



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF TRANSPORTATION
MARITIME INDUSTRY AUTHORITY



MEMORANDUM CIRCULAR NO. SR-2022-03

Series of 2022

TO : ALL SHIPOWNERS, OPERATORS, CHARTERERS AND MANAGERS OF PHILIPPINE – REGISTERED SEAGOING SHIPS, SHIPBUILDERS AND/OR SHIP REPAIRERS AND OTHER MARITIME ENTITIES CONCERNED

SUBJECT : RULES ON THE IMPLEMENTATION OF THE SHIPYARDS REGULATION SERVICE INFORMATION MANAGEMENT SYSTEM (SRSIMS)

Pursuant to Presidential Decree (PD) No. 474, Executive Order No. 125/125-A, in compliance with RA No. 9485 otherwise known as "*The Anti-Red Tape Act of 2007*," as amended by RA No. 11032 otherwise known as "*The Ease of Doing Business and Efficient Government Service Delivery Act of 2018*," and guided by RA No. 10173 otherwise known as the "*Data Privacy Act of 2012*", the following guidelines are hereby adopted and promulgated:

I. OBJECTIVES

This Circular aims:

1. To provide rules and guidelines for online filing of Shipyards Regulation Service (SRS)-related applications and to prescribe a digital platform to reduce processing time, streamline processes and requirements for shipping companies, shipbuilding and/or ship repair entities and other related-maritime enterprises;
2. To enhance online services paving for contactless transactions from application to release of statutory certificates and documents;
3. To provide real time status update and tracking of applications through web portal; and,
4. To provide real time verification of issued certificates.

II. COVERAGE

This Circular shall apply to shipping companies, shipbuilding and/or ship repair entities and other related-maritime enterprises, applying for **SBSR registration and licensing under MC SR-2018-02 and MC SR-2019-01, issuance of Load Line Certificate under MC SR-2021-02** and other issuance of certificates and permits sanctioned under relevant MARINA Circulars for SRS-related applications.

III. DEFINITION OF TERMS

For purposes of this Circular, the following terms are understood to mean:

1. **Administration** refers to the Maritime Industry Authority (MARINA);
2. **Collection partner** refers to the agent authorized by the Administration through a valid and subsisting Memorandum of Agreement to receive payments from SRSIMS applicants;
3. **Convenience Fee** refers to an additional amount charged against the applicant on top of the principal amount to be paid;
4. **Electronic Certificate (e-Cert)** refers to an official document containing information or the representation of information, data, figures, symbols or other modes of written expression, described or however represented, by which a right is established or an obligation extinguished, or by which a fact may be proved and affirmed, which is receive, recorded, transmitted, stored, processed, retrieved or produced electronically.
5. **Electronic Signature (e-Sig)** refers to any distinctive mark, characteristic and/or sound in electronic form, representing the identity of a person and attached to or logically associated with the electronic data message or electronic document or any methodology or procedures employed or adopted by a person and executed or adopted by such person with the intention of authenticating or approving an electronic data message or electronic document.
6. **Memorandum of Agreement** refers to a document executed by and between the Administration and collection partners relative to the implementation of the SRSIMS;
7. **Shipyards Regulation Service Information Management System or SRSIMS** refers to an information and monitoring system which provides the online platform, including online filing, for Shipyards Shipping Service-related applications;
8. **Stakeholders** refer to the accredited/recognized shipping companies and other maritime related enterprises, as well as other shipping companies availing of SRS-related applications through SRSIMS.
9. **T+7 settlement** refers to the **transaction date plus seven (7) days** indicating when online transactions must be settled by the applicant.

IV. GENERAL PROVISIONS

1. The Administration shall undertake and adopt to implement the SRSIMS as the digital platform in filing the SRS-related applications.

2. The MARINA Regional Office (MRO) shall be the responsible MARINA service unit to administer the SRSIMS in coordination with the Information and Communications Technology Management Division (ICTMD) of the STCW Office in order to ensure efficiency and sustainability of the system.
3. In addition to the conventional mode of payment, the Administration shall undertake to integrate a system for online payment provided by Collection Partners in accordance with a Memorandum of Agreement duly executed with the Administration, to ensure effective means to settle the fees and other lawful charges corresponding to the applications of stakeholders.
4. Stakeholders shall ensure that documentation and data relevant to applications filed are complete and authentic, maintained and are readily accessible in the event the presentation of originals is requested.
5. The provisions of Republic Act No. 10173, otherwise known as the Data Privacy Act of 2012 on protection of confidentiality, preserve the integrity and promote the availability of data for authorized use shall apply.

V. SPECIFIC PROVISIONS

1. All stakeholders shall register and maintain an SRSIMS account in accordance with the procedures duly issued by the Administration.
2. Upon payment of the applicable fees, the application will be accepted for final evaluation and issuance of the appropriate approval and/or certificates.
3. The submission of documents as post approval conditions shall apply.
4. Each MRO staff shall maintain an SRSIMS account which shall be accessible through an exclusive username and password.
5. The Standard Processing Time (SPT) shall be observed which will be reckoned from the date the uploaded documents are electronically applied and the appropriate fees and charges are paid in accordance with Item VIII hereof.
6. In case of variance between the date of uploading the documents and online payment thereof, the SPT shall be reckoned from the actual payment of the appropriate fees and charges.

