

Ship Registry e-Services User Guide

Appointment of Manager

23 October 2017

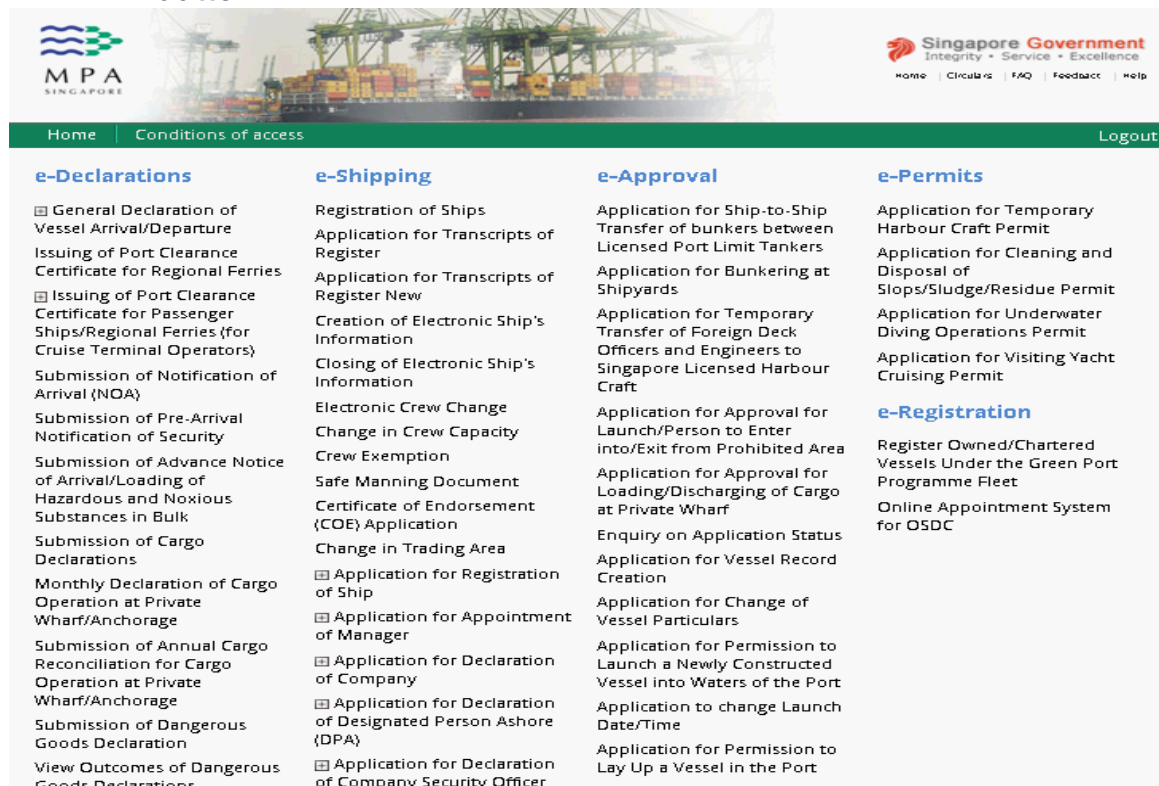
Appointment of Manager

1.1 Overview

Appointment of Manager is an e-Service owned by the Maritime and Port Authority of Singapore (MPA) for the maritime community.

1.2 New Appointment of Manager

1. Go to Marinet website at <https://marinet.mpa.gov.sg>
2. Enter your Logon ID and Password, then click “Login” button.



The screenshot shows the MPA Singapore website interface. The top navigation bar includes 'Home', 'Conditions of access', and 'Logout'. The main content area is divided into four columns: 'e-Declarations', 'e-Shipping', 'e-Approval', and 'e-Permits'. Under the 'e-Shipping' column, the 'Appointment of Manager' link is highlighted with a plus sign (+) to its left. Other links in the 'e-Shipping' column include Registration of Ships, Application for Transcripts of Register, 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, Application for Appointment of Manager, Application for Declaration of Company, Application for Declaration of Designated Person Ashore (DPA), and Application for Declaration of Company Security Officer.

3. Under e-Shipping, click on the “+” beside the Appointment of Manager. Click on “New Application”

Appointment of Manager

Important Notes

Opening Account

- This appointment service requires a valid Billing Account Entity and Account Number. Otherwise, please write in to MPA Finance to: AR@mpa.gov.sg or Tel: 6375 1695 on the procedure for account opening

Manager Appointment

- Owner of every Singapore ship must appoint a manager whose residence is in Singapore. The manager may be an officer of the owning company or of a management company
- The manager will be responsible for all matters related to ship registration and crew manning including the day-to-day correspondences and billing with the Ship Registry Dept. and Seafarers Management Dept.
- All communications relating to the ship will be directed to the manager
- This form should not be used for appointment of ISM manager. For ISM manager, please refer to the Declaration of Company at the Main Menu

Application Summary

- This application takes about 10 minutes to complete
- You may wish to print a copy of this Explanation Note and refer to while filling in the application

4. Click on the “Start Application” button to proceed.

Appointment of Manager

Step 1 of 5: Search Ship

Click the “Search to Add” button to search and add a Ship. To delete ship on the list, click the “Delete Ship” button.

Ship Name	IMO No	Official No.	Port No	Ship Type	GT
Please search and add ship details to this table					
		Delete Ship		Search to Add	
Next					

5. Click “Search to Add” button to select and add ship name in the application. You can add up to 5 ships with the same owner in one application.

Search Ship

Ship Name :

Registry Port No :

IMO No :

Official No :

	Ship Name	IMO No	Official No.	Port No	Ship Type	GT
<input checked="" type="checkbox"/>	AAF SHIP 15	9999978	391487	01033L17	PETROLEUM/CHEMICAL TANKER	2001.00
<input type="checkbox"/>	AAF SHIP 14	9999979	391486	01086J16	PETROLEUM/CHEMICAL TANKER	24000.00
<input type="checkbox"/>	AAF SHIP 12	8888872	391478	01092E17	TANKER	1999.00
<input type="checkbox"/>	AAF SHIP 17	9999976	391489	01108S16	ACCOMMODATION BARGE	500.00

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- Enter ship name on the “Ship Name” text box, then click “Search”. Mark the check box beside the ship name on the search results, then click “Add” button to add the ship in the application.

Appointment of Manager

Step 1 of 5: Search Ship

Click the “Search to Add” button to search and add a Ship. To delete ship on the list, click the “Delete Ship” button.

	Ship Name	IMO No	Official No.	Port No	Ship Type	GT
<input type="checkbox"/>	AAF SHIP 15	9999978	391487	01033L17	PETROLEUM/CHEMICAL TANKER	2001.00

- Click on the “Next” button to proceed.

Appointment of Manager

Step 2 of 5: Ship Manager

Ship Manager Information

Manager Company Name*:

Contact Person*:

Designation*:

Block No.:

Unit No.:

Address 1*:

Address 2:

Address 3:

Country*: SINGAPORE

Postal Code*:


Mobile No.*:


Country Area Number

Phone No.*:


Email Address*:

Fax No.:


Effective Date(dd/mm/yyyy)* :

Manager Account Number* :

Manager Account Name:

ATT Billing Account Number :

ATT Billing Account Name:

Manager UEN Number* :

8. Provide the Ship Manager information. Click "Next" to proceed.

Appointment of Manager

Step 3 of 5: Applicant

Applicant Information

Status * : Owner Manager Authorized Agent

Manager Confirmation Letter* : No file chosen

Company Name* :

Applicant Name* :

Country Area Number

Phone No. * :

Fax No. :

Email Address* :

Mobile No. :

9. Provide the Applicant information. If the applicant is the Owner, attach Manager Confirmation Letter. If the applicant is the Manager, attach Owner Appointment Letter. If the applicant is Authorised Agent, attach both Owner Appointment and Manager Confirmation letters. Click “Next” to proceed.

Appointment of Manager

Step 4 of 5: Summary

Ship Name	IMO No	Official No.	Port No	Ship Type	GT
AAF SHIP 15	9999978	391487	01033L17	PETROLEUM/CHEMICAL TANKER	2001.00

Manager Information

Manager Company Name: TEST
Contact Person : TEST
Designation : TEST
Block No. :
House No. :
Address 1 : TEST
Address 2 :
Address 3 :
Country : SINGAPORE
Postal Code : 123456
Mobile No. : 97294066
Phone No. : 65 63751251
Email Address: TEST@MPA.GOV.SG
Fax No. :
Effective Date : 23/10/2017
Manager Account Number : 01010R
Manager Account Name : AIRIA JAYA MARINE (S) PTE LTD
ATT Billing Account Number :
ATT Billing Account Name :
UEN Number : 2342523433

Applicant Information

Status : Owner
Manager Confirmation Letter : [AAF Ship 9 - DELC.pdf](#)
Company Name : "F"ABER MARINE PTE LTD
Applicant Name : TEST
Phone No. : 54 63751255
Fax No. : 63751255
Email Address: JEFFREY.CABA@ME.COM
Mobile No. :

I hereby certify that all the information given is true and correct.

