**MARITIME AND PORT AUTHORITY OF SINGAPORE
SHIPPING CIRCULAR TO SHIPOWNERS
NO. 22 OF 2015**

MPA Shipping Division
460 Alexandra Road
#21-00,   PSA Building
Singapore 119963
Fax: 6375-6231
http://www.mpa.gov.sg

28 September 2015

Applicable to: Shipowners, shipmanagers, operators, seafarer recruitment and placement services.

MARITIME LABOUR CONVENTION: CERTIFICATE OF AUTHORISATION FOR SEAFARER RECRUITMENT AND PLACEMENT SERVICES

1.   This Circular provides an update on the requirements for seafarer recruitment and placement services (SRPSs) which operate in Singapore.

2.   All SRPSs operating in Singapore are required to comply with the Merchant Shipping (Maritime Labour Convention) Act and the Merchant Shipping (Maritime Labour Convention) (Seafarer Recruitment and Placement Service) Regulations. All such SRPSs are also required to apply to the Director of Marine for a Certificate of Authorisation (COA). Ships with seafarers that are engaged onboard through a SRPS based in Singapore should be able to demonstrate that the SRPS is issued with a COA.

e-Portal regarding SRPSs

3.   MPA has developed an SRPS Electronic Portal (e-Portal) for companies to access on SRPS matters for the convenience of users. The following features can be found in the e-Portal:

*   Application, replacement or renewal of the COA;
*   Enquiry on the COA application/replacement/renewal status;
*   Verifying the Authenticity of a COA; and
*   Information on Registered and Suspended COAs

4.   The enquiry, verifying and information services on the e-Portal can be accessed free-of-charge. Application, renewal and replacement of COAs will be billed accordingly as per normal. The current charges for the COA are as follow:

- Issuance/Renewal of a COA – S$100.00
- Replacement of a COA – S$107.00

5.   Shipowners, shipmanagers and operators to access the e-Portal to verify whether the Singapore-based SRPSs that are used for engaging seafarers on their ships, are authorised to provide such services. The verification can be done through the authentication function or by checking against the list of Registered and Suspended COAs on the e-Portal.

6.   The e-Portal can be accessed with the following URL – https://marinet.mpa.gov.sg/coaInternet/. The e-Portal can also be accessed on MPA's corporate webpage – http://www.mpa.gov.sg/sites/global_navigation/e-services/e_services.page.

7.   Any queries regarding this circular should be directed to:

- The Seafarers Management Department (Email: mmo_mpa@mpa.gov.sg ; Tel: +65 6375 6224) and/or other officers in the department as follows:

    - Mr Wong Kai Cheong (Email: WONG_kai_cheong@mpa.gov.sg; Tel: +65 63756216)
    - Ms Irene Goh (Email: Irene_GOH@mpa.gov.sg; Tel: +65 63756225)
    - Mr Ang Shao Jie (Email: ANG_shao_jie@mpa.gov.sg; Tel: +65 63756204

TAN SUAN JOW
DIRECTOR OF MARINE
MARITIME AND PORT AUTHORITY OF SINGAPORE