

## Ship Registry e-Services User Guide

### **Registration of Ship**

*23 October 2017*

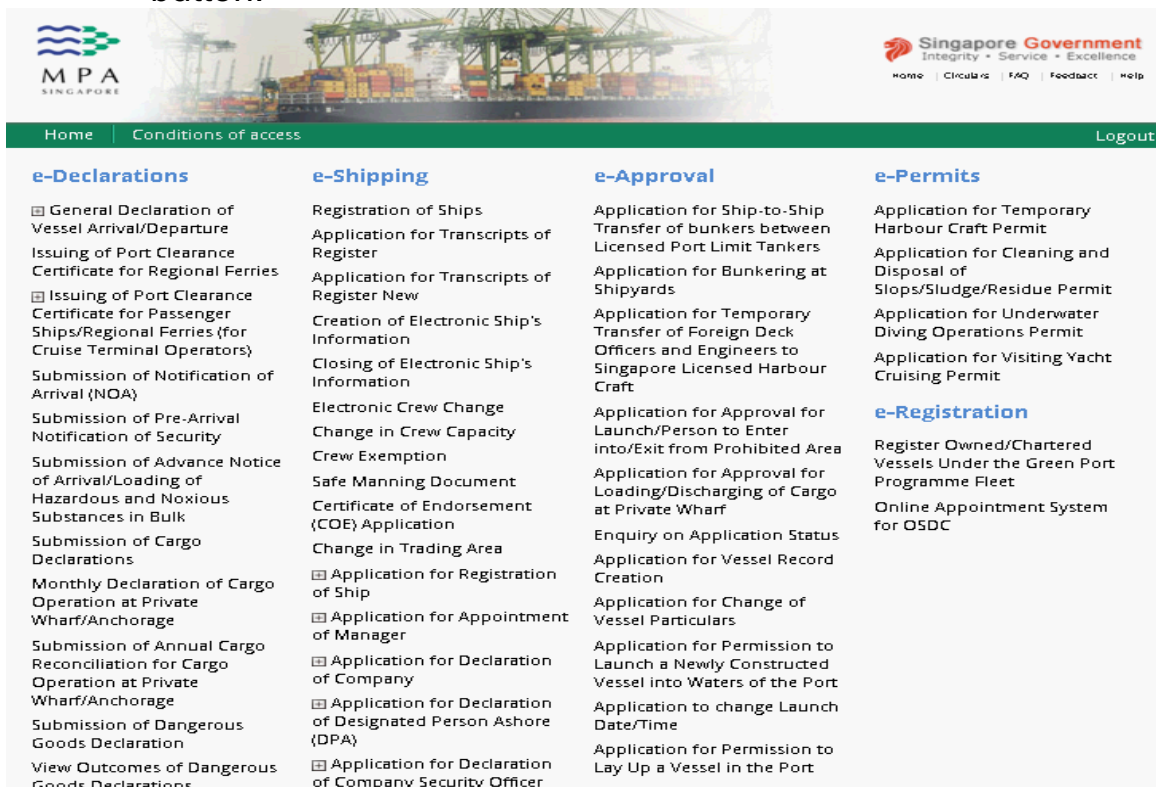
## Registration of Ship

### 1.1 Overview

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

### 1.2 New Registration of Ship

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. The 'e-Shipping' column is highlighted, showing a list of services including 'Registration of Ships', 'Application for Transcripts of Register', and 'Application for Transcripts of Register New'. A '+' sign is visible next to 'Registration of Ships', indicating it can be expanded to show more options like 'New Application'.

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

### Application for Registration as a Singapore Ship

Important Notes
<p><b><u>Opening Account</u></b></p> <ul style="list-style-type: none"> <li>This application 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</li> </ul>
<p><b><u>Application Summary</u></b></p> <ul style="list-style-type: none"> <li>This application takes about 20 minutes to complete</li> <li>You may wish to print a copy of this Explanation Note and refer to while filling in the application</li> </ul>
<p><b><u>Submission of duly Signed Original Gazetted Form</u></b></p> <ul style="list-style-type: none"> <li>The person making this application is required to also complete the gazetted 'Application for Registration as a Singapore Ship' form separately by filling only item 6. Declarant Particulars - his Name and Signature.</li> <li>Please ensure the person declared in the online form (Applicant Information) is the same person who signs the gazetted form.</li> <li>The form must be signed before the Director of Marine, a Surveyor of Ships, a Commissioner for Oaths, a Notary Public or other person empowered by the law to administer oaths, affirmations or affidavits. The qualification of the person taking the declaration is to be stated.</li> <li>The duly signed and endorsed original form is to be submitted to the Registry Dept. in exchange with the ship Certificate of Singapore Registry.</li> </ul>

