Maritime Industry Authority
MARINA Building, Bonifacio Drive
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INTEGRATED DOMESTIC SHIPPING INFORMATION SYSTEM

IDSIS

User's Manual

Applicant's Console

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A. What is IDSIS?

IDSIS, or Integrated Domestic Shipping Information System, is a web-based application system that will automate processing of the different applications filed with MARINA related to domestic shipping.

This will improve the services of MARINA specifically on data capturing, application processing, production and issuance of the different certificates/ licenses/ approvals. It will provide an end-to-end solution which includes online filing of application, online submission of the documentary requirements, online payment thru third party, capturing details of the applications, online submission of inspection data, automatic generation of certificates/ licenses/ approvals and generation of management reports.

Phase I of the design and development of IDSIS shall cover applications processed by:

1. Domestic Shipping Service (DSS)
   - Company accreditation
   - Vessel acquisition
   - Vessel Name Clearance
   - Vessel Registration and Ownership
   - Licensing

2. Shipyard Regulation Service (SRS)
   - Vessel Plans Approval
   - Construction Certificate
   - Tonnage Measurement

Phase II, on the other hand, will cover vessel inspection and issuance of safety certificates by Maritime Safety Service (MSS).

B. Who will use IDSIS?

IDSIS will be utilized by the following users in the processing of domestic shipping – related applications:

1. Systems, hardware and network administrators;
2. MARINA personnel from DSS, SRS, MISS and Regional Offices;
   - Directors/OIC
   - Division chief/supervisor
   - authorized evaluator
3. Applicants - Shipowners / Operators and other maritime entities.

C. IDSIS User Roles and Responsibilities

The access rights or restrictions of a user is identified depending on their roles.

1. IDSIS Administrator

The Management Information Systems Service (MISS) IT staff shall serve as the administrator of IDSIS. Authorized personnel/s from MISS shall be responsible in the maintenance of the system which include, among others, add or modify a static data, back-up the whole system, add or remove an authorized user, modify the system which may be due to changes on policies and others.

2. MARINA user (Evaluator, Division Chief/Supervisor, Director/OIC)

The MARINA user shall process the application filed by any applicant. Access to system will depend on the office and designation.

No.	Office	Access
1	Shipyards Regulation Service (SRS)	1. Plans Approval 2. Local Construction 3. Vessel Name Clearance 4. Construction Certificate 5. Tonnage Measurement
2	Domestic Shipping Service (DSS)	1. Ship Acquisition 2. CO/CPR 3. License (CWL/BRL/PYL)

3. Applicant

An applicant (shipowner/operator/other maritime entity) who wish to apply for any application related to domestic shipping may use IDSIS. Information and documents needed in processing the requested applications shall be provided / uploaded by the applicant.

D. System Requirements

The following are the minimum hardware and software specification:

HARDWARE	SOFTWARE
- Personal Computer - Internet Connection Required - Scanner - Printer	- Windows 8 and above - Latest Web Browser (Google Chrome, Mozilla Firefox, Microsoft Edge, etc.)

E. User's Profile

The application user must have knowledge on the basic functions of a computer and must be familiar on using a Web Browser.
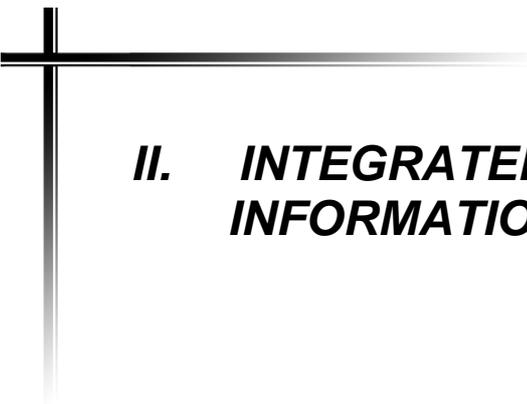
II. INTEGRATED DOMESTIC SHIPPING INFORMATION SYSTEM WORKPLACE

APPLICANT'S CONSOLE

Topics on this Chapter

A. Getting Started

1. Creating an Account

To create an account, an applicant must send an email request to the Management Information System Service (MISS) of MARINA through **miss@marina.gov.ph**. The email request should contain the following information:

    a. Full Company Name;
    b. Company Tax Identification Number (TIN); and
   c. Full Name (First Name, Middle Name and Surname) of company's representative.

Once a reply from the MISS Office, containing an approved username (9-digit Company TIN) is received, the applicant may begin accessing IDSIS.

2. Logging-In

Open and launch the application. Enter the URL: "***https://idsis.marina.gov.ph/***" into your Web Browser.

The Log-In form will appear. Enter the approved username, leave blank password field, then, click **Sign In**.

For the first login, the system will automatically direct and ask the user to reset password. Enter the new password twice, then click "**Reset**".

Note:
- IDSIS user representatives are reminded to protect and secure password at all times.
- For forgotten passwords, the company's designated IDSIS user representative may request for the resetting of password at MISS official email account. Once an email is received, you may repeat the same procedure above.

If log in is successful, IDSIS Interface for applicants will be displayed.

B. The IDSIS Interface

Below figure shows the applicant interface which will assist account user in navigating around the whole IDSIS environment.

1. **Username and Office -** information of the account owner

2. **Menu Bar** – menu options found at the leftmost part of the screen. This displays the different functionalities of IDSIS which will assist the applicant in transacting with MARINA.

   a. **Dashboard –** the dashboard is a graphical user interface of IDSIS which is linked to its database providing summary of all transactions made with MARINA.
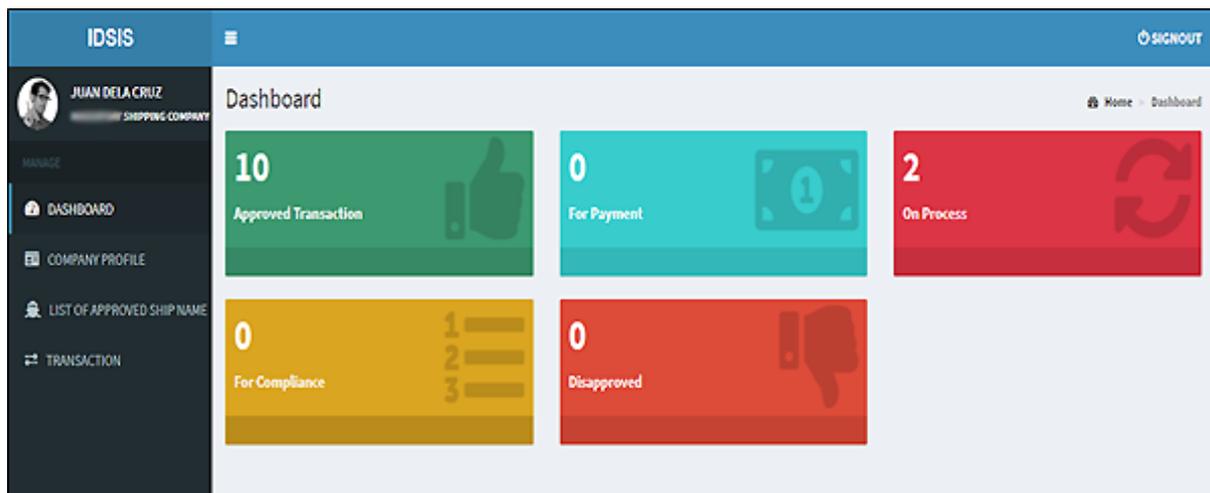
   b. **Company Profile** – displays an updated / relevant information about the company.

   c. **List of Approved Ship Name** – This shows all ship names approved and / or registered with MARINA.

   d. **Transaction** – This menu shall be used by the applicant to process and monitor any maritime-related applications with IDSIS.

