



M P A
SINGAPORE

MARITIME AND PORT AUTHORITY OF SINGAPORE
SHIPPING CIRCULAR
NO. 20 OF 2013

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

28 November 2013

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

ANNUAL ADMINISTRATIVE FEE SCHEME

1. This circular serves to inform and provide details of the new payment scheme known as the Annual Administrative Fee scheme which will be implemented from 1 January 2014 onwards.

About the Scheme

2. Commencing from January 2014, owners of Singapore-registered ships have the option to pay a flat fee of S\$600 per ship (inclusive of GST) for each calendar year (January to December) for applicable registration and crewing-related services¹ provided by MPA. This new payment scheme applies to existing tonnage in the Singapore Registry of Ships as well as new tonnage registered.

3. For owners that enrol their ships in the scheme after January of each year, the scheme allows for pro-ration of the fee according to the remaining months in the calendar year, including the month in which the enrolment commences². For example, if a ship enrolls into the scheme in July, a pro-rated fee of S\$300 (inclusive of GST) is payable to MPA for the 6 months period (July to December). Any charges incurred prior to the date of enrolment will remain payable to MPA and are non-refundable.

¹ The Merchant Shipping (Maritime Labor Convention) Regulations are expected to be promulgated by 1H 2014. The list of crewing-related services would be revised and aligned with the new regulations.

² For owners that enrol into the scheme after the 1st day of the month in which the enrolment commences, the fee for the entire month will be payable to MPA.

4. This alternative payment scheme will bring about greater administrative convenience to our owners as they only need to pay an annual flat fee instead of making payments per transaction.

Application

5. Interested owners or its appointed ship managers/ agents are required to make an application to MPA by completing the application form, as attached in **Annex A**. The list of applicable services can also be found in the form. Please submit the duly completed application form via email: marine@mpa.gov.sg to our office.

Billing Arrangement

6. Upon successful application, the applicable flat fee payable will be deducted from the owner or ship manager/ agent's account. All ships enrolled into the scheme will not be issued with invoices for every transaction related to registration and crewing-related services covered under this scheme.

Renewal

7. Owners will receive a notification from MPA in November each year to renew their ships' enrolment in the scheme. To withdraw from the scheme, owners or its appointed ship managers/ agents will need to notify MPA by December via email: marine@mpa.gov.sg. Otherwise, a 1-year renewal will be automatically processed.

Queries

8. Any queries relating to this circular should be directed to Ms Emily Sihab, Manager (Registry Department) via Tel: (65) 6375 6227 or Ms Syamim Yahya, Assistant Manager (Registry Department) via Tel: (65) 6375 6273, or to the Ship Registry dedicated contact via email: marine@mpa.gov.sg and Tel: (65) 6375 1932.

**CHEONG KENG SOON
DIRECTOR OF MARINE
MARITIME AND PORT AUTHORITY OF SINGAPORE**



MARITIME AND PORT AUTHORITY OF SINGAPORE
Shipping Division
460 Alexandra Road
#21-00 PSA Building
Singapore 119963
DID: (65) 6375 1932 Fax: (65) 6375 6231
Email: marine@mpa.gov.sg

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	Opening of crew agreement of a ship in Singapore	\$42.00 / vessel
2.2	Opening of crew agreement of a ship outside Singapore	\$55.00 / vessel
2.3	Closing of crew agreement of a ship	\$17.00 / vessel
2.4	Engagement or discharge of seaman of a ship	\$7.00 / crew
2.5	Application for an uncertified or under-qualified seaman to act in the capacity of a duly qualified officer	\$38.00 / crew
2.6	Application for safe manning document	\$35.00 / vessel
2.7	Application for Certificate of Endorsement (COE)	\$18.00 / crew
2.8	Seaman's discharge book	\$18.00 / book
2.9	Official Log Book	\$7.00 / book
2.10	*Endorsement or sea-service record	\$15.00 / endorsement
2.11	*Search fee for crew agreement or Official Log Book	\$40.00
2.12	*Photostat copy of crew agreement or Official Log Book	\$0.30
2.13	*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-Owning 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.