



## Ship Registry e-Services User Guide

### **Application for Declaration of Designated Person Ashore (DPA)**

*01 July 2016*

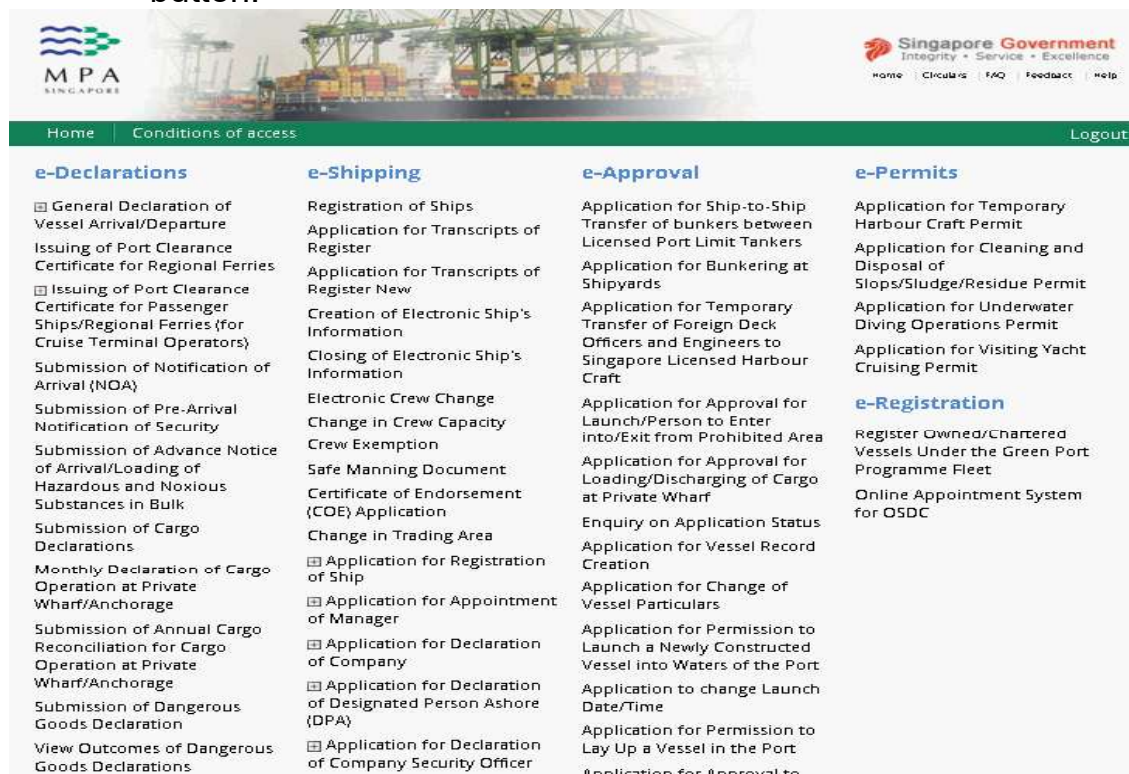
## Application for Declaration of Designated Person Ashore (DPA)

### 1.4 Overview

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

### 1.5 New Application for Declaration of DPA

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. At the top left is the MPA logo. At the top right is the Singapore Government logo with the tagline 'Integrity • Service • Excellence' and navigation links for Home, Circulars, FAQ, Feedback, and Help. Below the header is a green navigation bar with links for Home, Conditions of access, and Logout. The main content area is divided into four columns of services:

- e-Declarations**
  - General Declaration of Vessel Arrival/Departure
  - Issuing of Port Clearance Certificate for Regional Ferries
  - 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
- e-Shipping**
  - 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
  - Application for Registration of Ship
  - Application for Appointment of Manager
  - Application for Declaration of Company
  - Application for Declaration of Designated Person Ashore (DPA)
  - Application for Declaration of Company Security Officer
- e-Approval**
  - 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
- e-Permits**
  - 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

Below the e-Permits section is the **e-Registration** section:

- Register Owned/Chartered Vessels Under the Green Port Programme Fleet
- Online Appointment System for OSDC

3. Under e-Shipping, click on the “+” beside the Application for Declaration of Designated Person Ashore (DPA). Click on “New Application”

**Application for Declaration of Designated Person Ashore (DPA)**

**Information about this Application Service**

- To ensure the safe operation of each ship and to provide a link between the "Company" and those on board, every "Company", as appropriate, shall designate a person or persons ashore (DPAs) having direct access to the highest level of management.
- "Company" means the owner of a ship or any other organisation or person such as the manager or bareboat charter, who has assumed the responsibility for operation of the ship from the shipowner and who on assuming such responsibility has agreed to take over all the duties and responsibility imposed by the ISM Code.
- The responsibility and authority of the DPAs shall include: monitoring the safety and pollution prevention aspects of the operation of each ship and to ensure that adequate resources and shore based support are applied, as required.
- This application will take about 10 minutes to complete

**Procedure**

- This declaration applies to change in the existing records previously declared to the Registry, such as name and/or contacts, without affecting the ISM company.
- For new appointment or change of company, please submit this form together with the Declaration of Company and Company Security Officer (CSO) forms. The Declaration of Company and CSO forms are to be raised separately. Please refer to the services in the Main Menu.
- The date of appointment/change of DPA will take effect from receipt of application.

