



**MARITIME AND PORT AUTHORITY OF SINGAPORE
SHIPPING CIRCULAR TO SHIPOWNERS
NO. 11 OF 2017**

MPA Shipping Division
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<http://www.mpa.gov.sg>

15 June 2017

Applicable to: This circular should be brought to the attention of all Singapore shipowners, ship-managers, operators, agents, masters, crew members and insurers

UPDATE ON ENHANCEMENTS TO THE ANNUAL ADMINISTRATIVE FEE (AAF) SCHEME

1. Shipping Circular No. 28 of 2016 informs shipowners and shipmanagers of Singapore-registered ships on the adjustment to the Annual Administrative Fee (AAF) from a flat rate of S\$600 to a three tier fees, which took effect from 1st Jan 2017. The tiered fees by size is based on the gross tonnage of the ship as per the Certificate of Registry or the International Tonnage Certificate (ITC) or statement of ITC. The tiered fees which covered applicable registration and crewing-related services are as indicated in Table A below.

Tier	Size of Ship	Price (inclusive of GST) per Ship
1	0 - 299 GT	\$120
2	300 – 2,000 GT	\$300
3	Above 2,000 GT	\$600

Table A: Tiered fees based on size of ship

New Enhancements to the AAF Scheme with effect from 1st July 2017

2. Expansion of Applicable Services under the AAF Scheme

- a) From 1st July 2017, the list of services covered under the AAF scheme will be expanded to include Seafarer Certification Services such as certificates of competency, certificates of proficiency and type rating certificates.
- b) The applicable services under the scheme will also include Wreck Removal Convention (WRC) Certificate which is only applicable and take effect once Singapore has ratified to the Convention and issues the WRC certificate.

- c) Existing Singapore-registered ships which are currently enrolled in the AAF scheme will get to enjoy the additional benefits from the expansion of the service coverage at no additional cost. The list of applicable services is found in **Annex A**.

3. Additional Optional Fee of \$120 for Tanker Endorsement Fee (TEF) (for Tankers)

- a) On top of the enhanced AAF scheme, owners/operators of Singapore-registered tankers can also sign up for the optional Tanker Endorsement Fee (TEF) at an **additional flat fee of \$120 per ship** (irrespective of the ship size) for applications and issuance of tanker endorsements.
- b) To enjoy the benefits, application for TEF must be made together with the AAF (tiered fees). The total applicable fees are as appended in Table B.

Tier	Size of Ship	Price (inclusive of GST) per Ship
1	0 - 299 GT	\$240
2	300 – 2,000 GT	\$420
3	Above 2,000 GT	\$720

Table B: Total AAF tiered fee with Tanker Endorsement Fee (for Tankers only)

- c) Existing AAF owners may enrol for the TEF as a separate application only for this year and will be required to make the additional pro-rated fee of \$120 per ship. Otherwise, existing AAF owners may wish to apply for TEF only at subsequent renewals and the total fees as per Table B will apply.
- d) Owners/operators of Singapore registered tankers are reminded that MPA's (Flag State) tanker endorsement is only required for officers (i.e. those holding certificate of competency). MPA recognises tanker endorsements issued to ratings by their national administrations and ratings do not require MPA's endorsement.

4. The Seafarer Certification services covered under the scheme only applies to applications made through companies. At the point of application for the respective services, owners/operators will be required to make specific reference to an AAF vessel in order to be entitled for coverage under the scheme. Applications for Seafarers Certification services in his capacity as individual candidate directly with MPA will not be covered under the scheme, and will be required to pay for the respective services.

Others Remain Unchanged

5. With the enhanced AAF scheme, the following arrangements will remain unchanged:

(a) Non-Refundable

All fees, including TEF, are non-refundable and are set at per ship for each calendar year i.e. January to December.

(b) Pro-Rated Fee

All fees, including TEF, will be pro-rated according to the number of months remaining in the calendar year, including the month in which the enrolment commences. Any charges incurred on the ship prior to date of enrolment remain payable for individual applications and are not refundable.

(c) Renewal

Owners will need to notify MPA by 15 November via email: marine@mpa.gov.sg to withdraw from the scheme, otherwise a 1-year renewal will be automatically processed based on the size of the ship and status of vessel prior to the renewal.

