



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF TRANSPORTATION



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

MEMORANDUM CIRCULAR NO. MD-2019-01
Series of 2019

TO : ALL SEAFARERS, PORT STATE AUTHORITIES, SHIPPING COMPANIES, MANNING AGENCIES AND ALL CONCERNED MARITIME ENTERPRISES

SUBJECT : RULES AND REGULATIONS IN THE ISSUANCE OF SEAFARER'S RECORD BOOK (SRB) AND SEAFARER'S IDENTITY DOCUMENT (SID)

Pursuant to Presidential Decree No. 474, Section 12, Paragraph (j) of Executive Order No. 125/125-A and in compliance with the Seafarer's Identity Documents Convention (Revised), 2003 (ILO Convention No. 185) and the 1978 International Convention on Standards of Training, Certification and Watchkeeping for Seafarers (STCW), as amended, these rules and regulation are hereby adopted and prescribed:

I. Objectives

1. To prescribe rules and regulations in the issuance of SID in consonance with the following objectives of ILO 185 Convention:
 - 1.1 To promote national and international modern security for border control, immigration and verification of seafarer's identification;
 - 1.2 To enhance the security features of the Filipino seafarers' identification document and ensure its global interoperability and reliability:
 - 1.2.1 Minimizing the formalities, documentary requirements and procedures associated with the arrival, stay and departure of ships engaged in international voyages;
 - 1.2.2 Ensure that the privileges of facilitated border crossing for shore leave, transit, transfer and repatriation are provided only to genuine seafarers.
2. To enhance existing system and streamline the processes and requirements in the issuance of SRB.

II. Coverage

1. All Filipino seafarers 18 years of age engaged in any capacity onboard ships 35GT and above;
2. Filipino cadets/cadettes below 18 years of age may be issued SID and SRB for shipboard training purposes only.

III. Definition of Terms

1. **Administration** refers to Maritime Industry Authority.
2. **Basic Training (BT)** refers to a training course prescribed under Regulation VI/I of the STCW Convention 1978, as amended.
3. **Cadet/cadette** refers to student enrolled in Bachelor of Science in Marine Transportation (BSMT) or Bachelor of Science in Marine Engineering (BSMARE) Program or Senior High School graduate under Maritime Track (Technical Vocational and Livelihood).
4. **Company Representative** refers to a person who is not a crew of the ship and whose presence onboard is for specific purpose other than to perform navigation, operation and management function.
5. Issuance of SRB/SID refers to:
 - 5.1 Issuance of new SRB/SID;
 - 5.2 Renewal of expired SRB/SID; and
 - 5.3 Re-issuance of lost/damaged SRB/SID.
6. **Maritime Enterprise** refers to any ship agent, multimodal transport operator, and any other similar enterprises whose activities consist of representing, within the Philippines, as an agent, the business interests of shipping company/ies.
7. **On-line Appointment System (OLAS)** refers to a system of filing SRB and SID application using the MARINA online appointment system.
8. **On-site Processing** refers to the mobile processing of application for issuance of SRB/SID outside MARINA premises.
9. **Full Course of Basic Training (BT)** refers to a training for seafarer who has not served onboard for at least 1 year within 5 years from the date of issuance of the training certificate or date of last disembarkation.
10. **Seafarer** refers to any person who is employed or engaged or works in any capacity onboard a ship.

11. **Seafarer's Identity Document (SID)** refers to an International Identity Document under ILO Convention 185 (revised 2003) used to obtain proof of the bearer's eligibility for visa waiver; and to identify them as genuine seafarers who may be entitled to transit with their passport at ports and border crossings, and to shore leave without a visa.
12. **Seafarer's Record Book (SRB)**, (formerly known as SIRB) refers to a document issued by the Administration to all Filipino seafarers and cadets/cadettes that serves as record of sea service of the holder onboard ships of 35GT and above for commercial vessel and 50GT and above for fishing vessel.

IV. General Provisions

1. SRB and SID shall only be issued to Filipino seafarers who meet the requirements of this Circular.
2. All Filipino seafarers onboard commercial vessel and fishing vessels of 35GT and 50GT above, respectively are covered under this Circular must possess a valid SRB and SID at all times while onboard.
3. A valid SIRB/SRB is a prerequisite in the application for the issuance of SID.
4. Application for the issuance of SRB and/or SID shall be filed by the applicant through Online Appointment System (OAS) (refer to Process Flow in Annex A) and shall personally appear on the scheduled date of appointment. Reissuance of expired/lost/damaged SRB and/or SID while onboard may be allowed to be filed through a duly authorized representative of the shipping company or manning agency.
5. Upon the request of maritime schools/institutions, shipping companies and other maritime enterprise, the Administration may dispatch the SRB and SID mobile team for onsite processing.
6. Holders of Basic Training (BT) who have not gone on-board for the last 5 years shall be required to undergo the full course on BT.
7. All Seafarers shall ensure that the entries in the SRB are properly filled up and signed by the Master of the ship before disembarkation.
8. SRB and SID may be claimed personally, by a duly authorized representative or through the Administration accredited courier upon payment of additional fee.
9. SRB or SID which remains unclaimed within 6 months from the scheduled date of release shall be revoked. The applicant shall be required to re-apply for issuance of a new SRB or SID.

