



FREQUENTLY ASKED QUESTIONS

**OVERSEAS
SHIPPING**

RELATED APPLICATIONS

How do you register a foreign ship under the Philippine flag that will be permanently utilized in international waters?

The company must be registered/accredited first with MARINA Circular No. 181.

Documentary requirements for Accreditation under MC No. 181:

1. Letter of application
2. List of principal officers supported by Curriculum Vitae with photograph indicating their shipping experience. Principal Officers must have at least 5 years of experience in shipping
3. Copy of Certificate of Registration with the Securities and Exchange Commission and Articles of Incorporation
4. The required paid-up Capitalization of the companies with owned ships is Php 7,000,000.00, without limit to the number of ships to be chartered

After approval of the accreditation, the company must comply with the following:

A. Pre-approval documents to be submitted (M.C. No. 182, as amended)

1. Original copy of the Certificate of Deletion or Suspension of the original registry or consent to the bareboat charter registration in the Philippines by the State of original registry
2. A copy of the signed Bareboat Charter Contract (with printed names below the signatures) duly notarized in the State where it was executed and authenticated by the Philippine Embassy/Consulate concerned
3. A copy of the Power of Attorney/Board Resolution authorizing the signatory to the bareboat charter party to act as such on behalf of the registered owner, duly notarized in the State where it was executed and authenticated by the Philippine Embassy/Consulate concerned
4. A copy of the ship's subsisting Certificate of Original Registry (Patente), as duly certified to be a true copy of the original by the State of original registry or by the Philippine Embassy/Consulate concerned
5. Builder's Certificate (for newly built ship)
6. For bareboat subcharter:
 - Consent from the registered owner

B. Letter authorization to a classification society for the issuance of the following statutory certificates (M.C. No. 2018-01):

1. International Tonnage Certificate
2. International Load Line Certificate
3. International Oil Pollution Prevention Certificate
4. International Ship Security Certificate
5. Cargo Ship Safety Construction Certificate
6. Cargo Ship Safety Equipment Certificate
7. Document of Compliance
8. Safety Management Certificate
9. Other required trading Safety Certificates

C. Minimum Safe Manning Certificate (MSMC) – based on M.C. No. 2018-03

D. Certificate of Philippine Registry (CPR) – filing fee is based on the Gross Tonnage and charter period (M.C. No. 2015-05)

E. Certification that the application is being processed in MARINA for purposes of securing call sign from the National Telecommunications Commission (NTC) or processing of crew contracts with POEA

F. Documentary stamp tax on charter contract based on ship's Gross Tonnage and charter period

G. Application for the issuance of Continuous Synopsis Record (after the issuance of CPR)

H. Separate application for the Approval of Vessel Plans – to be filed with the Shipyards Regulation Service (SRS) before the issuance of full term CPR and MSMC

I. Issuance of Full Term CPR and MSMC – the applicant shall be required to submit the following:

- Approval of Ship's Plan
- Protocol of Delivery and Acceptance



What are the requirements for a domestic ship to be temporarily used in international waters (M.C. No. 2013 - 04)?

1. Letter of application signed by the officer of the company or its authorized representative
2. Crew list indicating the names of the crew, their respective ranks/positions and the STCW Certificate/Certificate of Competency

C. Ship documents, as applicable:

1. Cargo Ship Safety Equipment Certificate
2. Cargo Ship Safety Construction Certificate
3. Cargo Ship Safety Certificate
4. International Tonnage Certificate/
Admeasurement
5. Document of Compliance
6. Safety Management Certificate
7. Certificate of Public Convenience
8. Continuous Synopsis Record (500gt and above)
9. Long Range Identification and Tracking of Ships
(300gt and above)
10. Cargo Ship Safety Radio Certificate
(issued by the NTC)
11. Ship Station License (issued by NTC)
12. Civil Liability Convention Certificate
(greater than 1,000gt)
13. Certificate of Insurance or Other Financial Security
in respect of CLC for Bunker Oil Pollution
Damages, 2001 (1,000gt – other than tanker)

