

Criteria for Licensing of Bunker Surveying Companies

- Applicant must be accredited to the International Standard ISO/IEC 17020;
- Applicant must be incorporated in Singapore with a minimum paid-up capital of S\$50,000;
- Directors and shareholders of the applicant must meet MPA's "fit and proper" criteria¹;
- Applicant must have professional indemnity coverage; and
- Applicant must appoint a suitable individual as the Key Executive Officer ("KEO").
 - KEO must be familiar with the conduct of bunker surveying; and
 - Meet MPA's fit and proper criteria.

Documents to submit for Licensing of Bunker Surveying Companies

- Completed "Application Form For the Bunker Surveying Company Licence", as attached in Annex A;
- Non-refundable cheque amounting to \$160.50 (\$150 + \$10.50 GST) for the application fee;
 - Cheque to be address to "The Maritime and Port Authority of Singapore"
- A certified true copy of the business profile of company as registered with Accounting and Corporate Regulatory Authority (ACRA);
- Details of the licensed bunker surveyors employed by the applicant including supporting documents of the company's Central Provident Fund (CPF) contribution for them²;
- Supporting document on the applicant's professional indemnity coverage; and
- A copy of the applicant's International Standard ISO/IEC 17020.

¹ Applicant should adhere to MPA's "fit and proper criteria" such as :

- No history that may cast doubts on their integrity and honesty;
- Not an undischarged bankrupt; and
- Not assuming concurrent responsibilities that may give rise to a conflict of interest or otherwise impair his ability to discharge his duties in relation to any activity regulated by MPA under the relevant regulation.

² Supporting document of applicant's CPF contribution for its employees as follow:

- Minimum of one month for new bunker surveyors; and
- Minimum of six months for existing bunker surveyors.

* These requirements may change according to MPA's discretion.