3. **Toggle Button** – It is used to show or hide the Menu Bar.

4. **Sign Out Button** – the button used to log out of IDSIS. Users are strongly advised to always sign out from the system once transaction is done, to ensure safety and security of IDSIS data and information.

5. **IDSIS Version**

6. **Workspace** – part of the screen where the following information is displayed for each menu option selected from the Menu Bar (2).

   a. **Menu Title** – menu option selected

b. **Table of Entries** – contains complete entries of the account selected from the Menu Bar.

c. **Number of Entries per Menu -** shows the total number of entries for the selected menu/table

d. **Search Bar** – allows the user to search for a particular entry.

e. **Navigator** – allows the user to scan through all entries on a particular menu.

C. Managing the Account Information (Company Profile)

To start with any transactions in the system, it is necessary to completely fill up first the account information for each company / operator.

The menu option "**Company Profile**" will require personal and business information from its clients/applicants thru the three tabs displayed, namely, company/entity information, principal officer and the business registration tab.

This shall be regularly updated by the account owner.
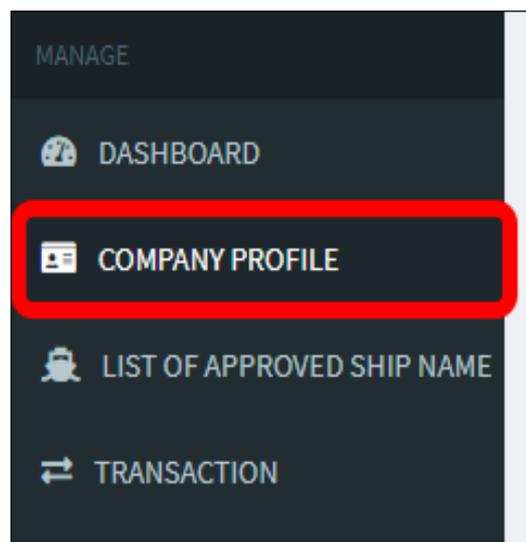
i. **Company/Entity Information Tab**

- Under the **"Company/Entity Information"** Tab, click **"Edit".**

- Enter all necessary company information. Once done, click "**Update**".
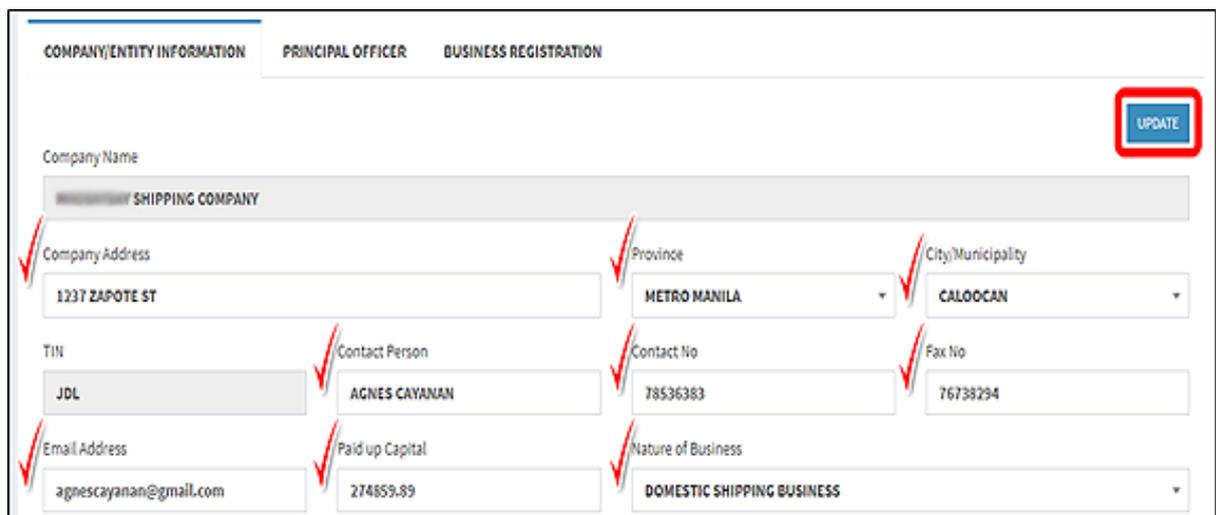
ii. **Principal Officer Tab**

To add a Principal Officer

- Under the **"Principal Officer"** Tab, the applicant may list all company officials as shown below. To enter a new entry, click **"Principal Officer"** on the right.

- Enter all necessary information. If an entry is not applicable, leave it blank. Once done, click "**Save**".

A message will appear showing its confirmation on addition of entry. *(Principal Officer successfully saved.)*

Principal Officer sucessfully saved.

Note: Applicant may enter more than one principal officer by repeating the process above.

To Modify an Entry

- Each entry may be modified. Click on the "**Edit**" Button on the right part of the table.

NAME	POSITION	EDIT	DEL
CAYANAN, POONGSAN M	PRESIDENT		
DELA CRUZ, JOSEPH A	VICE PRESIDENT		
Showing 1 to 2 of 2 entries		Previous 1 Next	

Modify the particular data to be edited then click **"Save"**, otherwise, click **"Close"** or **"x" Button.** A message will appear showing its confirmation on modification of entry.

To Delete an Entry

- A Principal Officer may also be deleted. Click on the "**Delete**" button on the right part of the table.

NAME	POSITION	EDIT	DEL
CAYANAN, POONGSAN M	PRESIDENT	✎	✎
DELA CRUZ, JOSEPH A	VICE PRESIDENT	✎	✎

Showing 1 to 2 of 2 entries

Previous **1** Next

A message prompt will ask the user to confirm deletion of entry. Click "**Delete**" to continue, otherwise, click "**Cancel**" or "**x**" Button.

Are you sure?