14. International Sewage Pollution Prevention Certificate
15. International Oil Pollution Prevention Certificate
16. International Load Line Certificate
17. International Ship Security Certificate (500gt and above)
18. Certificate of Fitness (gas carriers only)
19. Cargo Securing Manual (stamped by the Maritime Safety Service)
20. Passenger Insurance (for passenger ships)
21. Passenger Ship Safety Certificate
22. Exemption Certificate (issued by the Maritime Safety Service)
23. International Energy Efficiency Certificate
24. International Air Pollution Prevention Certificate
25. International Ballast Water Management Certificate
26. International Anti-Fouling System Certificate
27. Certificate of Class (full term)
28. For conduction purposes abroad, safety certificates depending on type and size of ship:
 - Waiver from the SRS (ships that will be dry docked/repaired abroad)



What are the requirements for the novation/renewal/extension of temporary Philippine registration under Bareboat Charter (M.C. No. 182, as amended)?

1. Letter of Application signed by the officer of the company or its authorized representative
2. Bareboat Charter Contract duly signed (with printed names of the signatories)
3. Consent to the bareboat charter registration in the Philippines by the State of original registry or copy of a Certificate of Deletion or Suspension
4. Power of Attorney or Board Resolution authorizing the signatory to the bareboat charter party to act as such on behalf of the registered owners
5. Copy of the Valid Certificate of Vessel Registry (Patente)
6. For New Buildings: Builder's Certificate
7. For Sub-charter:
 - Consent from the registered owner
(For bareboat sub-charter only)
 - Addendum to the Charter Contract
(For extension/renewal only)

What are the requirements to delete a ship from the Philippine Registry (M.C. 90, as amended and M.C. No. 182, as amended)?

A. For Bareboat Chartered Ships:

1. Letter of Application signed by the officer of the company or its authorized representative
2. Consent from the registered owner

B. For Owned Ships:

1. Letter of Application signed by the officer of the company or its authorized representative



Are foreign officers/crew allowed onboard Philippine-registered ships plying the international trade (M.C. No. 182, as amended)?

No, however the Philippines allows foreign officer/crew onboard the Philippine flag ships as supernumerary for a specific purpose other than to perform navigation, operation and management functions. It may be allowed only for a maximum period of six (6) months.

What are the requirements in order to be accredited as Recognized Organization (RO) that will perform certification and services for the Philippine-registered ships (M.C. No. 2018 - 01)?

The applicant/company shall submit the following documents in support of the application:

1. Letter of intent/application
2. Copy of company registration/Articles of Incorporation and By-Laws issued/ Memorandum and Articles of Partnership issued by the Securities and Exchange Commission
3. Copy of Quality Assurance Certification issued by a certifying body acceptable to the Administration
4. Directory of Officers, Auditors, Surveyors, or Officials of the RO showing their competence and qualifications
5. Copy of the Code of Ethics and Ethical Standards by which the ROs' ethical behavior is governed with respect to assurance of adequate performance on services, confidentiality of information and independence between the personnel providing consultancy services and those involved in the statutory certification and services
6. Track record or general information that will show the past achievements or performance of a RO relating to statutory certification and services from other Flag States



What are the things to be done when a Philippine-registered ship is detained by Port State Control officers in a foreign port?

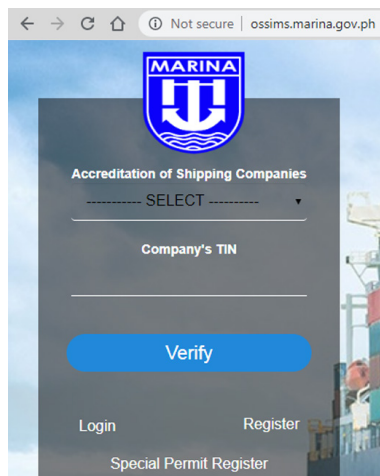
The company must inform the Flag Administration and request the Class of the ship to rectify the reported deficiencies.

What is the MARINA Overseas Shipping Service Information and Monitoring System?

