



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF TRANSPORTATION
MARITIME INDUSTRY AUTHORITY

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TO : ALL DOMESTIC SHIPPING COMPANIES, SHIP OPERATORS,
SHIPOWNERS, CHARTERERS, CARGO OWNERS, SHIPPERS
AND ALL CONCERNED

SUBJECT : **SUPERNUMERARY ONBOARD PHILIPPINE REGISTERED
SHIPS OPERATING WITHIN THE DOMESTIC WATERS**

Pending comprehensive review of the safe manning for ships operating in Philippine waters under MARINA Circular MS-2020-03¹ and pursuant to Philippine Merchant Marine Rules and Regulations (PMMRR) 1997 and Memorandum Circular No. 104², NOTICE is hereby given to all concerned on the following guidance:

1. Definition of Supernumerary

1. Under Memorandum Circular No. 104, series of 1995 Section III.21, a supernumerary is defined as "a person who is not a crew member whose presence on board the vessel is merely tolerated and who has no power to interfere with the operation and management of the vessel".
2. Considering the continuing evolution and complexity in shipping particularly on the manning and personnel on board, any of the following may be considered as a supernumerary on board a specific ship:
 1. Any person who is not a crew member³ whose presence on board⁴ the ship is merely tolerated and who has no power to interfere with the operation and management of the vessel; or
 2. Any person other than the crew member of the ship whose presence/stay on board is temporary for a specific purpose other than to perform navigation, operation and management function; or

¹ MARINA Circular No. MS-2020-03 entitled "Revised Rules and Regulations on Safe Manning for Ships Operating in Philippine Waters".

² MARINA Circular No. 104 entitled "Omnibus Guidelines for the Acquisition of Vessels for Domestic Operations and Fishing Vessel/Boat".

³ Crew Member includes the ship officer, ratings, cadets, personnel from steward department (for passenger ship) and other similar crews.

⁴ The term "on board" refer to shipboard or joining the ship while navigating in any ports or anchorage.

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3. Any person whose presence/stay on board is temporary with no specific responsibility other than to train, observe or perform a specific job/position such as dredger technicians, marine technical superintendents, naval electronic technicians, salvage personnel, cable-laying personnel and analogous skilled individuals.

2. Issuance of Letter Approval for Supernumerary

1. Under PMMRR Regulation XVIII/2, Philippine registered ships shall be completely manned by Filipino officers and ratings except as authorized by the Administration.
2. Under Memorandum Circular No. 104, Section V.7, the flag Administration may allow supernumerary on board Philippine registered ships provided, that a letter approval was first issued by the Administration upon the request of the shipowner/operator and after submission of the required supporting documents, such as:

1. For Foreign National

- a. Travel Document i.e. Seafarer's Identity Document (SID) or Passport;
- b. Employment Contract covering at least the duration of stay on board;
- c. Employment visa, 9(g) or working visa issued by Bureau of Immigration (BI); and
- d. Alien Employment Permit (AEP) issued by Department of Labor and Employment (DOLE), if applicable.

2. For Filipino National

- a. Any valid government issued ID
- b. Employment Contract or proof of employment on the specific job

3. The letter approval may be issued with a validity period co-terminus with the proof of employment/contract on board but not to exceed one (1) year per issuance and renewable thereafter, if warranted.
4. The fees and charges for the letter approval shall be P6,100.00 per supernumerary pursuant to MARINA Circular No. 2015-05⁵.

3. TERMS AND CONDITIONS:

1. The safety and security of the ship shall be ensured, including but not limited to the following terms and conditions:
 - a. That the supernumeraries shall not perform any of the functions of the crew members nor interfere with the operation/management of the ship;

⁵ MARINA Circular No. 2015-05 entitled "Revised Fees and Charges".

- b. That the ship shall have sufficient life-saving appliances and personal protective equipment to accommodate the number of supernumeraries on board;
- c. That the ship shall have appropriate and decent accommodation for supernumeraries on board;
- d. That the company shall be responsible for the actions of the supernumeraries;
- e. That the company shall comply with the relevant rules and regulations of concerned government agencies;
- f. That the company shall submit document stipulating the supernumeraries' embarkation and disembarkation to MARINA within ten (10) days from the date of their disembarkation; and
- g. That any non-compliance or violations of the terms and conditions shall cause the cancellation/revocation of the letter approval.

Enforcement units of MARINA, Philippine Coast Guard (PCG) and other relevant agencies are hereby enjoined to enforce this Advisory.

This Advisory shall take effect effectively.



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Administrator

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