Do you really want to delete these documents? This process cannot be undone.

CANCEL ⊟ DELETE
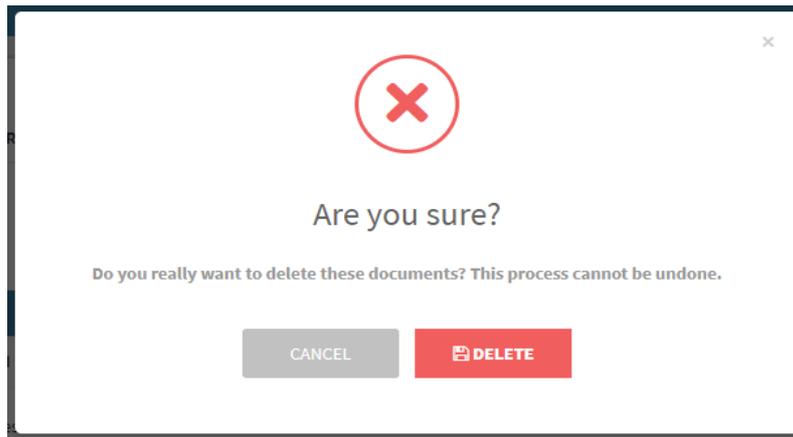
A confirmation message will appear showing its deletion of entry.

CONFIRMATION MESSAGE

THE DOCUMENTS HAS BEEN SUCCESSFULLY DELETED!

✖ OK
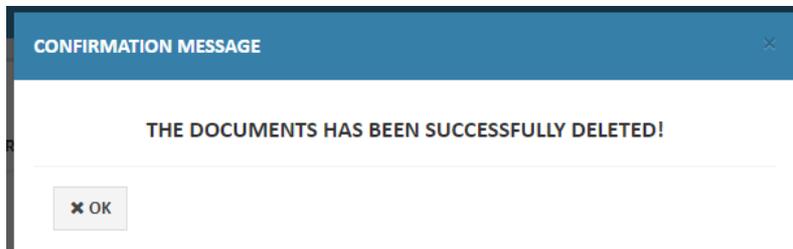
iii. **Business Registration Tab**

- Under the "**Business Registration**" Tab, the applicant is required to input information about its business registration. Click "**Business Registration**" on the right to continue.

AL OFFICER   **BUSINESS REGISTRATION**

BUSINESS REGISTRATION

- Select the appropriate Form of Business, and enter the Registration Number and its Date of Registration. Click "**Save**" if done, otherwise, click "**Close**" or "**x**" button.

Note: The corresponding document/certificate is automatically identified once the applicant selects a particular Form of Business as shown in the table below.

Form of Business	Business Registration Certificate
Cooperative	Cooperative Certificate
Corporation	Securities and Exchange Commission (SEC) Certificate
Partnership	Securities and Exchange Commission (SEC) Certificate
Single Proprietorship	Department of Trade and Industry (DTI) Certificate

Input details for the required certificate, then click "**Save**". Below message will appear once details are completed and saved.

Business Registration for: has been successfully saved.

D. Transaction / Application Process

Transaction Menu

Transaction Menu is the menu selected from Menu Bar which allows user to transact on any MARINA domestic-related applications thru IDSIS.

The transaction workspace shows details of all applications processed and/or currently being processed by the account owner (applicant) with MARINA.

a. NEW Transaction

Click the "**New Transaction**" Button located above the Table of Entries.

A new window will appear. Under the "**Transaction Details**" Tab, the applicant will be asked for the **Application type** and for the **MARINA Office** they are applying at.

Make sure that all fields with Red Asterisks (*) are filled-out.

Note: Details / information that the system is requiring will differ according to the type of application that is selected.

Sample Application Process

- Accreditation of Maritime Enterprises / Entities

Accreditation of Domestic shipping companies/enterprises/shipowners/operators is a pre-requisite to the grant of permits/licenses/certificates for vessels engaged in the carriage of passengers and/or cargoes between various ports and places in the Philippines.

If you click on **Accreditation** as Application Type, the image below will be displayed.

The following details are required for the application on **Accreditation of Maritime Enterprises/Entities**:

1. MARINA Office – where the application will be filed at;
2. Type of Accreditation

    a. MARINA Circular 186: Rules on the Accreditation of Maritime Enterprises

    It includes any ship manager, ship agent, multimodal transport operator, and any other similar enterprise whose activities consist of representing, within the Philippines, as an agent, the business interests of one or more shipping line or shipping companies.

    b. MARINA Circular 2006-03: Revised Guidelines on the Accreditation of Domestic Shipping Enterprises or Entities

    All persons, whether natural or juridical, or entities authorized by law to engage in the use of ships for the carriage of passengers and/or cargoes

between various ports and places in the Philippines, for hire or compensation with general or limited clientele, whether permanent, occasional or incidental, with or without fixed routes for contractual or commercial purposes.

3. Request Type
    a. New;
    b. Extension;
    c. Reissuance/Renewal;
4. Remarks – any message of the company for MARINA.