Revised Application Form

6. The revised application form with the tanker endorsement as attached in **Annex B**, replaces all other previous forms found in the shipping circular. Interested owners whose ships are currently not in the AAF scheme, can make an application to MPA by submitting the duly completed form and send to: marine@mpa.gov.sg.

7. Existing AAF owners whose ships are currently enrolled in the scheme and will like to sign up for the TEF, can do so by writing to: marine@mpa.gov.sg, and provide the (a) Name and GT of the vessel, (b) Enrolment Month and (c) the MPA Account Owner (Company Name) and Billing Account Reference. Please submit your application by **end Dec 2017**.

8. This circular supersedes Shipping Circular No. 28 of 2016, No. 8 of 2014 and No. 20 of 2013.

Queries

9. Any queries relating to this circular should be directed to the Registry Dept dedicated contact via email: marine@mpa.gov.sg and tel: (65) 6375 1932.

CAPT DAKNASH GANASEN
DIRECTOR OF MARINE
MARITIME AND PORT AUTHORITY OF SINGAPORE

ANNEX A

List of Applicable Services under Annual Administrative Fee Scheme

1. Ship Registration-Related Services

S/No	Items	Fee
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
1.13	Wreck Removal Certificate (WRC) [only applicable once Singapore ratify the Convention and issues the Certificate]	

2. Crewing-Related Services

S/No	Items	Fee
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 (include providing one photocopy of the same)	\$46.00 (inclusive of GST)
2.10	*Certified True Copy	\$14.00

3. Training Standards-Related Services

S/N	Items	Fee
3.1	Tanker Endorsement for Immediate Responsibilities (TEIR-Higher Level) and Assigned Responsibilities (TEAD-Lower Level) <ul style="list-style-type: none"> • Application <p>[Applicable only to those who apply for optional Tanker Endorsement Fee (TEF)]</p>	\$25.00 / crew
3.2	Certificate of Competency (COC) for Deck Officer (COCD), Marine Engineer Officer (COCE), Electro-Technical Officer (ETO) <ul style="list-style-type: none"> • Application • Issue/*Replacement of COC booklet 	\$25.00 / crew \$18.00 / crew
3.3	Restricted Certificate of Competency (RCOC) for Deck Officer (RCOCD), Marine Engineer Officer (RCOCE) <ul style="list-style-type: none"> • Application/Revalidation • Issue/*Replacement of COC booklet 	\$25.00 / crew \$18.00 / crew
3.4	Certificate of Competency (COC)/Certificate of Service (COS) for Deck Officer (REVD), Marine Engineer Officer (REVE) <ul style="list-style-type: none"> • Application/ Revalidation 	\$25.00 / crew
3.5	Certificate of Proficiency as Electro-Technical Rating (ETR), Able Seafarer Deck (ABD), Able Seafarer Engine (ABE), Ratings forming part of Navigational Watch (WRN), Ratings forming part of Engineering Watch (WRE), Type Rating Certificate for High Speed Craft and Dynamically Supported Craft (HSCDSC) <ul style="list-style-type: none"> • Application • *Replacement 	\$25.00 / crew \$18.00 / crew
3.6	WIG Craft Officer Certificate <ul style="list-style-type: none"> • Application • *Replacement 	\$25.00 / crew \$18.00 / crew
3.7	Certificate of Proficiency in Survival Craft and Rescue Boats (PSCRB) <ul style="list-style-type: none"> • Application/*Replacement Certificate 	\$11.00 / crew
3.8	Certificate of Proficiency as a Ship's Cook <ul style="list-style-type: none"> • Application • Issue/*Replacement 	\$25.00 / crew \$18.00 / crew

*GST is required. All fees are in Singapore Dollars
 NT = Net Tonnage GT = Gross Tonnage



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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. 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.

