



MPA Shipping Division
 460 Alexandra Road
 #21-00, PSA Building
 Singapore 119963
 DID: (65) 6272 7777 (select option 1)
 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. 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. Prorated 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-ration 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 6272 7777 (select option 1).



APPLICATION FORM – ANNUAL ADMINISTRATIVE FEE SCHEME

Ship Name	IMO No.	GT	Registered Owner	Tier ¹	Enrolment Month	MPA Account Owner ² (Company Name) & Billing Account Reference ³	Tanker Endorsement ⁴

AAF CONTACT PERSON'S PARTICULARS

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

DECLARANT'S PARTICULARS

Full Name:	Signature:	Date:	Status of Declarant ⁵ <input type="checkbox"/> Director of Ship-Owning Company <input type="checkbox"/> Ship Management Company <input type="checkbox"/> DPA of ISM Company <input type="checkbox"/> Appointed Agent ⁶
Email address:	Tel:		

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

⁴ Indicate "Y" to enrol; otherwise "N"

⁵ 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

⁶ 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

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 [Applicable only to those who apply for optional Tanker Endorsement Fee (TEF)]	\$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