Back

Submit

10. Summary page will be displayed. Make sure that all your entries are correct before clicking the "Submit" button.

11. Check the checkbox, then click "Submit" to submit the application.

12. Acknowledgement page will be displayed after successful submission. An email will be sent to the applicant's email address. Take note of the Reference Number and Ship Name for viewing the status of the application.

Appointment of Manager
Step 5 of 5: Acknowledgment

Note

Your application has been submitted. Please take note of your application reference number as you require the number to check the status of your application.

Application Reference Number: 20171023101927483

You will receive notification of the outcome via email within 3 working days. Alternatively, you can use your application reference number to view the status of your application. To view, log into your marinet account, choose the type of application (e.g Declaration of Company) under e-Shipping category, then click View Application.

Print

View Application

Home

1.3 View Appointment of Manager

1. Go to Marinet website at <https://marinet.mpa.gov.sg>
2. Enter your Logon ID and Password, then click "Login" button.

e-Declarations	e-Shipping	e-Approval	e-Permits
<ul style="list-style-type: none"> <input type="checkbox"/> General Declaration of Vessel Arrival/Departure Issuing of Port Clearance Certificate for Regional Ferries <input type="checkbox"/> Issuing of Port Clearance Certificate for Passenger Ships/Regional Ferries (for Cruise Terminal Operators) Submission of Notification of Arrival (NOA) Submission of Pre-Arrival Notification of Security Submission of Advance Notice of Arrival/Loading of Hazardous and Noxious Substances in Bulk Submission of Cargo Declarations Monthly Declaration of Cargo Operation at Private Wharf/Anchorage Submission of Annual Cargo Reconciliation for Cargo Operation at Private Wharf/Anchorage Submission of Dangerous Goods Declaration View Outcomes of Dangerous Goods Declarations 	<ul style="list-style-type: none"> Registration of Ships 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 <input type="checkbox"/> Application for Registration of Ship <input type="checkbox"/> Application for Appointment of Manager <input type="checkbox"/> Application for Declaration of Company <input type="checkbox"/> Application for Declaration of Designated Person Ashore (DPA) <input type="checkbox"/> Application for Declaration of Company Security Officer 	<ul style="list-style-type: none"> Application for Ship-to-Ship Transfer of bunkers between Licensed Port Limit Tankers Application for Bunkering at Shipyards Application for Temporary Transfer of Foreign Deck Officers and Engineers to Singapore Licensed Harbour Craft Application for Approval for Launch/Person to Enter into/Exit from Prohibited Area Application for Approval for Loading/Discharging of Cargo at Private Wharf Enquiry on Application Status Application for Vessel Record Creation Application for Change of Vessel Particulars Application for Permission to Launch a Newly Constructed Vessel into Waters of the Port Application to change Launch Date/Time Application for Permission to Lay Up a Vessel in the Port Application for Approval to 	<ul style="list-style-type: none"> Application for Temporary Harbour Craft Permit Application for Cleaning and Disposal of Slops/Sludge/Residue Permit Application for Underwater Diving Operations Permit Application for Visiting Yacht Cruising Permit <p>e-Registration</p> <ul style="list-style-type: none"> Register Owned/Chartered Vessels Under the Green Port Programme Fleet Online Appointment System for OSDC

3. Under e-Shipping, click on the “+” beside the Appointment of Manager. Click on “View Application”

View Application for Appointment of Manager

This service facilitates the enquiry of the appointment of manager application status.

Please enter application number and ship name to search for application.

Search Application

Application Number :

Ship Name :

4. Enter your application number and the ship name. Click “Submit” button to view the status of your applicaiton.

Appointment of Manager

Print

Application Information

Application No : 20171023101927483

Application Date : 23/10/2017

Status : PENDING

Ship Name	IMO No	Official No.	Port No	Ship Type	GT
AAF SHIP 15	9999978	391487	01033L17	PETROLEUM/CHEMICAL TANKER	2001.00

Manager Information

Manager Company Name: TEST

Contact Person : TEST

Designation : TEST

Block No. :

House No. :

Address 1 : TEST

Address 2 :

Address 3 :

Country : SINGAPORE

Postal Code : 123456

Mobile No. : 97294066

Phone No. : 65 63751251

Email Address: TEST@MPA.GOV.SG

Fax No. :

Effective Date : 23/10/2017

MPA Account Number : 01010R

MPA Account Name : AIRIA JAYA MARINE (S) PTE LTD

UEN Number : 2342523433

Applicant Information

Status : Owner

Manager Confirmation Letter : [AAF Ship 9 - DELC.pdf](#)

Company Name : "F"ABER MARINE PTE LTD

Applicant Name : TEST

Phone No. : 54 63751255

Fax No. : 63751255

Email Address: JEFFREY.CABA@ME.COM

Mobile No. :