



**MARITIME AND PORT AUTHORITY OF SINGAPORE
SHIPPING CIRCULAR
NO. 8 OF 2014**

MPA Shipping Division
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24 March 2014

Applicable to: This circular is for the attention of owners and managers of Singapore-registered ships as well as the shipping community.

UPDATE ON ANNUAL ADMINISTRATIVE FEE SCHEME

1. The subsidiary legislations to effect the Maritime Labour Convention (MLC) will be brought into force on 1 April 2014. As a result, there will be some changes to the crewing-related services provided by MPA. In addition, we have also taken the opportunity to review existing crewing-related services not affected by the MLC legislations. This circular provides an update on the changes made to such services covered under the Annual Administrative Fee (AAF) scheme.

Changes to Applicable Crewing-Related Services

2. The revised crewing-related services under the AAF scheme that will come into effect on 1 April 2014 are as follows:
- a. to cease the opening and closing of crew agreement;
 - b. to issue Part I of the Declaration of Maritime Labour Compliance; and
 - c. to package search fees and photocopy charges for the retrieval of crew agreement or official log books together.

Revised Application Form

3. Other than the revised crewing-related services, there are no changes to the AAF scheme. The flat fee remains at S\$600 per ship (inclusive of GST) for each calendar year (January to December).

4. The revised application form with the updated list of applicable services, as attached in **Annex A**, replaces the previous application form found in Shipping Circular No. 20 of 2013. Interested owners or its appointed ship managers/ agents who have yet to enrol their ships in the scheme can make an application to MPA by submitting the duly completed application form via email: marine@mpa.gov.sg to our office.

Queries

5. Any queries relating to this circular should be directed to Ms Emily Sihab, Manager (Registry Department) via Tel: (65) 6375 6227 or Mr Yao Yikai, Assistant Director (Registry Department) via Tel: (65) 6375 6228, or to the Ship Registry dedicated contact via email: marine@mpa.gov.sg and Tel: (65) 6375 1932.

TAN SUAN JOW
DIRECTOR OF MARINE
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APPLICATION FOR ANNUAL ADMINISTRATIVE FEE SCHEME

INSTRUCTIONS

1. This Form will take approximately 10 minutes to complete if you have all the information on hand.
2. Please provide the information requested for as completely as possible. Application that is incomplete may be rejected.
3. Ships may have more than 1 billing account with MPA. Please indicate clearly the account to bill for the payment of the annual administrative fee.
4. Owners are required to indicate the preferred enrolment date in the application form. The enrolment date can be either the application date or first day of the following month.
5. The company will be informed on the outcome of the application within three working days.
6. A Director of the Ship-Owning Company should be the signatory for this application.
7. If the Director appoints an Agent to be the signatory for this application, a statement of appointment in writing (email or letter) or a Power of Attorney stating that the Agent has authority to do so should be produced.
8. Please submit the completed form to the Singapore Registry of Ships (SRS) via email to marine@mpa.gov.sg. Further enquiries may also be directed to the Ship Registry's dedicated email address or tel: +65 63751932.

ADDITIONAL NOTE

1. The annual administrative fee is non-refundable and set at S\$600 per ship (inclusive of GST) for each calendar year i.e. January to December.
2. The fee will be pro-rated according to the number of months remaining in the calendar year, including the month in which the enrolment commences.
3. For owners that enrol into the scheme later than the 1st day of the month in which the enrolment commences, the fee for the entire month will be payable to MPA.
4. Any charges that are incurred in respect of the ship prior to the date of commencement of the scheme remain payable to MPA and are not refundable.
5. Close to the expiry date of the enrolment period, owners will receive a notification from MPA in early November to renew the enrolment of their ships in the scheme.

List of Applicable Services under Annual Administrative Fee Scheme

1. Ship Registration-Related Services

S/No.	Items	Fees
1.1	*Inspection of the Register	\$10.00 / vessel
1.2	*Transcript / Close Certificate	\$14.00 / vessel
1.3	Deletion Certificate	\$14.00 / vessel
1.4	Approval of Change of Name	\$26.00 / vessel
1.5	Amendment of ship's particular in Register Book and / or Certificate of Registry	\$14.00 / vessel
1.6	*Replacement for Certificate of Registry	\$30.00 / vessel
1.7	*Mortgage, Transfer / Transmission	\$48.00 plus \$1.00 / 100 GT or part thereof
1.8	Recording Bill of Sale	\$50.00 / piece
1.9	Civil Liability Convention (CLC92) Certificate <ul style="list-style-type: none"> • New/Renewal • *Replacement 	\$45.00 / vessel \$24.00 / vessel
1.10	Bunker Convention Certificate <ul style="list-style-type: none"> • New/Renewal • *Replacement 	\$60.00 / vessel \$30.00 / vessel
1.11	Continuous Synopsis Record (CSR) New/Replacement	\$45.00 / vessel
1.12	Long Range Identification and Tracking (LRIT) Certificate <ul style="list-style-type: none"> • New • *Replacement 	\$100.00 / vessel \$30.00 / vessel

2. Crewing-Related Services

S/No.	Items	Fees
2.1	Part I of the Declaration of Maritime Labour Compliance <ul style="list-style-type: none"> • New/*Replacement 	\$70.00 / vessel
2.2	Engagement or discharge of seaman of a ship	\$7.00 / crew
2.3	Application for an uncertified or under-qualified seaman to act in the capacity of a duly qualified officer	\$38.00 / crew
2.4	Application for safe manning document	\$35.00 / vessel
2.5	Application for Certificate of Endorsement (COE)	\$18.00 / crew
2.6	Seaman's discharge book	\$18.00 / book
2.7	Official Log Book	\$7.00 / book
2.8	*Endorsement or sea-service record	\$15.00 / endorsement
2.9	Search fee for crew agreement or Official Log Book (including providing one photostat copy of the same)	\$46.00 (inclusive of GST)
2.10	*Certified True Copy	\$14.00

* GST is required. All fees are in Singapore Dollars

- NT = Net Tonnage GT = Gross Tonnage
- All fees are in Singapore Dollars



APPLICATION FORM – ANNUAL ADMINISTRATIVE FEE SCHEME

Name of Holding Company or Parent Group: _____

S/N	Ship Name	IMO No.	Registered Owner	MPA Billing Account Reference ¹	Account Owner (Company Name)	Enrolment Start Date ²

DECLARANT'S PARTICULARS

Full Name and Signature	Status of Declarant <input type="checkbox"/> Director of Ship-Ownning Company <input type="checkbox"/> Appointed Agent
Date	
Email address	
Tel	

¹ Ships may have more than 1 billing account with MPA. Please indicate clearly the account number to bill for the payment of the annual administrative fee.

² The enrolment start date can be either the application date or first day of the following month.