V. Specific Provisions

1. Documentary Requirements

Type of Application	Documentary Requirements	
	SRB	SID
1. New	<ol style="list-style-type: none"> 1. Birth Certificate (SECPA) or Passport or Identification Certificate issued by the Bureau of Immigration (in case of dual citizens) 2. Marriage Contract, <i>for married woman</i> 3. Valid NBI Clearance 4. Certificate of Completion for Basic Training (BT) 5. Transcript of Records (TOR) or Completed Academic Requirements (CAR) for Maritime Courses (as applicable) 6. Two (2) Documentary Stamps 	Valid SIRB or SRB
2. Renewal / Reissuance	<ol style="list-style-type: none"> 1. Old SIRB/SRB 2. Marriage Contract (for married woman) 3. Valid NBI Clearance 4. Certificate of Completion for Basic Training (BT) 5. Duly Notarized Affidavit (for Lost or Damaged) which are still valid 6. Two (2) Documentary Stamps 	<ol style="list-style-type: none"> 1. Valid SIRB or SRB 2. Duly Notarized Affidavit (for Lost or Damaged)

3. Onboard Application (lost or damaged SRB/ SID)	1. Letter request from the Company/ Agency 2. POEA approved employment contract 3. Crew list duly signed by the Master 4. Clearance of no pending case / obligation or unpaid penalty from Legal Service 5. Affidavit by the Seafarer and confirmation by the Master 6. Company Affidavit of Undertaking (duly notarized) 7. Two (2) Documentary Stamps	1. Valid SIRB or SRB 2. Letter request from the Company/ Agency 3. POEA approved employment contract 4. Crew list duly signed by the Master 5. Clearance from Legal Service as to monetary obligation 6. Affidavit by the Seafarer and confirmation by the Master 7. Company Affidavit of Undertaking (duly notarized)
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2. Conduct of On-site Processing – Conduct of onsite processing shall be approved by the Administrator subject to the following conditions:
 - 2.1 The applicant institution must file the request at least 30 days before the scheduled date;
 - 2.2 The minimum number of applicants must be 50;
 - 2.3 The institution must ensure authenticity of all documentary requirements submitted by the applicant.
3. SRB and SID application shall be released within 3 working hours after payment.
4. Validity - The SRB shall be valid for ten (10) years and SID shall be valid for five (5) years. SRBs issued to cadets/cadettes below 18 years of age shall be for shipboard training purposes only, with validity of three (3) years.
5. The seafarers and the Master shall ensure the proper filling up of entries on the SRB as shown in the sample table below;

NAME OF VESSEL OFFICIAL NO. PLACE OF REGISTRY GROSS TONNAGE (HORSE POWER)*	RANK	DATE AND PLACE OF	SIGNATURE OF MASTER AND DATE ACCOMPLISHED
MV "LADY AZURA" 04-0000805 Batangas 240GT/500HP	Deck Cadet	EMBARKATION September 10, 2017/Cebu City	
		DISEMBARKATION September 10, /2018/Manila	
		EMBARKATION	
		DISEMBARKATION	
		EMBARKATION	
		DISEMBARKATION	

Note:

- In the absence of the Printed Name of the Master, signature will suffice.

6. Disqualifications:

6.1 Seafarers who have been declared by a competent medical practitioner to be permanently disabled to board ship and who have been paid by the insurance for such disability shall no longer be allowed to renew or be issued SRB and SID. In case that after such declaration of permanent disability, the SRB and SID is still valid, the same shall be deemed automatically revoked;

6.2 Those who are watchlisted seafarer/s by MARINA, unless, a Legal Clearance has been issued from the MARINA Legal Service.

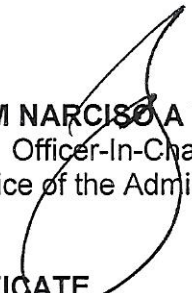
VI. Fees and Charges

Type of Application	Proposed Fee (Pesos)	
	SRB	SID
New/Re-issuance	1,000.00	600.00
Cadet/Cadette with limitation "For Shipboard Training Purposes Only"	800.00	600.00
Application for On-site Processing	1,800.00	
Onboard Application (Lost or damaged)	1,800.00	1,000.00

- VII. **Repealing Clause**– MARINA Circular Nos. 2009-10 and 2016-05, MARINA Advisory 2018-02 and 2018-13 and all other issuances which are inconsistent herewith are hereby repealed accordingly.
- VIII. **Transitory Provision**– All previously issued SIRBs shall remain valid until their expiry period and can be used in application for SID. Holders of valid SIRB have the option to apply for issuance of the new SRB. The implementation of this Circular shall take effect upon the operationalization of the new system in the issuance of SRB and SID.
- IX. **Separability Clause**–Should any provision of this Circular be declared by competent authority to be invalid or unconstitutional, the remaining provisions or parts hereof shall remain valid and effective.
- X. **Effectivity**–This MARINA Circular shall take effect fifteen (15) days after its publication in a newspaper of general circulation.

Manila, Philippines, 15 November 2018.

BY AUTHORITY OF THE BOARD:


VADM NARCISO A VINGSON JR
Officer-In-Charge
Office of the Administrator

SECRETARY'S CERTIFICATE

This is to certify that the Memorandum Circular No. MD-2019-01 has been approved by the MARINA Board during its 263rd Regular Board Meeting held on 15 November 2018.


ATTY. EUSEBIA A. CADLUM-BOCO
Corporate Board Secretary

Date of Publication: 10 January 2019
Business Mirror
Date of Submission to ONAR: