1. Overview

This is a e-service which will enable MARINET users to apply for Transcript of Register of Singapore ships via the MARINET portal. The MPA staff will review submitted applications before approving or rejecting them.

If you do not have a MARINET account, please contact us at 6375 1255 for more information. Once you have a MARINET account setup, you access the MARINET portal via the URL – http://marinet.mpa.gov.sg. The following login page as shown in Figure 1 should be loaded onto your internet browser.

Figure 1 – MARINET Portal Login Page
After logging into MARINET, you may locate this e-Service under the “e-Shipping” section header. You can click on the hyperlink titled “Application for Transcripts of Register” as shown in the red box in Figure 2 below to launch the e-Service. The main menu for e-Service is shown in Figure 3 on the next page.

As a MARINET user, you may choose to print the transcript online or self collect it at MPA counter. You can also check the status of your application online. Once the application has been approved, you can print your transcript of register online when payment has been made via the following means:

(a) through your MPA permanent account
(b) through Cash, Cheque, NETs, VISA or MASTERCARD in person at MPA counter

Upon successful application and payment, you will be notified via email. A PDF copy of the transcript will be attached in that email which allows you to print at your own convenience, or you may also login back into the MARINET portal to print your transcripts online as well.

**N.B:** *To view the electronic copy of the transcript of register, your computer system must be installed with the Adobe Acrobat Reader.*
Figure 3 – Main Menu of Application for Transcript of Register e-Service
2. How to apply for Transcripts of Register

1. In order to apply for a Transcripts of Register online, you will need to get ready the following information:

   (a) Ship Information: ship name, IMO number, official number or ship registration port number.
   (b) Permanent valid MPA Account number.
   (c) A letter of authorisation stating the applicant have been authorise by the permanent account holder to perform the transaction and to use the account number to bill the transcript charges.
   (d) Telephone and mobile number.
   (e) An email address.

2. Next, click on the hyperlink titled “Submit Application for Transcript of Register”. The following should be displayed as shown in Figure 4 below.

![Figure 4 – Main Menu of Application for Transcript of Register e-Service](image-url)
3. The following will be displayed. Click on the Ship Selection hyperlink as shown in Figure 5 to ship/ships for your application. You can search for ships either using the ship name, call sign, registry port number, IMO number or official number. You can use 1 or multiple search parameters. Click on the “Search” button to start the searching process.

![Application Form for applying for Transcripts of Register](image)

**Figure 5** – Application Form for applying for Transcripts of Register

4. The results might be displayed on different pages as shown in Figure 6. To add the ship into your application, click on the check box of that particular ship and click on “Add” button.

![Adding a ship to the transcript application](image)

**Figure 6** – Adding a ship to the transcript application
5. The ship should be added to your application as shown in Figure 7 below. You can click on the "Add" button to search and add more ships if required.

![Figure 7 – Ship added to the transcript application](image)

6. You can then proceed to application form as shown in Figure 8 below to fill in the details for the application. If you wish to print your transcript via the MARINET portal, you must provide an MPA permanent valid account number and attached an authorisation letter. The letter must state that you have been authorised to use the permanent account number for billing of the transcript of register. You will also have to provide a telephone number, mobile number and a valid email address. Once all details have been provided, you can click on the "Submit" button to submit your application.

![Figure 8 – Fill in the applications details](image)
7. Once the application has been submitted, you should get an acknowledgement page. Please take note the reference number as shown in the red box in Figure 9 as shown below. This is your application reference number which you can use to check on your application status or print your transcript online later.

Figure 9– Acknowledgement page after submission of application
3. How to check for your application status

1. In order to check your application status, you will need to get ready the following information:

   (a) Application number
   (b) Application date
   (c) Ship name, IMO number, official number or registration port number

2. Next, click on the hyperlink titled “Check Application Status / Print Transcript of Register Online”. The following should be displayed as shown in Figure 10 below.

![Figure 10 – Main Menu of Application for Transcript of Register e-Service](image-url)
3. The following page will be displayed as shown in Figure 11 below. You can key in one or all of the following information - application number, application date, ship name, IMO number, official number or registration port number. Click on the “Search” to submit the query.

Figure 11 – Search page for checking application status

4. Next, the result will be displayed below the search page as shown in Figure 12 below. You will be able to locate the application status as shown in the red box. Your application should have one of the statuses – PENDING, APPROVED or REJECTED.

Figure 12 – Locating the application status
4. How to print the transcripts online

1. The process of printing the transcripts online is similar to checking for your application status. You will need to get ready the following information:

   (d) Application number  
   (e) Application date  
   (f) Ship name, IMO number, official number or registration port number

2. Please take note that you will only be able to print the transcripts online when the charges for your application have been paid through the provided MPA permanent account or via cash/cheque/e-payment method at MPA counter.

3. Next, click on the hyperlink titled “Check Application Status / Print Transcript of Register Online”. The following should be displayed as shown in Figure 13 below.

![Main Menu of Application for Transcript of Register e-Service](image)

Figure 13 – Main Menu of Application for Transcript of Register e-Service
4. The following page will be displayed as shown in Figure 14 below. You can key in one or all of the following information - application number, application date, ship name, IMO number official number or registration port number. Click on the “Search” to submit the query.

![Figure 14 – Search page for checking application status](image)

5. Next, the result will be displayed below the search page as shown in Figure 15 below. You will be able to locate the application status as shown in the red box. If application status is displayed as “APPROVED”. That would mean you will be able to print your transcript online directly.

![Figure 15 – Locating the application status](image)
6. In order to print the transcripts, click on the application number hyperlink as shown Figure 16 below.

7. The following page will be displayed as shown in Figure 17 below. You can click on the “Print” button as shown in the red box to open the PDF version of your transcript.
8. The following page shows the PDF copy of the transcript when the “Print” button is clicked. You can click on the “Printer” button on the Adobe reader software to print your transcript.

![PDF version of transcript](image-url)

**Figure 18 – PDF version of transcript**
5. Emailing of Transcript to your email account

In order to provide further convenience to our customers, the system will automatically notify you via an email to the email address provide upon approval or rejection of your transcript application.

If your application has been rejected, you should receive the following email template to inform you of the rejection as show in Figure 19. It will also state the reason(s) on why the application has been rejected.

![Rejection Email template](image)

*Figure 19 – Rejection Email template*
If your application has been approved, you should receive the following email template to inform you of the approval as shown in Figure 20 and 21. A PDF version of the transcript will be attached in that email allowing you to print at your own convenience. Please take note that all payment for the transcript have to be made via the permanent account or via cash/cheque/e-payment methods via MPA counter before the email can be send out.

Figure 20 – Approval Email template 1

Figure 21 – Approval Email template 2