



MARITIME AND PORT AUTHORITY OF SINGAPORE  
SHIPPING CIRCULAR  
NO. 16 OF 2023

MPA Shipping Division  
460 Alexandra Road  
21<sup>st</sup> Storey mTower  
Singapore 119963  
<http://www.mpa.gov.sg>

20 November 2023

**Applicable to:** This circular should be brought to the attention to all shipowners, shipmanagers, operators, crewing managers and seafarer recruitment and placement services.

**MARITIME LABOUR CONVENTION: UPDATE ON CERTIFICATE OF AUTHORISATION FOR SEAFARER RECRUITMENT AND PLACEMENT SERVICES (SRPS)**

This Circular provides an update on the requirements for SRPS which operate in Singapore.

2 All companies based in Singapore which are engaged in recruiting and placing seafarers shall conform to requirements set out in the Merchant Shipping (Maritime Labour Convention) Act 2014 and the Merchant Shipping (Maritime Labour Convention) (Seafarer Recruitment and Placement Services) Regulations 2014. These standards are applicable when the seafarer recruitment and placement services are operated in, or provided from, Singapore, and include those provided for Singapore-registered and foreign-registered ships. All such SRPS are also required to apply to the Director of Marine for a Certificate of Authorisation (COA).

3 The fee for a COA is \$100 and is valid for 3 years. For SRPS that requires both COA as well as an Employment Agency (EA) licence from the Ministry of Manpower (MOM), the validity of the COA will be tied to the EA licence whichever is earlier.

**Audit of SRPS by Recognised Organisations**

4 With effect from 1 March 2024, all SRPS operating in Singapore will be subject to mandatory audit by the Recognised Organisations (ROs). There are eight (8) ROs appointed to act on behalf of the MPA in surveys and conduct audits and certification for Singapore-registered ships. There will be three (3) audit cycles:

- Initial audit to be carried out within three (3) months before or from the date of application for a COA ("**Initial**").
- Intermediate audit to be carried out within the window from three (3) months before the 1<sup>st</sup> and three (3) months after the 2<sup>nd</sup> anniversary date of the COA ("**Intermediate**").
- Renewal audit to be carried out within three (3) months before expiry of the COA ("**Renewal**").

5 All audit reports are to be submitted by the SRPS to MPA using the audit report template upon completion of the audit, refer to **Annex A**. All procedure-related audit should comply with the procedure established by RO. All audit-related costs set by RO are to be

borne by the SRPS directly with the RO they engaged. SRPS are advised to approach the ROs on audit-related matters. Please refer to **Annex B, C and D**.

6 Given that the audit scheme will take effect from 1 March 2024, existing SRPS with COA that have been recently issued or renewed will be subjected to renewal audit by the RO within three (3) months before expiry of the COA. In ensuring the continued compliance of the SRPS, MPA may carry out audit of the SRPS within the COA validity period.

7 All COAs application must be applied via MPA's portal at digitalPORT@SG (<https://digitalport.mpa.gov.sg>).

8 SRPS that do not meet the requirements and/or SRPS that are found to be inactive over the last one (1) year from the date of issue of the COA, their application may be rejected and if a COA has been issued, the COA may be withdrawn. The SRPS will be notified prior to withdrawal of the COA. New registration can be made and will be subject to the prevailing requirements.

### **Employment Agency Licence**

9 All companies that intend to carry out recruitment and placement activities for third parties<sup>1</sup> are required to obtain an Employment Agency (EA) licence from the Ministry of Manpower (MOM). Subsidiary companies<sup>2</sup> that recruit and place seafarers solely for their parent companies are also required to obtain an EA licence. The requirement for an EA licence is on top of the requirement for a COA. Companies are advised to consult the MOM on the EA licence requirements before applying for a COA (Email: [MOM\\_FMMD@mom.gov.sg](mailto:MOM_FMMD@mom.gov.sg); Tel No: 6438 5122).

10 This circular supersedes Shipping Circular No. 22 of 2015 dated 28 September 2015.

11 Any queries relating to this circular should be directed to the Seafarers Policy, Development & Welfare Department, Shipping Division. Email: [mmo\\_mpa@mpa.gov.sg](mailto:mmo_mpa@mpa.gov.sg), Tel: 1800 272 7777 (Press 1, follow by 2).

**CHEAH AUN AUN**  
**DIRECTOR OF MARINE**  
**MARITIME AND PORT AUTHORITY OF SINGAPORE**

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<sup>1</sup>"Third parties" shall, in this context, mean separate legal entities which are distinct from the company which is carrying out the recruitment and placement service.

<sup>2</sup>Section 5 of Companies Act - a corporation is deemed to be a subsidiary of another corporation, if (a) that other corporation (i) controls the composition of the board of directors of the first-mentioned corporation; (ii) controls more than half of the voting power of the first-mentioned corporation; or (iii) holds more than half of the issued share capital of the first-mentioned corporation (excluding any part thereof which consists of preference shares and treasury shares); or (b) the first-mentioned corporation is a subsidiary of any corporation which is that other corporation's subsidiary.