When done with Transaction details, click on the **Documentary Requirements** Tab. Under this Tab, the applicant will be asked to upload listed documentary requirements, if any, relevant to the type of application that was selected.
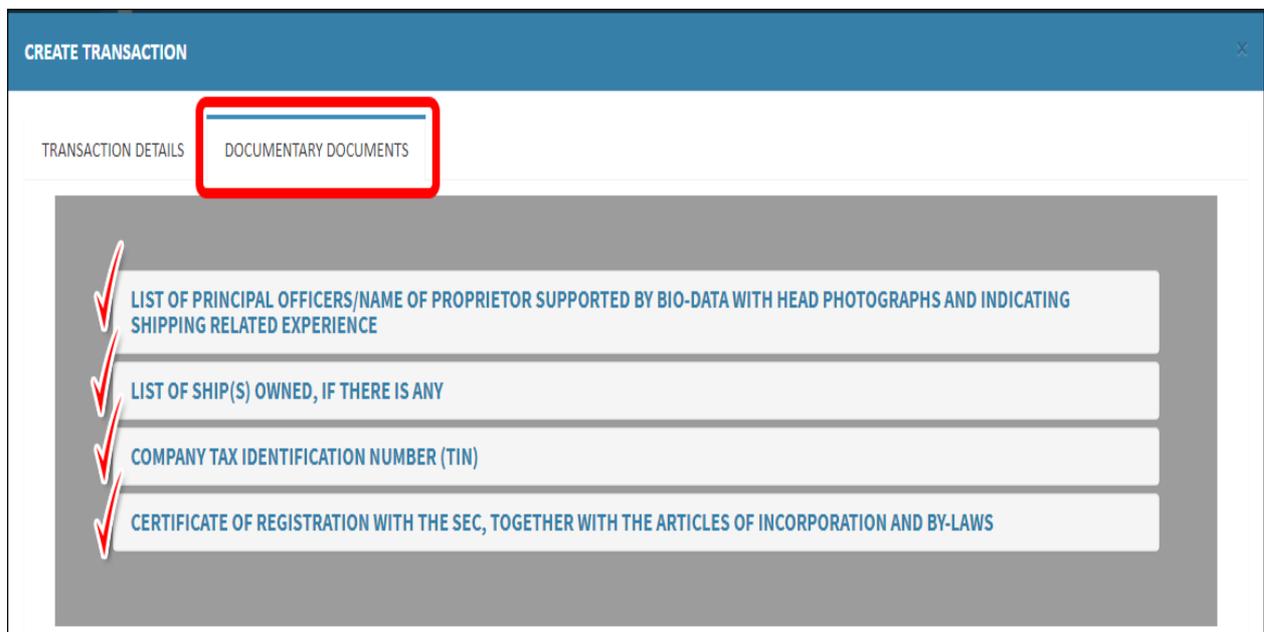
To upload a file, click on a particular document title to toggle open, and then click "**Upload File**".
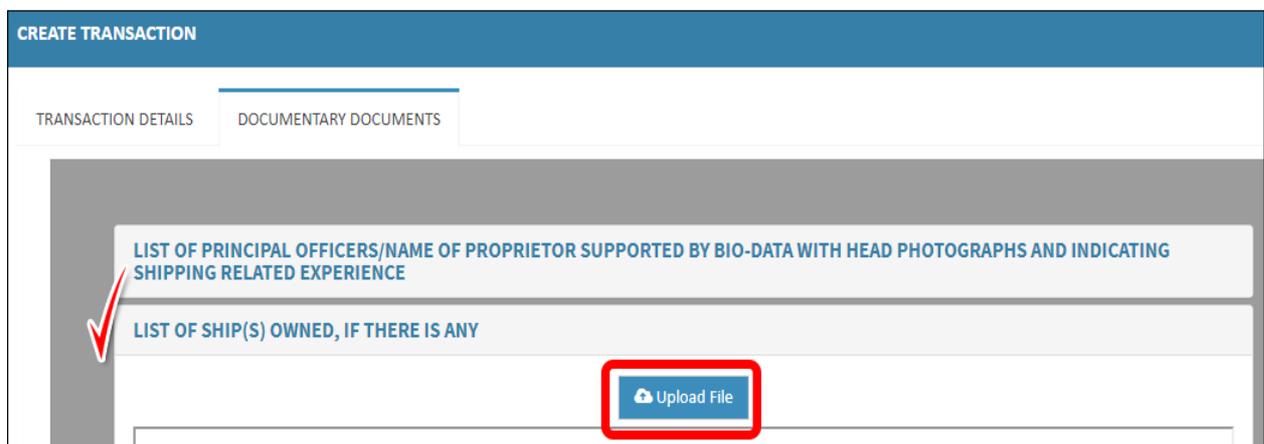
Choose the appropriate document from your local folder, then click "**Open**".
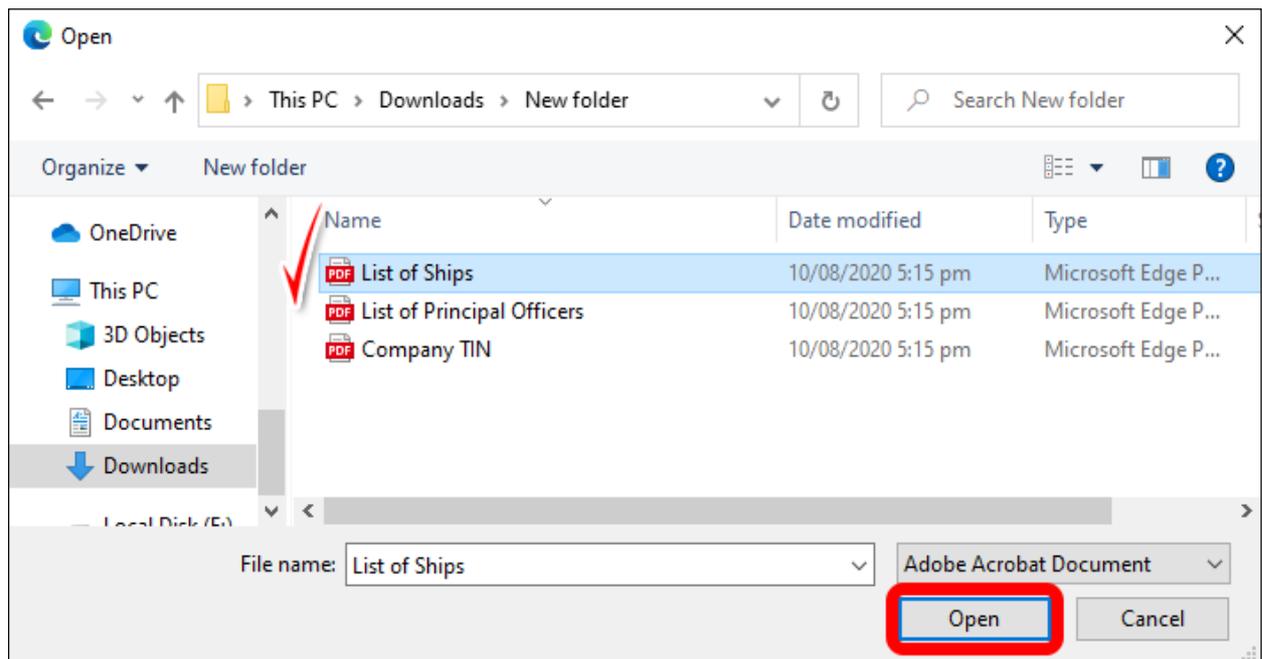
Note: Document's file name should be unique. Otherwise, the system will prompt the user with a message as shown below.

In order to make sure that the file name is unique, naming convention should start with company name followed by other characters *(e.g., marina-ship-list).*

Note: All documents that will be uploaded must be in **pdf format** and **size of each document must not exceed 10 MB,** otherwise, file will not be uploaded.

Once uploading of documents is completed, click "**Save**" under the "**Transaction Details**" Tab. Otherwise, click "**Close**" or the "**X**" button.

A message will appear showing the **reference / transaction number** and the details of accepted application.

TRANSACTION NO	COMPANY NAME	APPLICATION TYPE	SHIP NAME	STATUS	VIEW
CO-202008-0000013	SHIPPING COMPANY	ACCREDITATION		FOR PROCESSING	

The applicant can monitor the status of their application through IDSIS and can check whether the status has changed.

b. MONITORING the Status of Transaction

If you click on the Transaction Menu from the Menu Bar, the workspace will display all the list of applications that have been processed or is currently being processed by the applicant with MARINA.