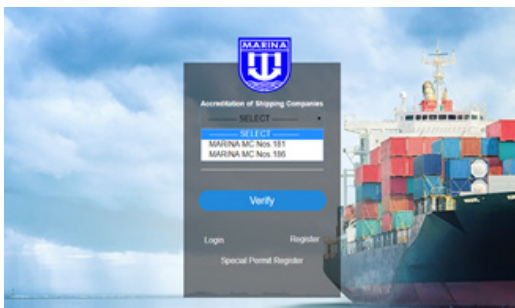
The MARINA Overseas Shipping Service Information and Monitoring System or OSSIMS for short is an online application that aims to intensify the Agency's campaign in eliminating bureaucratic red tape, avert graft and corrupt practices. It also promotes transparency and sustains ease of doing business.

How is the MARINA Overseas Shipping Service Information and Monitoring System being adopted?

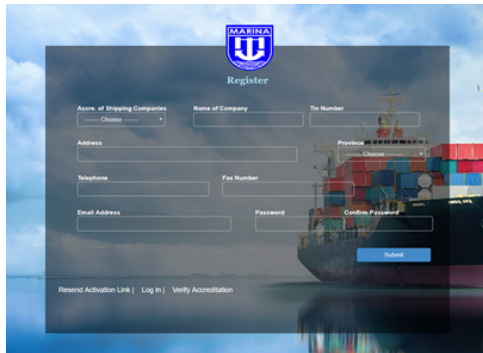
- a.) Go to <https://ossims.marina.gov.ph>.
- b.) For existing companies, select the ACCREDITATION



OF SHIPPING COMPANIES and enter the Company's Taxpayer Identification Number (TIN), then click the verify button. Click OK.



- i. For New Companies, Click the Register link in Step 1, then you will be redirected to the registration page:
(<https://ossims.marina.gov.ph/registration.php>).
Fill-up all the necessary information needed.
Proceed to Step 4.



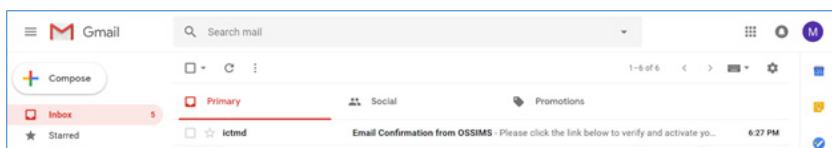
- ii. For Special Permits, Click the Special Permit Register link in Step 1, then you will be redirected to Special Permit Registration page:
(https://ossims.marina.gov.ph/SpecialPermit_Registration.php).
Fill-up all the necessary information needed.
Proceed to Step 4.

The screenshot shows the MARINA Register portal. At the top is the MARINA logo and the word "Register". Below this is a registration form with the following fields: "Name of Company", "Tin Number", "Address", "Province", "Telephone", "Fax Number", "Email Address", "Password", and "Confirm Password". A blue "Submit" button is located at the bottom right of the form. At the bottom left of the form, there are links for "Resend Activation Link" and "Log In". The background of the portal is a large image of a cargo ship with colorful containers.

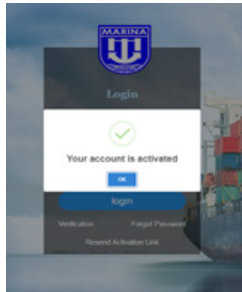
- c.) After verification in Step 2, you will be redirected to the Create Email address and Password page. Enter the company's email address and password (the password should be alphanumeric and minimum of 8 characters), then click submit button. Confirmation window will appear that you have successfully submitted your email.

The screenshot shows the "Create Email address and Password" page. It features a dark grey form overlay on the same cargo ship background. The form contains the following fields: "Name of Company" (pre-filled with "Dummy Dummy"), "Tin Number" (pre-filled with "888-888-888"), "Email Address", "Password", "Confirm Password", and a "Close" button. A blue "Submit" button is located at the bottom right of the form.