**Fees**

- There are no fees required.

**Processing Time**

- 3 working days upon receipt of application, provided that all information submitted meets MPA's requirements
- Check the application status at the Main Menu.

Print this Page

Start Application

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

**Application for Declaration of Designated Person Ashore (DPA)**

**Step 1 of 6: 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					
		<input type="button" value="Delete Ship"/>		<input type="button" value="Search to Add"/>	
<input type="button" value="Next"/>					

- Click "Search to Add" button to select and add vessel in the application.

**Search Ship**

Ship Name :  a

Registry Port No :

IMO No :

Official No :

b

	Ship Name	IMO No	Official No.	Port No	Ship Type	GT
<input checked="" type="checkbox"/>	SHIP 10	1114444	391185	01179X12	ACCOMMODATION BARGE	7000.00

c

d

- 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. You can add up to 5 vessels in one application provided that the vessels are under the same DPA company.

**Application for Declaration of Designated Person Ashore (DPA)**

**Step 1 of 6: 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"/>	SHIP 10	1114444	391185	01179X12	ACCOMMODATION BARGE	7000.00
		<input type="button" value="Delete Ship"/>		<input type="button" value="Search to Add"/>		
<input type="button" value="Next"/>						

7. Click on the “Next” button to proceed.

Application for Declaration of Designated Person Ashore (DPA)

Step 2 of 6: DPA Company

DPA Company Information	
Company Name*	DPA COMPANY
Block No. :	<input type="text"/>
House No. :	<input type="text"/>
Address 1*	PSA BUILDING
Address 2 :	<input type="text"/>
Address 3 :	<input type="text"/>
Country*	SINGAPORE
Postal Code*	123456
	Country Area Number
Phone No.*:	65 <input type="text"/> 12345678

8. Enter DPA company information. Note that all mandatory information is marked with asterisk (\*). Click “Next” button to proceed.

Application for Declaration of Designated Person Ashore (DPA)

Step 3 of 6: Contact Persons

DPA Contact Person Information					
	Name *	Phone No. *	Mobile No. *	Email Address*	Alternative Email
1	CONTACT PERSON	12345678	9874563	TEST@MPA.GOV.SG	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

9. Enter the DPA contact person information. You can enter up to 5 DPA contact information. Click “Next” button to proceed.

Application for Declaration of Designated Person Ashore (DPA)

Step 4 of 6: Applicant

**Applicant Information**

Status \*:  Owner  Manager  Authorized Agent

If applicant is other than the owner

Owner Authorization Letter for Agent\*:  application.jpg

Company Name\*: TEST COMPANY

Applicant Name\*: TEST APPLICANT

Country Area Number

Phone No. \*: 65   12345678

Fax No. :

Email Address\*: TEST@MPA.GOV.SG

Mobile No. :

10. Choose the type of applicant and provide all the mandatory information marked with asterisk. Note that for Authorized Agent, an authorization letter must be attached. Click "Next" button to proceed.

Application for Declaration of Designated Person Ashore (DPA)

Step 5 of 6: Summary

Ship Name	IMO No	Official No.	Port No	Ship Type	GT
SHIP 10	1114444	391185	01179X12	ACCOMMODATION BARGE	7000.00

**DPA Company Information**

Company's Name : DPA COMPANY

Block No. :

House No. :

Address 1 : PSA BUILDING

Address 2 :

Address 3 :

Country : SINGAPORE

Postal Code : 123456

Phone No. : 65 12345678

**Contact Person Information**

Name	Phone No.	Mobile No.	Email	Alternative Email
CONTACT PERSON	12345678	9874563	TEST@MPA.GOV.SG	

**Applicant Information**

Status : Authorized Agent

Owner Authorization Letter for Agent: [application.jpg](#)

Company Name : TEST COMPANY

Applicant Name : TEST APPLICANT

Phone No. : 65 12345678

Fax No. :

Email Address: TEST@MPA.GOV.SG

Mobile No. :

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

11. In the summary page, verify that all the information is correct. Mark the checkbox beside “I hereby certify that all the information given is true and correct”, then click “Submit” button to submit the application.