TRANSACTION NO	COMPANY NAME	APPLICATION TYPE	SHIP NAME	STATUS	VIEW
CO-202008-0000001	SHIPPING COMPANY	VESSEL PLANS APPROVAL	MARTINA	FOR PROCESSING	
MROXI-202008-0000001	SHIPPING COMPANY	ACCREDITATION		APPROVED	
MROXI-202008-0000002	SHIPPING COMPANY	VESSEL NAME CLEARANCE	MARTINA	APPROVED	

i. The **Transaction Number** is a system-generated number provided to clients for each transaction / application submitted. This reference number will be used to keep track / monitor the status of any application in process.

ii. The **Application Type** shows the type of application the applicant has applied for.

iii. The **Ship Name** shows the name of the ship that is currently in process / has been processed.

iv. The **Status** provides information on the status of the application. This field changes depending on the current status of the application.

Type of Status	Description
For Processing	The application is being evaluated by the concerned office.
For Generation of ATAP	The application passed the evaluation process and is for generation of Authority to Accept Payment (ATAP).
For Payment	The slip for Authority to Accept Payment (ATAP) has been generated and is now available for viewing or printing. To view and download, click the "**View**" Button (). The applicant shall, then, pay the required processing fee in any Landbank Accredited Payment Center only within forty-eight (48) hours, otherwise, the existing Landbank reference number will be forfeited. Payments are being monitored by the MARINA Evaluators through the LANDBANK Link.BizPortal.
For compliance	The application has been returned to the applicant because of the following reasons: incomplete/wrong attachments, no attachment or with further comments. The applicant must re-upload the correct document and/or comply with the requirement stated by the evaluator.
For Initial / For Approval	The application is for approval by the authorized official.
Approved	The application has been approved.
Disapproved	The application has been disapproved.

v. The **View Button** () will allow the applicant to view the approved certificates, letter and/or Authority to Accept Payment (ATAP) slip in pdf format.

Once the STATUS has changed to "APPROVED", the applicant may already view the signed Certificate by clicking the "**View**" Button and download/print the issued letter or certificate.

c. Verification of Approved Certificates

Certificates, licenses and other approvals issued through IDSIS include a Quick Response (QR) Code to ensure the authenticity of the said documents, as one of the security features. The QR Code is printed as part of the certificate or letter.

This may be read through any available QR Code scanner or from a downloaded reader in a cellular phone

Likewise, this may be verified through IDSIS (with link **https://idsis.marina.gov.ph/verification/verify.php**) and entering the alphanumeric characters found below the QR code. Each code holds the following information relevant to the approved document:

Certificates / Licenses / Letters	Information
Company Accreditation	1. Certificate Number 2. Name of the Company 3. Nature of Business 4. Validity Date of the Certificate
Vessel acquisition	1. Approval Date 2. Name of the Company 3. Ship Name 4. Ship Acquisition Type
Vessel Registration and Ownership	1. Official Number 2. Ship Name 3. Company Name 4. Homeport 5. Gross Tonnage 6. Net Tonnage 7. Deadweight 8. Date Keel Laid 9. Date Launched 10. Date Issued
Licensing	1. Certificate Number 2. License Type 3. Official Number 4. Company name 5. Homeport 6. Gross Tonnage 7. Net Tonnage 8. Deadweight 9. Date Keel Laid 10. Date Launched 11. Port Registry 12. Date Issued
Vessel Plans Approval	1. Approval Date 2. Name of the Company 3. Ship Name
Construction Certificate	1. Certificate Number 2. Ship Name 3. Construction Type
Tonnage Measurement	1. Certificate Number 2. Ship Name 3. Company Name 4. Gross Tonnage 5. Net Tonnage 6. Deadweight 7. Date Keel Laid 8. Date Launched 9. Port Registry 10. Date Issued
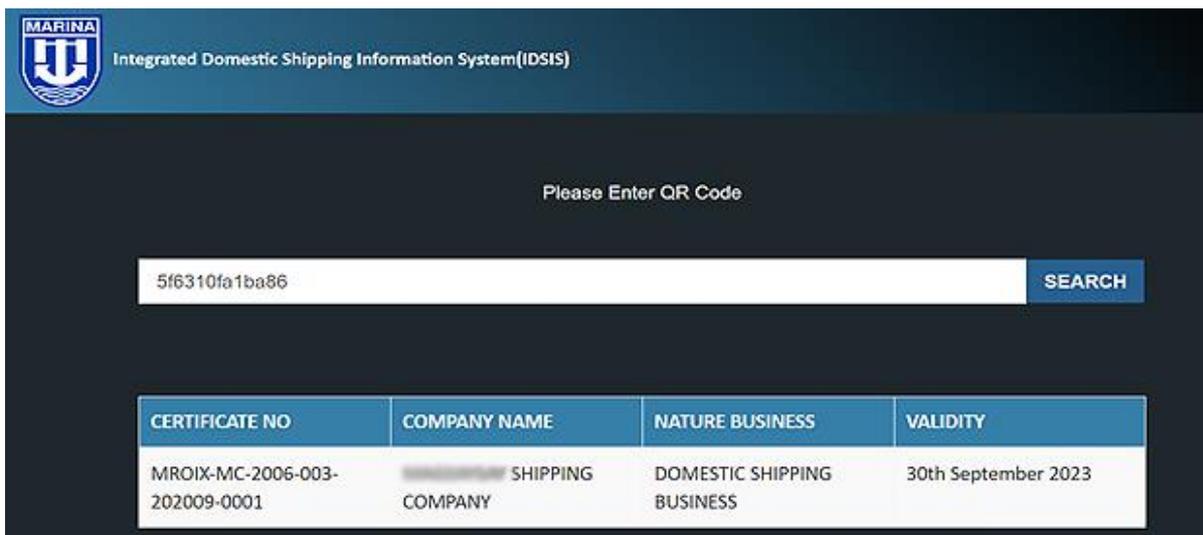
d. Summary of Transactions with MARINA

The Dashboard

The dashboard is a graphical user interface of IDSIS which is linked to its database providing summary of all transactions made with MARINA:

- Approved Transactions – number of approved applications;
- For Payment – number of evaluated applications for payment;
- In Process – number of applications currently in process;
- For Compliance – number of applications with lacking requirements;
- Disapproved – number of disapproved applications.

