



**MARITIME AND PORT AUTHORITY OF SINGAPORE**  
**SHIPPING CIRCULAR**  
**NO. 15 OF 2018**

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

20 NOV 2018

**Applicable to:** Shipowners, ship managers, operators, agents, masters and crew of Singapore-registered ships, classification societies, insurers and the general shipping community

**ENHANCEMENT TO SUITE OF SERVICES ON MARINET: ONLINE SERVICES FOR SUBMISSION OF MLC FINANCIAL SECURITY CERTIFICATES**

- *Merchant Shipping (Maritime Labour Convention) Act 2014*
- *Merchant Shipping (Maritime Labour Convention) (Financial Security) Regulations 2017*

1. With reference to [Shipping Circular No. 3 of 2017](#) on the submission of MLC Financial Security Certificates, the Maritime and Port Authority of Singapore (MPA) has recently enhanced the Ship Registry's suite of online services to allow submission to be done online via Marinet.

**Submission of MLC Financial Security Certificate via Marinet**

Submission of ship's MLC financial security certificate during renewal

2. The submission of MLC financial security certificates can now be done online via Marinet. Shipowners are to update MPA details of the ship's MLC financial security by submitting a scanned copy or an electronic version of the renewed financial security certificate via Marinet. This update must be submitted to MPA prior to the expiry of the current MLC financial security. Shipowners who have renewed their ship's MLC financial security in advance are encouraged to submit copies of the certificates to MPA as soon as the renewal has been done.

Updating of ship's MLC financial security during period of validity

3. Any subsequent changes to the details of the ship's MLC financial security should also be updated to MPA via Marinet. This must be done within 7 days after shipowners receive the MLC financial security certificates from the approved financial

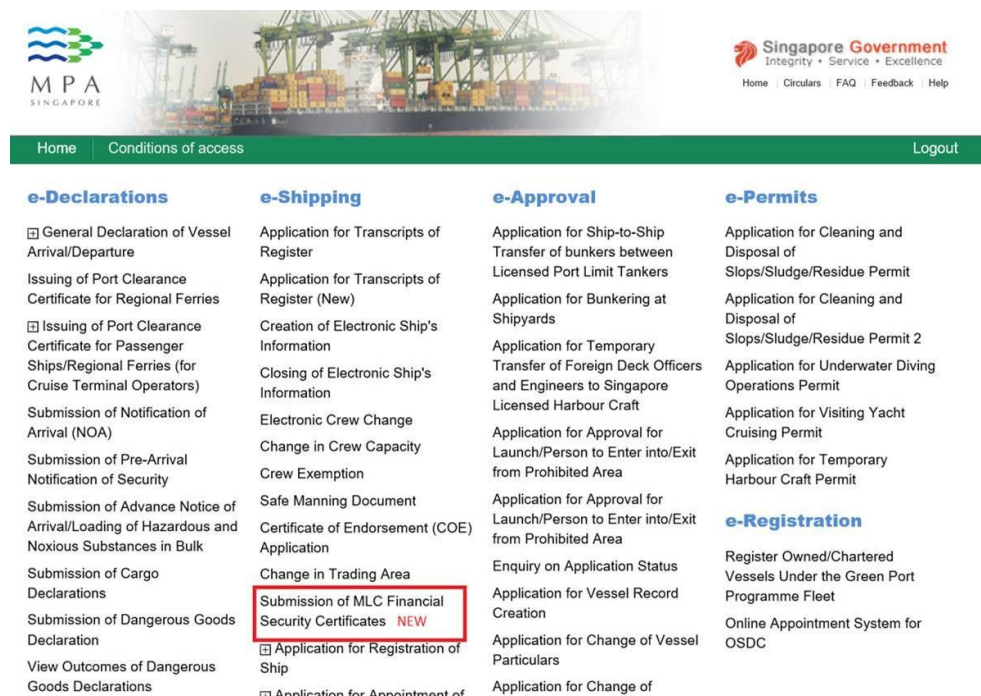
security provider. A guide on the updating and submission of MLC certificates can be found in **Annex A** of this Shipping Circular.

4. Any queries regarding this circular should be directed to the Seafarers Management Department (Email: [mmo@mpa.gov.sg](mailto:mmo@mpa.gov.sg); Tel: +65 6375 6224).

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

## Guide to Submitting MLC Financial Security Certificates Online (via Marinet)

Submission of MLC Financial Security Certificates can be found under "e-shipping" in the list of services in Marinet.