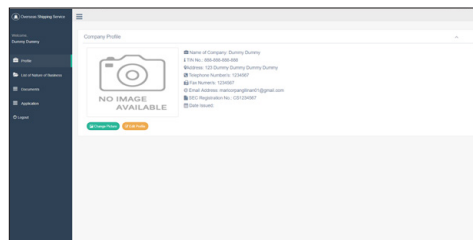
- d.) Check your email for the Email Confirmation from OSSIMS. Then click Activate Account.



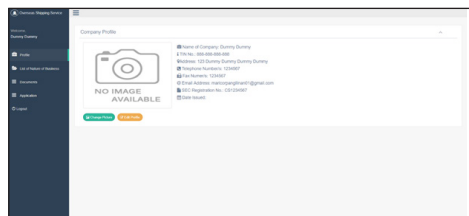
- e.) After you click the Activate Account link in Step 4, confirmation window will appear, then click OK and proceed to LOG IN page.



- f.) LOG IN the company's email address and password.
- g.) After successful log in, you will be redirected to the Company's Profile page.



- h.) Click the Application tab, then select TYPE OF APPLICATION. The set of requirements of that application will be listed.



- i.) Click the Choose File button then select the file that you will upload. Click the Upload button. Only PDF files with less than 2MB size per document can be uploaded. After all the requirements are uploaded, click the APPLY button.

Upload Documents

Type of Application
Accreditation of shipping companies under Maritime Order No. 101

Requirements	Upload Documents	File Uploaded	Date and Time Uploaded	Action	Remarks
Letter of application signed by the officer of the company or its authorized representative	Choose File No file chosen Upload				
List of principal officers supported by Curriculum Vitae, including their shipping experience and recent photograph	Choose File No file chosen Upload				
Company Identification Number (CIN)	Choose File No file chosen Upload				
Copy of Certificate of Registration with the Securities and Exchange Commission (SEC) and Notice of Incorporation	Choose File No file chosen Upload				
Copy of latest certification from SEC of the company's income of prior registration	Choose File No file chosen Upload				

Upload Documents

Type of Application
Accreditation of shipping companies under Maritime Order No. 101

File Uploaded, Ready to Proceed to MATRIS [Cancel Application](#)

Requirements	Upload Documents	File Uploaded	Date and Time Uploaded	Action	Remarks
Letter of application signed by the officer of the company or its authorized representative	Choose File No file chosen Upload	Download	October 10, 2019, 7:00 pm	Download	
List of principal officers supported by Curriculum Vitae, including their shipping experience and recent photograph	Choose File No file chosen Upload	Download	October 10, 2019, 7:00 pm	Download	
Company Identification Number (CIN)	Choose File No file chosen Upload	Download	October 10, 2019, 7:00 pm	Download	
Copy of Certificate of Registration with the Securities and Exchange Commission (SEC) and Notice of Incorporation	Choose File No file chosen Upload	Download	October 10, 2019, 7:00 pm	Download	
Copy of latest certification from SEC of the company's income of prior registration	Choose File No file chosen Upload	Download	October 10, 2019, 7:00 pm	Download	

j.) Check for status. If all documents are complete, proceed to the Overseas Shipping Service (OSS) for final evaluation and issuance of Authority to Accept Payment (ATAP). The application will not be accepted if the documents are incomplete or not acceptable upon verification. Notice of deficiency will appear in the Remarks portion along with why the application is incomplete.



- k.) The Overseas Shipping Service has the option to cancel the application if the submitted documents are not completed within two (2) months from activation of the account.
 - l.) Upon payment of the applicable fees, the application will be accepted for final evaluation and issuance of the appropriate approval and/or certificates.
 - m.) The submission of documents as post approval conditions shall apply.
 - n.) The provisions of Republic Act (R.A.) 10173, otherwise known as the Data Privacy Act on protection of confidentiality, preserve the integrity and promote the availability of data for authorized use shall apply.
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REFERENCES:

- Maritime Industry Authority – Overseas Shipping Service
- MARINA Advisory No. 2019 – 02: MARINA Overseas Shipping Service Information and Monitoring System
- Checklist of Documentary Requirements: Special Permit for Temporary Utilization of Domestic Ships in Overseas Trade/Operation (M.C. 2013 - 04)



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