The figure below is a sample IDSIS Dashboard which shows the number of applications: a) approved; b) for payment; c) in-process; d) for compliance; and, e) disapproved.
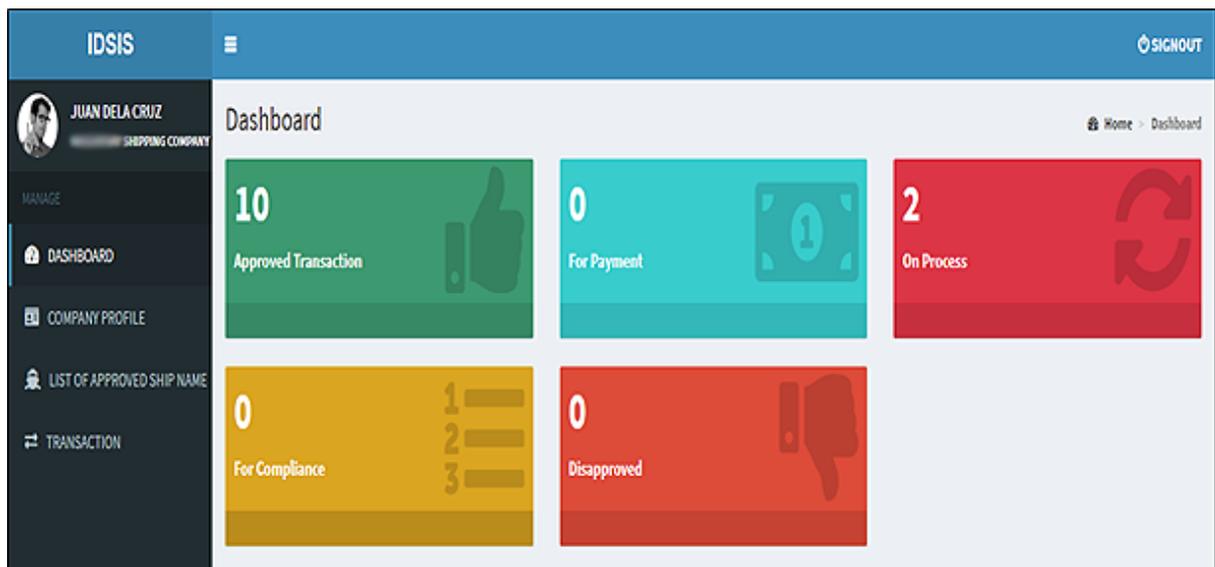
e. Other Application / Transaction Types

Listed below are the types of transaction / list of applications that applicants can process through the use of IDSIS:

1. Accreditation of Maritime Enterprises / Entities

Whole process for Accreditation discussed on Page 15

2. Vessel Name Clearance (VNC)

Issuance of VNC is a requirement prior to vessel registration in accordance with MARINA rules and regulations as stated in Memorandum Circular 2013-02.

➢ Prior to VNC application, applicant is advised to view and verify if proposed ship name already exists. You may check the complete list of approved and/or registered vessel name by accessing the **List of Approved Names** Menu contained in the Menu Bar of the main IDSIS interface.
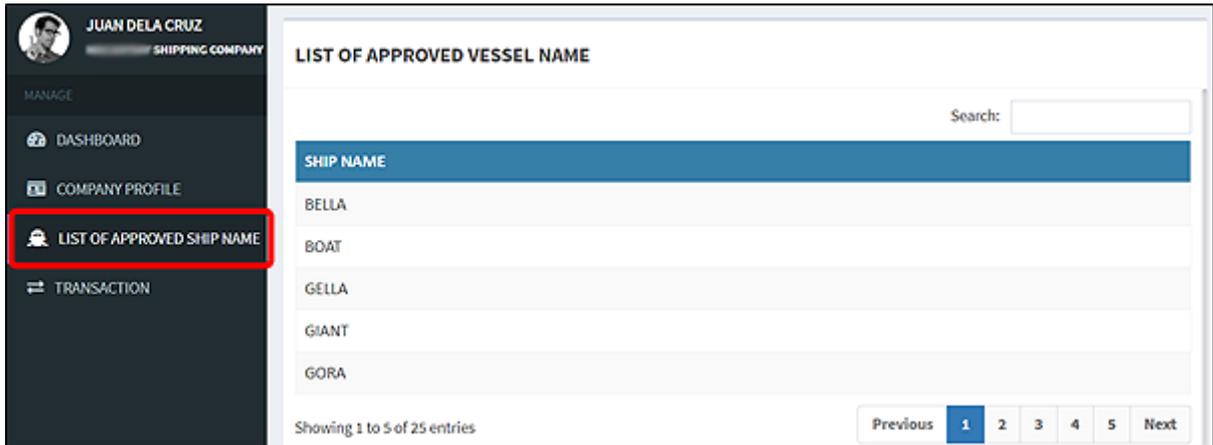
If the proposed vessel name is not in the list of registered/approved vessel name, you may now apply for a Vessel Name Clearance.

The following are the required data (with Red Asterisks *) when **Vessel Name Clearance** is selected as the **Application Type**:

1. MARINA Office – where the application will be filed;
2. Proposed Ship Name;
3. Remarks.

For VNC application, there are no required documents.

Click the "**Save**" Button. The transaction number will now be provided and you may now pay and monitor progress of the application.

3. Authority to Acquire Ship

This shall include application for importation, bareboat charter, lease – purchase and local construction of a vessel intended to be used as a public utility.

The following are the required data (with Red Asterisks *) when **Authority to Acquire Ship** is selected as the **Application Type**:

1. MARINA Office – where the application will be filed;
2. Type of Acquisition
    a. Bareboat;
    b. Importation;
    c. Local Construction;
3. Request Type
    a. New;
    b. Extension;
    c. Reissuance/Renewal;
4. Remarks.

TPE OF ACQUISITION	DOCUMENTARY REQUIREMENT
Authority to acquire Ship thru Importation/ Outright Purchase/ Extension of Importation	1. Memorandum of Agreement (MOA)/ Deed of Sale/ Bill of Sale/ Builder's Certificate/ Shipbuilding Contract – in case of Taiwanese-Registered Ships, the Agreement/ Deed of Sale should be noted and verified by Manila Economic and Cultural Office (MECO) and duly notarized by a notary public in Taiwan 2. Duly notarized resolution of the Company's Board of Directors Certified by the Board Secretary authorizing the filing of the application and designating the officials/authorized