Application for Declaration of Designated Person Ashore (DPA)

Step 6 of 6: Acknowledgment

Note
Your application has been submitted. Please take note of your application reference number below. Application Reference Number: 20160712133309623 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

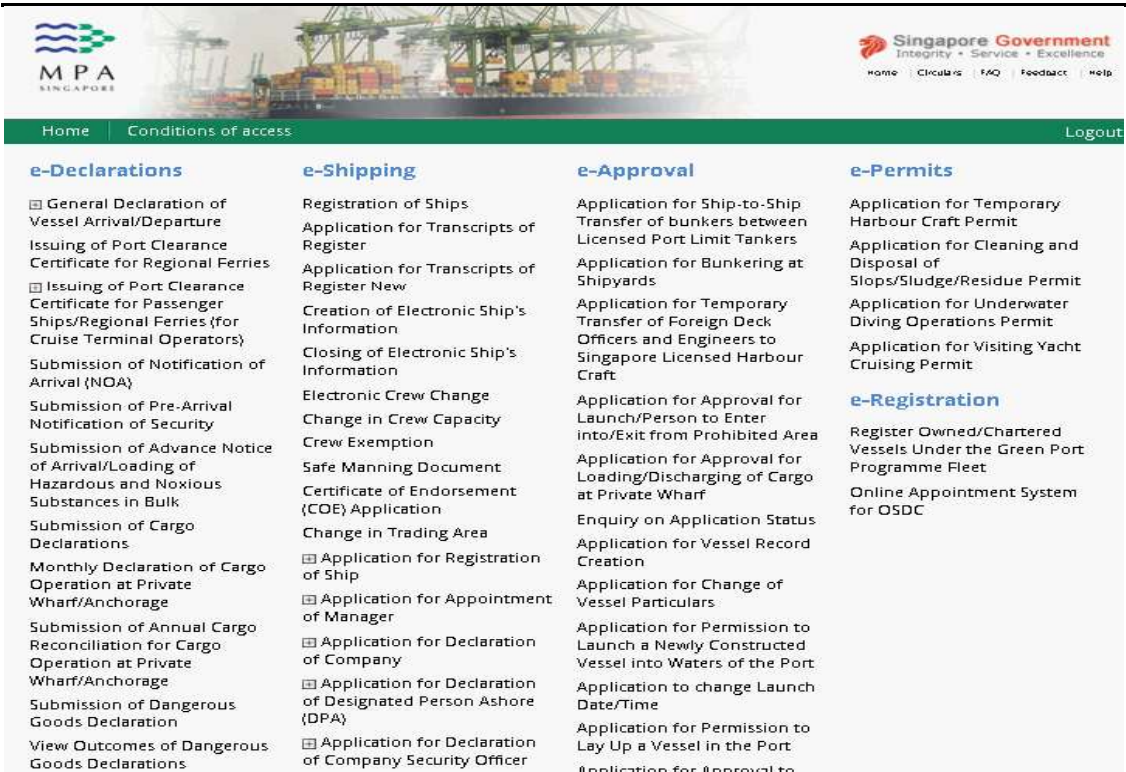
Home

12. Acknowledgement page will be displayed when your application has been successfully submitted. A reference number will be given and an email will be sent to the applicant’s email address.

## 1.6 View Application for Declaration of DPA

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. At the top, there is a navigation bar with 'Home', 'Conditions of access', and 'Logout'. Below this, the main content area is divided into four columns: e-Declarations, e-Shipping, e-Approval, and e-Permits. Each column contains a list of services with a '+' icon next to them. The e-Declarations column includes services like 'General Declaration of Vessel Arrival/Departure' and 'Issuing of Port Clearance Certificate for Regional Ferries'. The e-Shipping column includes 'Registration of Ships' and 'Application for Transcripts of Register'. The e-Approval column includes 'Application for Ship-to-Ship Transfer of bunkers between Licensed Port Limit Tankers'. The e-Permits column includes 'Application for Temporary Harbour Craft Permit' and 'Application for Cleaning and Disposal of Slops/Sludge/Residue Permit'. There is also an 'e-Registration' section with 'Register Owned/Chartered Vessels Under the Green Port Programme Fleet'.

3. Under e-Shipping, click on the “+” beside the Application for Declaration of Designated Person Ashore (DPA). Click on “View Application”

**View Application for Declaration of Designated Person Ashore (DPA)**

This service facilitates the enquiry of the declaration of DPA 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.



Application for Declaration of Designated Person Ashore (DPA)

Print

Application Information

Application No : 20160712133309623

Application Date : 12/07/2016

Status : PENDING

Ship Name	IMO No	Official No.	Port No	Ship Type	GT
SHIP 10	1114444	391185	01179X12	ACCOMMODATION BARGE	7000.00

DPA Company Information

Company Name : DPA COMPANY

Block No. :

House No. :

Address 1 : PSA BUILDING

Address 2 :

Address 3 :

Country : SINGAPORE

Postal Code : 123456

Phone No. : 65 12345678

Contact Person Information

Name	Phone No.	Mobile No.	Email	Alternative Email
CONTACT PERSON	12345678	9874563	TEST@MPA.GOV.SG	

Applicant Information

Status : Authorized Agent

Owner Authorization Letter for Agent : [application.jpg](#)

Company Name : TEST COMPANY

Applicant Name : TEST APPLICANT

Phone No. : 65 12345678

Fax No. :

Email Address : TEST@MPA.GOV.SG

Mobile No. :