The screenshot shows the MPA Singapore website header with the logo and navigation links. Below the header is a green bar with 'Home', 'Conditions of access', and 'Logout'. The main content area is divided into four columns: e-Declarations, e-Shipping, e-Approval, and e-Permits. In the e-Shipping column, 'Submission of MLC Financial Security Certificates' is highlighted with a red box and labeled 'NEW'. Other services listed include 'Application for Transcripts of Register', 'Application for Transcripts of Register (New)', 'Creation of Electronic Ship's Information', 'Closing of Electronic Ship's Information', 'Electronic Crew Change', 'Change in Crew Capacity', 'Crew Exemption', 'Safe Manning Document', 'Certificate of Endorsement (COE) Application', 'Change in Trading Area', 'Application for Registration of Ship', and 'Application for Appointment of'.

### Step 1 – Start Submission

#### SUBMISSION OF MLC FINANCIAL SECURITY CERTIFICATES

Step 1 of 5

##### Information about this Marinet service

This Marinet service is for shipowners/managers of Singapore-registered ships to submit financial security certificates for each of your Singapore-registered ships in accordance with the Maritime Labour Convention, 2006 (MLC). The Maritime and Port Authority of Singapore (MPA) requires shipowners/managers of each Singapore-registered ship to submit copies of the certificates attesting that contracts of insurance or other financial security are in place to cover shipowners' liabilities for:

- Outstanding wages and repatriation in accordance with MLC Regulation 2.5, Standard A2.5.2 and Guidelines B2.5; and
- Compensation for death or long-term disability in accordance with MLC Regulation 4.2, Standard A4.2 and Guidelines B4.2.

- This e-Service may take 10 minutes to complete.
- Compulsory fields are denoted by \*.

##### Key things to note about this submission

- What to submit?** Two valid certificates in softcopy for each Singapore-registered ship. The copies of the certificates must:
  - Be from a MPA-approved financial security provider(s)
  - Be in force at the time of this submission (i.e. not expired)
  - Be in English and contain all the information required by MPA
- Reminder:** The original two certificates must be displayed in a conspicuous place on board your ship where it is available to the crew.
- Who to submit?** Any shipowner/manager of a Singapore-registered ship. Shipowners/managers refer to any owner or owner-appointed managers as recorded in the ship's register of Singapore Registry of Ships.
- When to submit?** No later than 7 days after you have received the certificates from your financial security provider due to any of these instances:
  - Renewal or expiry of the existing certificates
  - Initial registration of a Singapore-registered ship
  - Change in shipowner/manager
  - Change in ship's name
  - Change in MLC financial security provider
  - Change in any details on the certificates
- Reminder:** Your ship's contracts of MLC financial security must not cease before the end of its period of validity unless your MLC financial security provider has given at least 30 days' prior written notice to MPA.

More information on MPA's MLC financial security requirements can be found at MPA Shipping Circular No. 3 of 2017 / Rev.2 (dated 11 July 2017) and MPA Shipping Circular No. 22 of 2016 (dated 13 October 2016)

##### Fees

- There are no fees required.

##### Processing Time

- You can expect an email from MPA (mmo\_mpa@mpa.gov.sg) within two working days to inform you if your submission is successful.
- You are not required to carry this email on board your ship. MPA will not be providing any certificate/form of endorsement for your submission.

Print this Page

Start Submission

## Step 2 – Select the certificate to be submitted

*Note: Shipowners will have to submit two separate applications for each ship - one for submission of certificate for MLC Regulation 2.5 and another for MLC Regulation 4.2.*

SUBMISSION OF MLC FINANCIAL SECURITY CERTIFICATES

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Step 2 of 5

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**Certificate Type**

☒ Certificate for MLC Regulation 2.5 relating to repatriation

☐ Certificate for MLC Regulation 4.2 relating to death or long-term disability

## Step 3 – Search for ship's name and select the ship for submission

SUBMISSION OF MLC FINANCIAL SECURITY CERTIFICATES

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Step 3 of 5

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**Ship Selection**

**Important Notes:**

- (a) Please specify atleast 1 search criteria and click on the search button.
- (b) Only the first 100 records are shown. Please specify more search criteria if necessary.
- (c) Ship must be officially registered.
- (d) Ship must have a valid ESI created.

Ship Name

Please specify anyone search criteria for the selection.

Official No.

## Step 4 – Provide details of the ship's MLC financial security

SUBMISSION OF MLC FINANCIAL SECURITY CERTIFICATES

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Step 4 of 5

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**Note:**

- The attached file must be PDF format.
- The size of the attached file should not exceed 2 MB.
- The name of the attached file should not exceed 50 characters.

**Submission for Financial Security Certificate for MLC Regulation 4.2 relating to death or long-term disability**

\*Name of Insurer

\*Shipowner as provided on the certificate

\*Date of Issue (dd/mm/yyyy)  (Cannot be later than today's date)      \*Date of Expiry (dd/mm/yyyy)  (Must be later than today's date)

\*Certificate for MLC Regulation 4.2 relating to death or long-term disability

\*Declarant Name

\*Declarant Telephone No.

\*Declarant Email Address

☐ \*I declare that the particulars contained above are correct