	representative to represent the applicant-company
	3. Latest Certification of Good Standing/ Company Seal or Business Registration of the Ship's Registered owners showing its current list of directors/ officers
	4. Power of Attorney or Board Resolution authorizing the signatory to the MOA/ Deed of Sale/ Bill of Sale to act as such in behalf of the registered owner
	5. Certificate of Ship's Original Registry/ Nationality – in case of Taiwanese-registered ships, the ship's registry/nationality should be noted and verified by Manila Economic and Cultural Office (MECO) and duly notarized by a notary public in Taiwan
	6. General Arrangement Plan
	7. Class Certificate or Equivalent Certificate
	8. Certificate from the Classification Society that the ship was constructed in accordance with the standards/rules and regulations of the classification society
	9. Clearance from the Bureau of Fisheries and Aquatic Resources (BFAR)
	10. Notarized Undertaking that the ship is not in the Philippine Territory, its intended port of entry, estimated time of arrival in the Philippines and the port of origin, and schedule of actual physical inspection of imported ship
	11. International Tonnage Certificate (ITC)
Authority to Acquire Ship thru Lease-Purchase/ Lease Irrevocable-Purchase/ Bareboat Charter/ Renewal Extension of Bareboat Charter	**1.** Lease-Purchase/ Lease Irrevocable-purchase agreement/Bareboat Charter Contract – In case of Taiwanese-Registered Ships, the agreement/ Deed of Sale should be noted and verified by Manila Economic and Cultural Office (MECO) and duly notarized by a notary public in Taiwan
	2. Duly notarized Resolution of the Company's Board of Directors certified by the Board Secretary authorizing the filing of the application and designating the officials/authorized representative to represent the applicant-company
	3. Latest Certificate of Good Standing/ Company Seal or Business Registration of the Ship's Registered Owners showing its current list of directors/officers
	4. Power of Attorney or Board Resolution authorizing the signatory to the MOA/ Deed of Sale/ Bill of Sale to act as such in behalf of the registered owner
	5. Certificate of Ship's Original Registry/Nationality – in case of Taiwanese-Registered Ships, the ship's registry/nationality should be noted and verified by the Manila Economic and Cultural Office (MECO) and duly notarized by a notary public in Taiwan
	6. General Arrangement Plan
	7. Class Certificate or equivalent Certificate
	8. Memorandum of Agreement (MOA)/ Deed of Sale/ Bill of Sale/ Builder's Certificate/ Shipbuilding Contract – in case of Taiwanese-Registered Ships, the agreement/ deed of sale

	should be noted and verified by the Manila Economic and Cultural Office (MECO) and duly notarized by a notary public in Taiwan
	9. Consent to the bareboat charter registration in the Philippines by state of former registry
	10. Notarized undertaking that ship is not in the Philippine Territory, its intended Port of Entry, estimated time of arrival in the Philippines and the port of origin, and schedule of actual physical inspection of imported ship

4. Vessel Plans Approval

The MARINA shall approve the plan of all ships to be constructed, altered, modified, converted or re-built in the Philippines and ships constructed abroad for registration in the Philippines under Memorandum Circular 2015-07.

The following are the required data (with Red Asterisks *) when **Vessel Plans Approval** is selected as the **Application Type**:

1. MARINA Office – where the application will be filed;
2. Type of Construction
   a. Alteration/Modification;
   b. Lengthening & Re-engining;
   c. Local Construction;
   d. Re-Engining;
3. Ship Name;
4. Tonnage
   a. Ship 3GT and above but below 15GT
   b. Ship 15GT and above but below 50GT
   c. Ship 50GT and above
5. Ship Classification;
6. Ship Type;
7. Hull Material;
8. Other Criteria;
9. Remarks.

CREATE TRANSACTION

TRANSACTION DETAILS   DOCUMENTARY REQUIREMENTS

*Application Type
VESSEL PLANS APPROVAL ▼

Company Name
ACCOUNT1 INC.

*MARINA Office
PLEASE SELECT MARINA OFFICE ▼

*Type of Construction
PLEASE SELECT CONSTRUCTION TYPE ▼

*Ship Name
PLEASE SELECT SHIP NAME ▼

*Tonnage
PLEASE SELECT TONNAGE ▼

*Ship Classification
FISHING VESSEL ▼

*Ship Type
PLEASE SELECT SHIP TYPE ▼

*Hull Material
PLEASE SELECT HULL MATERIAL ▼

*Other Criteria
PLEASE SELECT SHIP STATUS ▼

*Remarks

Type of Construction: New Construction

TONNAGE	DOCUMENTARY REQUIREMENT
1. FOR 3 – 14.99 GT	1. General Arrangement Plan 2. Construction Plan 3. Midship Section
2. FOR 15 – 49.99 GT	1. General Arrangement Plan 2. Construction Plan 3. Midship Section 4. Lines plan and Table of Offset 5. Hydrostatic Curves or Hydrostatic Table 6. Scantling Calculation with Longitudinal Hull Girder Strength Calculation 7. Shell Expansion Plan 8. Capacity Plan 9. Welding Schedule and Specifications 10. Shafting and Propeller Arrangement & Specifications
Vessel's Electrical Plans	11. Deck Wiring Layout 12. Schematic Wiring Diagram
3. FOR 50 GT & ABOVE	1. General Arrangement Plan 2. Construction Plan 3. Midship Section 4. Lines Plan and Table of Offset 5. Hydrostatic Curves or Hydrostatic Table 6. Scantling Calculation with Longitudinal Hull Girder Strength Calculation

	7. Shell Expansion Plan 8. Capacity Plan 9. Welding Schedule and Specifications 10. Shafting and Propeller Arrangement & Specifications 11. Specification & Arrangement of Main Propulsion & Auxiliary Machineries 12. Cross Curves of Stability 13. Life Saving and Fire Control Plan 14. Piping Plan
Vessel's Electrical Plans	15. Deck Wiring Layout 16. Schematic Wiring Diagram 17. Schedule of Loads & Electrical Specifications
4. FOR NON-PROPELLED BARGES AND SIMILAR VESSELS	1. General Arrangement Plan 2. Construction Plan 3. Midship Section 4. Shell Expansion Plan 5. Welding Schedule & Specification 6. Scantling Calculation with Longitudinal Hull Girder Strength Calculation

Type of Construction: **Alteration/Modification**
Lengthening and Re-Engining
Re-engining

DOCUMENTARY REQUIREMENT
1. Letter of Application 2. MARINA-Approved Plans affecting the Conversion, Alteration, Modification and Re-building

Note: Once approved by the MARINA, the applicant may submit the original vessel plans to the Shipyard Regulation Service through courier or liaison officer for signature.

5. Issuance of Ship Construction Certificate

Pursuant to MARINA Circular 2015-07, ship construction certificates shall be issued by MARINA upon completion of the periodic survey and issuance of Builder's Certificate by the Shipyard/ Shipbuilder.

The following are the required data (with Red Asterisks *) when **Issuance of Ship Construction Certificate** is selected as the **Application Type**:

1. MARINA Office – where the application will be filed;
2. Ship Name;
3. Year Built;
4. Name of Shipyard;
5. Place Built (Province);
6. Place Built (City/Municipality);

7. Length Overall (LOA)
8. Breadth;
9. Depth;
10. Remarks.

DOCUMENTARY REQUIREMENT
1. Letter of Application
2. Latest and Valid Survey Report

6. Issuance of Tonnage Measurement Certificate

All Philippine-registered ships whether engaged in domestic or international operations must always have in possession onboard a Tonnage Measurement Certificate issued by MARINA in accordance with MC 2007-04.