*NOTE: An inspection/audit report in the following format is to be used by the Recognised Organisation after its surveyor has completed audit of the Seafarer Recruitment and Placement Service. All audit-related supporting documents are to be kept at the SRPS office for on-site inspection by the Seafarers Policy, Development and Welfare (SPDW) Department of MPA, as required or upon request.*

## INSPECTION / AUDIT OF SEAFARER RECRUITMENT AND PLACEMENT SERVICE (SRPS) IN SINGAPORE

THIS IS TO CERTIFY that the undersigned, at the request of the seafarer recruitment and placement service named below has carried out inspection / audit of the seafarer recruitment and placement service to the scope as set out in the Merchant Shipping (Maritime Labour Convention) Act 2014 and Merchant Shipping (Maritime Labour Convention) (Seafarer Recruitment and Placement Services) Regulations 2014 and reports as follows:

Date:	Audit		
	Initial	Intermediate	Renewal

- Initial audit to be carried out within three (3) months before or from the date of application for a COA (“**Initial**”)
- Intermediate audit to be carried out between the 1<sup>st</sup> and 2<sup>nd</sup> year of the running period of the COA (“**Intermediate**”)
- Renewal audit to be carried out within three (3) months before expiry of the COA (“**Renewal**”)

**1. Particulars of seafarer recruitment and placement service**

- 1.1 Name of company as reflected on ACRA:  
1.2 UEN No as per ACRA:  
1.3 Details of Company  
Contact number:  
Email address:  
1.4 Name of contact person:  
Mobile Number:  
Email address:

\*Attach conditions for exemption, if any. Additional documents/manuals/certificates, if applicable, may be entered.

2	<b>Deficiency(ies)</b>
2.1	The following deficiency(ies) was / were found with due date:



Scenarios a SRPS requires a Certificate of Authorisation		
Seafarer Recruitment and Placement	Shipowner <sup>3</sup>	COA
ABC Company	ABC Company	Not required
ABC Company	XYZ Company	Required

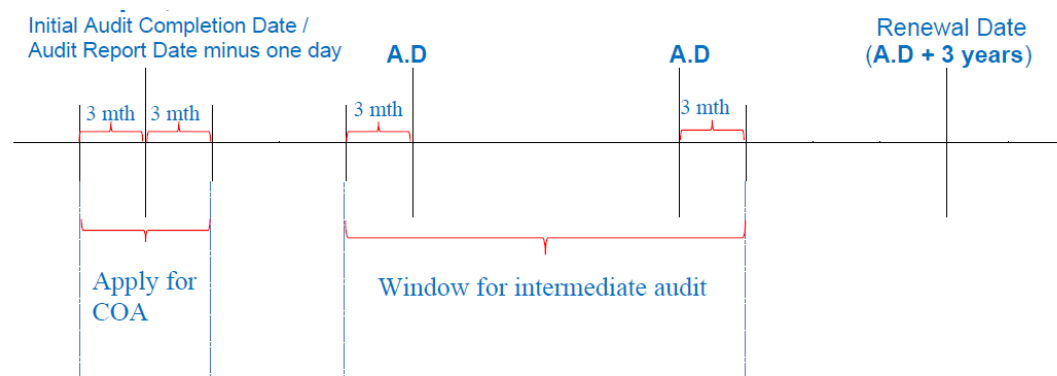
Note: In the examples above, ABC and XYZ companies are all separate legal entities

- **COA is not required.** ABC Company recruits and places seafarers onboard their managed ship. ABC Company is the Shipowner<sup>3</sup> for the ship as reflected on the MLC Certificate. ABC Company signs Seafarer Employment Agreement (SEA) with the seafarers and is the entity reflected on the SEA.
- **COA is required.** ABC Company recruits and places seafarers onboard third-party ships, XYZ Company. XYZ Company is the Shipowner<sup>3</sup> of the ship. XYZ Company signs SEA with the seafarers and is the entity reflected on the SEA.

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<sup>3</sup> As defined in 2(1), Part I of the Merchant Shipping (Maritime Labour Convention) Act 2014 - In relation to a ship, means the owners, and includes the registered owner, or in the absence of registration, the person owning the ship or any other person such as the ship manager, agent or bareboat charterer, who has assumed the responsibility for the operation of the ship from the owner and who, on assuming such responsibility, has agreed to take over the duties and responsibilities imposed on shipowners in accordance with the Maritime Labour Convention, regardless of whether any other organisation or persons fulfil certain of the duties or responsibilities on behalf of the shipowner

Table below illustrate the window for intermediate audit



Note:

- A.D refers to anniversary date which is the day corresponding to the expiration date of COA.
- Audit report date is the date corresponding to the date of completion of initial audit.

### Initial Audit by Recognised Organisations

**Requirement: Audit report must be dated within three (3) months before or from the date of application of the Certificate of Authorisation**

Scenario	Audit report date	Acceptable/ Unacceptable	COA validity date	Remarks
COA application made on 15 Jan 2024	2 Feb 2024	Acceptable	2 Feb 2024 to 1 Feb 2027	COA will only be issued valid for three (3) years from 2 Feb 2024 when found satisfactory audit even though application is made on 15 Jan 2024.
COA application made on 25 Apr 2024	30 Jan 2024	Acceptable	25 Apr 2024 to 24 Apr 2027	Audit is carried out within 3 months from COA application date.
COA application made on 20 Jul 2024	20 Apr 2024	Unacceptable	Not applicable	Audit is carried out more than 3 months from COA application date. To contact RO to conduct another audit.

