirmation that your payment was successfully paid.



15. Proceed to your chosen MARINA office for personal appearance and final evaluation of documents.
16. Wait for your documents to be released.

- **ONLINE APPLICATION WITH SCS ACCOUNT**

1. Go to MARINA Website www.marina.gov.ph click the ONLINE APPOINTMENT Icon.
2. Click the Sign-In Button
3. Enter Your Log-in credentials (Email Address and Password)
4. Click the I'm not a robot and follow the instruction provided.
5. Select your desired transaction and the location for your transaction.
6. Upload the required documents based on your transaction.
7. Wait for an email and SMS confirmation on the status of your application.
8. Choose the time and date of your appointment for personnel appearance.
9. The system will provide you your appointment details (Branch, Schedule Date and Time, Transaction No. and Type of appointment)
10. Payment portal will appear then click proceed.
11. Pay your transaction to the authorized payment partner.
12. Wait for the email and SMS confirmation that your payment was successfully paid.
13. Proceed to your chosen MARINA office for personnel appearance and final evaluation of documents.
14. Wait for your documents to be released.

For information and guidance.



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