The following are the required data (with Red Asterisks *) when **Issuance of Tonnage Measurement Certificate** is selected as the **Application Type**:

1. MARINA Office – where the application will be filed;
2. Type of Acquisition
   a. Bareboat;
   b. Importation;
   c. Local Construction;

3. Ship Name;
4. Request Type
   a. New;
   b. Extension;
   c. Reissuance/Renewal;
5. Remarks.

TYPE OF REQUEST	DOCUMENTARY REQUIREMENT
New	1. Letter of application; 2. MARINA approved General Arrangement Plan, Lines Drawing, Midship Plan, Construction Plan, Capacity Plan, Scantling & Longitudinal Hull Girder Strength Calculation, Hydrostatic Curves; 3. Duly Notarized Builders' Certificate (for new building and imported ships); 4. Shipbuilding Contract, Memorandum of Agreement or other proof of Ownership i.e. Duly Notarized Affidavit of Ownership (for new building and imported ships); 5. Copy of International Tonnage Certificate (for imported ships)
Re-Issuance	1. Letter of Application; 2. Duly Notarized Affidavit that the Ship was not Converted/ Altered/ Modified/ Re-Built since its previous admeasurement

7. Issuance of Certificate of Ownership and Certificate of Philippine Registry

All types of ships operating in the Philippine waters, regardless of size and utilization, with or without power, must be registered and issued a Certificate of Philippine Registry (CPR), and their shipowner a Certificate of Ownership (CO).

The following are the required data (with Red Asterisks *) when **Issuance of CO/CPR** is selected as the **Application Type**:

1. MARINA Office – where the application will be filed;
2. Type of Acquisition
   a. Bareboat;
   b. Importation;
   c. Local Construction;
3. Ship Name
4. Request Type
   a. New;
   b. Extension;
   c. Reissuance/Renewal;
5. Remarks.

TYPE OF REQUEST	DOCUMENTARY REQUIREMENTS

NEW	1. Letter application / Request;
	2. Proof of Identity of the Charterer
	   a. DTI Certificate of Registration for Single Proprietorship; or
	   b. SEC Certificate of Registration with Articles of Incorporation/Partnership for

	Corporation/Partnership; or
	c. CDA Certificate of Accreditation for Cooperatives; or
	d. Certificate of Accreditation for MARINA-accredited Entities; or
	e. Notarized Affidavit of Ownership for Individual;
	3. Clearance for Registration;
	4. Construction Certificate (for locally constructed ships);
	5. Tonnage Measurement Certificate (TMC);
	6. IMO Number (if applicable);
	7. If filing of application is thru authorized representative
	a. Notarized Board Resolution/Secretary's Certificate for Corporation/ Partnership/ Cooperative;
	b. Notarized Special Power of Attorney for Single Proprietorship
RE-ISSUANCE	**1.** Letter application / Request;
	2. If filing of application is thru authorized representative
	a. Notarized Board Resolution/Secretary's Certificate for Corporation/ Partnership/ Cooperative;
	b. Notarized Special Power of Attorney for Single Proprietorship.

8. Issuance of License

No vessel shall be allowed to engage in coastwise trade, business of towing or carrying of articles or passengers in the bays, harbors, rivers, and inland waters navigable from the sea or employed exclusively as pleasure vessels without a MARINA-issued CWL, BRL and PYL.

The following are the required data (with Red Asterisks *) when **Issuance of License** is selected as the **Application Type**:

1. MARINA Office – where the application will be filed;
2. Ship Name;
3. Type of License
   a. Bay and River License;
   b. Coastwise License;
   c. Pleasure Yacht License;
4. Request Type
   a. New;
   b. Extension;
   c. Reissuance/Renewal;
5. Remarks.

CREATE TRANSACTION   ✕

TRANSACTION DETAILS   DOCUMENTARY REQUIREMENTS

*Application Type   Company Name   *MARINA Office

[ISSUANCE OF LICENSE   ▾]   [ACCOUNT1 INC.   ]   [PLEASE SELECT MARINA OFFICE   ▾]

*Ship Name   *License   *Request Type

[PLEASE SELECT SHIP NAME   ▾]   [PLEASE SELECT LICENSE TYPE ▾] [PLEASE SELECT REQUEST TYPE   ⌄]

*Remarks

[   ]

DOCUMENTARY REQUIREMENT
1. Letter application / Request
2. If filing of application is thru authorized representative:
a. Notarized Board Resolution/Secretary's Certificate for Corporation/ Partnership/ Cooperative; or
b. Notarized Special Power of Attorney for Single Proprietorship

9. Registration of Recreational Boat

Under MC No. DS-2019-01, recreational boats either for commercial use or private use within the Philippine territorial waters shall be registered and documented.

The following are the required data (with Red Asterisks *) when **Issuance of License** is selected as the **Application Type**:

1. MARINA Office – where the application will be filed;
2. Type of Acquisition
   a. Bareboat;
   b. Importation;
   c. Local Construction;
3. Ship Name;
4. Former Name of Ship;
5. Former Owner;
6. Year Built;
7. Name of Shipyard;
8. Place Built (Province);
9. Place Built (City/Municipality);
10. Hull Material;

11. Length Overall (LOA);
12. Breadth;
13. Depth;
14. Call Sign;
15. Body Number;
16. Recreational Boat Type;
17. Homeport (Province);
18. Homeport (City/Municipality);
19. Remarks.

DOCUMENTARY REQUIREMENT
1. Letter of Application
2. Invoice or Packing List
3. Bill of Lading (if Available)
4. Picture of the Boat and Specifications
5. Identification Card or Passport of the Importer/Buyer
6. Notarized Sworn Statement from the Importer/Buyer as to the – Utilization of the Boat (For Personal or Commercial Use) – estimated date of Arrival in the Philippines, Port of Entry

> **7.** Duly Notarized Resolution of the Company's Board of Directors certified by the Board Secretary authorizing the filing of the application and designating the officials/authorized representative to represent the applicant-company
> **8.** Registration with the National Single Window (NSW) and proof that the documents were uploaded
> **9.** SEC Registration with Articles of Incorporation
> **10.** Pictures of the Vessel (All Angles)

Under the "**Propulsion System**" Tab, enter all additional entries required during registration of the Recreational Boat. Once done, click the "**Save**" Button.

Note:

1. *For all approved applications, the company may view and download the electronic copy of the signed certificate through the system.*
   - Copy of the certificate printed in a security paper may be secured from the MARINA Office where the application was filed.

2. *List of all documentary requirements mentioned above may change; IDSIS list of documentary requirements may be updated in case there are changes in the requirements per issuance of new Circulars/Advisories.*