FUNCTIONS

4. Three Tier Fees. The scheme provides a three tier fees priced at three different rates according to the size of ship.
5. Owners are required to indicate the Tier based on the gross tonnage of the ship as per the Certificate of Registry or the International Tonnage Certificate (ITC) or statement of ITC.
6. Tanker Endorsement. Enrolment is optional and apply to ships enrolled in the tier fee with additional fee of \$120 for any size of ships.
7. Non-refundable. All fees are non-refundable and are set at per ship for each calendar year i.e. Jan to Dec.
8. Prorata fee. All fees will be pro-rated according to the number of months remaining in the calendar year, including the month in which the enrolment commences. [Example if the ship under Tier 3 is enrolled in Aug 2017, the tier fee will be \$250 while the tanker endorsement fee will be \$50].
9. Any charges incurred on the ship prior to date of enrolment remain payable and are not refundable.

Tier	Size	Price (inclusive of GST)
1	0 – 299 GT	\$120
2	300 – 2,000 GT	\$300
3	Above 2,000 GT	\$600
TANKER ENDORSEMENT FEE (OPTIONAL)		\$120

10. Enrolment Process.

- a) Please indicate the Month of Enrolment in the box provided.
- b) Ships will be enrolled within 1 working day taking into account the Month of Enrolment as indicated in the form and receipt of the application. [Example: Owner A submits the completed enrolment form on 5th Jan and the enrolment date will be effective on 6th Jan]
- c) For unregistered ships, to enjoy the full benefits of the scheme, the enrolment month should not be later than the planned month to collect the certificate of registry. The enrolment month will be adjusted accordingly and an additional AAF pro-ratio fee will apply. [Example: Owner A indicates February 2017 as the month of enrolment for his ship. He plans to collect the certificate on 1st Feb and submits his AAF application on 27th Jan. As the registration has to be processed ahead of collection day on 1st Feb, the enrolment month of his ship will be adjusted to January 2017 and he will be required to pay the additional pro-rated fee]

11. Change in Gross Tonnage. No adjustment to the fee should there be a change in the gross tonnage during the period of enrolment. The AAF status will continue to remain valid until its expiry on 31 December. The AAF Tier and the corresponding fee will be adjusted accordingly upon renewal.

DECLARATION

12. A Director of the Ship-Owning Company, the appointed person as per the Appointment of Manager Form or the DPA of the ISM Company as per DPA form in our record, can be the signatory for this application.

13. If an Agent is appointed, a statement of appointment in writing via email from the Director of Ship-Owning Company, Ship-Management Company or the DPA of the ISM company to be provided. Please do not use the Appointment of Agent Form. Agent here refers to any person such as representative from the law firm or any person not mentioned in point 12 above.

FORM SUBMISSION

14. Please submit the completed form to the Singapore Registry of Ships to: marine@mpa.gov.sg. Further enquiries may also be directed to our dedicated email address or Tel: +65 6375 1932.



APPLICATION FORM – ANNUAL ADMINISTRATIVE FEE SCHEME

S/N	Ship Name	IMO No.	GT	Registered Owner	Please indicate the Tier ¹	Enrolment Month	MPA Account Owner ² (Company Name) & Billing Account Reference ³	Indicate YES or NO for ships to be enrolled in the TANKER ENDORSEMENT

AAF CONTACT PERSON'S PARTICULARS

Full Name of Person:	Name of Company:		
Status in Company:	Tel:	Email:	Mobile No:

¹ Tier 1: 0 – 299 GT, Tier 2: 300 – 2,000 GT, Tier 3: Above 2,000 GT

² Billing Company must be a Singapore entity as per MPA's Finance records

³ 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

DECLARANT'S PARTICULARS

Full Name and Signature:	Status of Declarant ⁴ <input type="checkbox"/> Director of Ship-Owning Company <input type="checkbox"/> DPA of ISM Company <input type="checkbox"/> Ship Management Company <input type="checkbox"/> Appointed Agent ⁵
Date: Tel:	
Email address:	

⁴ Declarant refers to the Director of the Ship-Owning Company, the appointed person as per the Appointment of Manager Form or the DPA of the ISM Company as per DPA form in our record

⁵ Appointed Agent refers to anyone other than the Director of Ship-Owning Company, appointed person as per the Appointment of Manager Form or the DPA of ISM Company. A statement of appointment in writing via email from any authorized person mentioned above is to be provided. Please do not use the Appointment of Agent Form