<b>Intermediate Audit by Recognised Organisations</b>				
<b>Requirement: Audit report must be dated within the window from three (3) months before the 1<sup>st</sup> and three (3) months after the 2<sup>nd</sup> anniversary date of the COA</b>				
<b>Scenario</b>	<b>Audit report date</b>	<b>Acceptable/ Unacceptable</b>	<b>COA validity date</b>	<b>Remarks</b>
COA issued on 10 Apr 2024	5 Apr 2025	Acceptable	10 Apr 2024 to 9 Apr 2027	Audit is carried out within the window from three (3) months before the 1 <sup>st</sup> and three (3) months after the 2 <sup>nd</sup> anniversary date within three (3) months between the 1 <sup>st</sup> and 2 <sup>nd</sup> year of the running period of the COA
COA issued on 25 Jun 2024	10 Sep 2026	Acceptable	25 Jun 2024 to 24 Jun 2027	Audit is carried out within the window from three (3) months before the 1 <sup>st</sup> and three (3) months after the 2 <sup>nd</sup> anniversary date within three (3) months between the 1 <sup>st</sup> and 2 <sup>nd</sup> year of the running period of the COA
COA issued on 5 Aug 2024	3 Dec 2026	Unacceptable	5 Aug 2024 to 4 Aug 2027	Audit is carried out not meeting the window period. COA may be withdrawn. If company requires COA, will require to apply as NEW application and be subjected to the prevailing requirements

<b>Renewal Audit by Recognised Organisation</b>
<b>Requirement: Audit report must be dated within three (3) months before expiry date of the Certificate of Authorisation</b>

Scenario	Audit report date	Acceptable/ Unacceptable	COA validity date	Remarks
COA expiry on 8 Jun 2024 and application submit on 7 Jun 2024	7 Jun 2024	Acceptable	9 Jun 2024 to 8 Jun 2027	Audit carried out within 3 months of COA expiry date.
COA expiry on 25 Sep 2024 and application submit on 1 Oct 2024	25 Sep 2024	Acceptable	26 Sep 2024 to 25 Sep 2027	Audit carried out within 3 months of COA expiry date. Renewal COA issued based on previous COA anniversary date even though application is submitted on 1 Oct 2024.
COA expiry on 13 Nov 2024 and application submit on 13 Nov 2024	14 Nov 2024	Unacceptable	Not applicable	Audit carried out after expiry of COA. If company requires COA, will require to apply as NEW application (not Renewal) and be subjected to the prevailing requirements. If conditions met, COA will be issued from 14 Nov 2024 to 13 Nov 2027.



	Recognised Organisation	Contact
1	American Bureau of Shipping	Tel No: 62768700 Email: <a href="mailto:ABSSingapore@eagle.org">ABSSingapore@eagle.org</a> Website: <a href="http://www.eagle.org">www.eagle.org</a>
2	Bureau Veritas	Tel No: 62752886 Email: <a href="mailto:sqp_csg@sg.bureauveritas.com">sqp_csg@sg.bureauveritas.com</a> Website: <a href="http://www.veristar.com">www.veristar.com</a>
3	China Classification Society	Tel No: 63241618 Email: <a href="mailto:sqp@ccs.org.cn">sqp@ccs.org.cn</a> Website: <a href="http://www.ccs.org.cn">www.ccs.org.cn</a>
4	DNV	Tel No: 65083750 Email: <a href="mailto:sng.ssc@dnv.com">sng.ssc@dnv.com</a> Website: <a href="http://www.dnv.com">www.dnv.com</a>
5	Korean Register	Tel No: 62213319 Email: <a href="mailto:singapore@krs.co.kr">singapore@krs.co.kr</a> ; <a href="mailto:kr-dmlc@krs.co.kr">kr-dmlc@krs.co.kr</a> Website: <a href="http://www.krs.co.kr/eng">www.krs.co.kr/eng</a>
6	Lloyds Register	Tel No: 31630888 Email: <a href="mailto:ZZSNGOP@lr.org">ZZSNGOP@lr.org</a> ; <a href="mailto:Singapore-technical-helpdesk@lr.org">Singapore-technical-helpdesk@lr.org</a> Website: <a href="http://www.lr.org">www.lr.org</a>
7	Nippon Kaiji Kyokai	Tel No: 62223133 Email: <a href="mailto:sp@classnk.or.jp">sp@classnk.or.jp</a> Website: <a href="http://www.classnk.or.jp/hp/en">www.classnk.or.jp/hp/en</a>
8	RINA	Tel No: 65327737 Email: <a href="mailto:Singapore.Office@rina.org">Singapore.Office@rina.org</a> Website: <a href="http://www.rina.org/en/index.aspx">www.rina.org/en/index.aspx</a>