VI. ELECTRONIC CERTIFICATES

1. An **Electronic Certificate** shall have the following features:
 - a. Validity and consistency with the format and content required by the relevant international convention or instrument, as applicable;
 - b. Protected from modifications or revisions other than those authorized by the issuer or the Administration;
 - c. A unique certificate tracking number used for verification;
 - d. A printable and visible symbol that confirms the source of issuance.
 - e. Verifiable through SRSIMS online verification portal
 - f. QR Code
2. The MRO shall use the uniform template for its e-Certificates, bearing the MARINA logo as watermark to ensure the authenticity of e-documents.
3. An issued signed e-Certificate shall only be transmitted/released in a PDF format to protect the integrity of the certificate from alterations or modifications.
4. Whenever necessary, an e-Certificate shall be secured with a unique certificate tracking number (UCTN) by the issuing service unit **MRO**, with a format that is distinguishable from the regulatory number coding system that is applied in the issuance of paper documents;
5. Prior to the release of an e-Certificate or e-Document, an authentication is required from each Service Unit **MRO** through notation on the transmittal form especially for documents issued to stakeholders such as communication documents, certificates, and others.
6. All detected malicious or intentional alteration of the documents generated through the SRSIMS, and other violations of this Circular which tantamount to unlawful acts enumerated under the Republic Act No. 8792 or the Electronic Commerce Act of 2000, shall be penalized thereunder;
7. E-Certificates issued shall be verifiable through SRSIMS verification system which is linked to the official MARINA Website.

VII. ELECTRONIC SIGNATURE (e-signature)

1. The e-signature on the electronic document shall be equivalent to the signature of the MARINA Official or authorized signatory on a written document, in accordance with the prevailing MARINA Administrative Order on Delegation of Authority.
2. The integrity of the e-signature shall be verified through observance of appropriate procedures or chain of documentation consistent with the duly established quality procedure.

VIII. FEES AND OTHER CHARGES

1. Applicants shall pay the corresponding fees and charges prescribed under MARINA Circular No. 2015-05, as amended.
2. As platforms for payment of fees and charges, applicants shall have three options:
 - a) Over-the-counter payment at the MRO;
 - b) Online banking (including payment through credit/debit cards; and
 - c) Payment through collection partners.

Over-the-counter payment, under platform **a**, shall be made during office hours from 8:00 AM to 5:00 PM. For payment platform **b** and **c**, Advisories shall be issued upon due integration of online systems and conclusion of agreements with reputable bank/s and/or collection partners.

The Advisories issued to give effect to platforms **b** and **c** shall be deemed integral parts of this Circular.

3. In addition, the applicants shall be charged with a convenience fee and documentary stamp tax, as applicable, on top of the principal amount not exceeding the amount indicated below:

Payment Method	Convenience fee per transaction	
Visa/Mastercard	5% + P6.00	
Bancnet (ATM/Debit)	P100.00	
Gcash	4%	
Settlement Schedule: T+7 settlement to MARINA (Mondays to Fridays via Client's Nominated Bank)		
Payment Amount		Convenience fee per transaction
From	To	
P1.00	P10,000.00	
		P35.00

P10,001.00	P20,000.00	P50.00
P20,001.00	P40,000.00	P100.00
P40,001.00	P100,000.00	P150.00
P100,001.00	P200,000.00	P250.00
Note: The convenience fee above is inclusive of the Collection Partner's imposed convenience fees.		
Settlement Schedule: T+7 settlement to MARINA (Mondays to Fridays via Client's Nominated Bank)		
In case settlement day/dates fall on a non-working holiday, settlements shall be made on the next Banking Day.		

Note: Documentary Stamp is not included in the fees and charges mentioned above.

Any amount charged in excess of the convenience fee shall be prohibited.

4. The collection partner shall accept payment from MARINA's Customer upon presentation of details such as but may not be limited to Account Number/ Reference Number, Customer Name, and Amount. An Acknowledgment Receipt (AR) shall be generated by collection partner and serve as proof of payment for MARINA's Customer, printed thru email whichever is applicable.
5. Payments for higher values shall be directly deposited thru MARINA Landbank Account.
6. Payments not settled within the T7 days shall be deposited thru MARINA Landbank Account.

VII. SYSTEMS MONITORING AND IMPROVEMENT

The ICTMD, in coordination with the MRO, shall ensure monitoring of the system to prevent glitches and determine possible areas for improvement thereon. The ICTMD may introduce innovations to the SRSIMS which shall be transposed into Advisories by the SRS.

The Advisories issued to give effect to innovations shall be deemed integral parts of this Circular.

VIII. TRANSITORY PROVISIONS

Upon the effectivity of this Circular, applicants shall transact business through the SRSIMS on available types of application. Other types not yet available may be filed personally.

Upon completion of programs for each type of SRS-related applications, no applications filed personally shall be entertained.

IX. REPEALING CLAUSE

Any existing MARINA circulars, rules and regulations which are contrary or inconsistent with this Circular are likewise superseded, repealed or amended accordingly.

X. SEPARABILITY CLAUSE

If any provision or part of this Circular is declared by any competent authority to be invalid or unconstitutional, the remaining provisions or parts hereof shall remain in full force and effect and shall continue to be valid and effective.

XI. EFFECTIVITY

This Memorandum Circular shall take effect fifteen (15) days after its publication in a newspaper of general circulation in the Philippines.

Done in Manila, Philippines on MAY 11 2022.

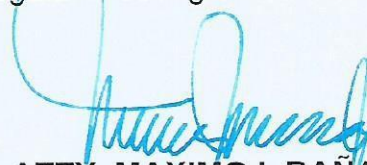
BY AUTHORITY OF THE BOARD:



VADM ROBERT A EMPEDRAD AFP (Ret)
Administrator
Office of the Administrator

SECRETARY'S CERTIFICATE

This is to certify that Memorandum Circular No. SR-2022-03 was approved by the MARINA Board of Directors during its 291st Regular Meeting on 10 March 2022.



ATTY. MAXIMO I. BAÑARES, JR.
Board Secretary

Date of Publication: 13 May 2022
Business Mirror

Date of Submission to ONAR: _____