Ship Registry e-Services User Guide

Appointment of Manager

23 October 2017
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.
3. Under e-Shipping, click on the “+” beside the Appointment of Manager. Click on “New Application”
4. Click on the “Start Application” button to proceed.

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.
6. 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.

7. Click on the “Next” button to proceed.
8. Provide the Ship Manager information. Click “Next” to proceed.
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.
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

<table>
<thead>
<tr>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
</tr>
<tr>
<td>Application Reference Number: 20170203101927463</td>
</tr>
<tr>
<td>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.</td>
</tr>
</tbody>
</table>

1.3 View Appointment of Manager

2. Enter your Logon ID and Password, then click “Login” button.
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.

<table>
<thead>
<tr>
<th>Search Application</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Application Number</strong>: 20171023191927463</td>
</tr>
<tr>
<td><strong>Ship Name</strong>: AA SHIP 15</td>
</tr>
</tbody>
</table>

4. Enter your application number and the ship name. Click "Submit" button to view the status of your application.
Appointment of Manager

Application Information

Application No: 20171023101927483
Application Date: 23/10/2017
Status: PENDING

<table>
<thead>
<tr>
<th>Ship Name</th>
<th>IMO No</th>
<th>Official No.</th>
<th>Port No</th>
<th>Ship Type</th>
<th>GT</th>
</tr>
</thead>
<tbody>
<tr>
<td>AAF SHIP 15</td>
<td>9999978</td>
<td>391467</td>
<td>D1033L17</td>
<td>PETROLEUM/Chemical Tanker</td>
<td>2001.00</td>
</tr>
</tbody>
</table>

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.: 97294398
Phone No.: 5563751251
Email Address: TEST@MPA.GOV.SG
Fax No.:
Effective Date: 23/10/2017
MPA Account Number: D1101R
MPA Account Name: AIRA JAYA MARINE (S) PTE LTD
UEN Number: 2043253403

Applicant Information

Status: Owner
Manager Confirmation Letter: AAF_Ship_2_-_DELG.pdf
Company Name: "FABER MARINE PTE LTD"
Applicant Name: TEST
Phone No.: 54 63751255
Fax No.: 3751255
Email Address: JEFFREY.CABA@ME.COM
Mobile No.: 