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

Application Information	
<b>Applicant *:</b>	<input type="radio"/> Director of Owning Corporation <input type="radio"/> Secretary of Owning Corporation <input type="radio"/> Individual / Joint Owner <input type="radio"/> Authorized Agent
<b>Applying for *:</b>	<input type="radio"/> New Ship <input type="radio"/> Transfer of Flag
<b>Does Ship has Engine *:</b>	<input type="radio"/> Yes <input type="radio"/> No
<b>Nature of Interest *:</b>	<input type="radio"/> Sole Ownership <input type="radio"/> Joint Ownership <input type="radio"/> Ownership in Severalty
<b>Bareboat Chartered *:</b>	<input type="radio"/> Yes <input type="radio"/> No

#### 5. In the Application Information page, select Type of Applicant, Nature of Application, Ship Engine, Nature of Interest and if Bareboat Chartered. Click “Next” to proceed.

**Application for Registration as a Singapore Ship**

**Step 1 of 11 : Search Reserved Ship Name**

Click the "Search" button to search for a reserved ship. To delete selected ship, mark the checkbox beside the reserved ship name, then click "Delete" button.

Reserved Ship Name	Official No.	Call sign
Please search and add ship details to this table		
<input type="button" value="Delete"/> <input type="button" value="Search"/>		
<input type="button" value="Back"/> <input type="button" value="Next"/>		

- Click "Search" button to select and add reserved ship name in the application.

**Search Reserved Ship Name**

**Reserved Ship Name** ? :

	Ship Name	Official No.	Call Sign
<input type="checkbox"/>	CRUISER OF THE SEAS	391563	9V2234

1

- Enter ship name on the "Reserved 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.

Application for Registration as a Singapore Ship

Step 1 of 11 : Search Reserved Ship Name

Click the "Search" button to search for a reserved ship. To delete selected ship, mark the checkbox beside the reserved ship name, then click "Delete" button.

Reserved Ship Name	Official No.	Call sign
<input type="checkbox"/> CRUISER OF THE SEAS	391563	9V2234

- Click on the "Next" button. If you selected "Authorised Agent" as Applicant in the Application Information page, the Authorised Agent Information page will be displayed. Otherwise, Ship and Ship Builder page will be displayed.

Application for Registration as a Singapore Ship

Step 2 of 11 : Authorized Agent

**Authorized Agent Information**

Full Name \* :

NRIC / Passport No. \* :

Block No. :

Unit No. :

Address 1 \* :

Address 2 :

Address 3 :

Country \* :

Postal Code \* :

Country    Area    Number

Phone No. \* :

Email Address \* :

Fax No. :

Owner Authorization Letter \* :  No file chosen

- Fill up the Authorised Agent Information page. Attach Owner Authorisation Letter. Click "Next" to proceed.

**Ship Information**

Ship Name : CRUISER OF THE SEAS

Official Number : 391563

Call Sign : 9V2234

Ship Type\* :

If Ship Type is Others :

Ship Value\* :

IMO Number :

Gross Tonnage\* :

Net Tonnage\* :

Class Society\* :

Keel Laid Date(dd/mm/yyyy)\* :

Length (metres)\* :

Breadth (metres)\* :

Depth (metres)\* :

MMSI :



Country of Previous Registration\* : UNREGISTERED VESSEL

Tentative Registration Date :





10. Verify that correct Official Number and Call Sign is displayed. Provide the mandatory information, then click “Next” to proceed. If you indicated that the Ship has Engine in the Application Information page, the Ship Engine page will be displayed. Otherwise, the Owner Information/Bareboat Charterer page will be displayed.

Application for Registration as a Singapore Ship

Step 4 of 11 : Ship Engine

Engine Information	
Number of Engines* 	<input type="text"/>
Number of Shafts*	<input type="text"/>
BHP in kilowatts* 	<input type="text"/>
Engine Maker*	<input type="text"/>
Country*	SINGAPORE ▼
Engine Fuel Type*	-- Select -- ▼
If Engine Fuel Type is Others*	<input type="text"/>
Year Made (yyyy)*	<input type="text"/>
Make and Model of Engine*	<input type="text"/>
Estimated Speed of Ship (Knots)*	<input type="text"/>

11. Provide the Ship Engine Information. Click “Next” button to proceed. If the vessel is a bareboat chartered vessel, provide the Bareboat Charterer Information.

Bareboat Charterer Information	
Bareboat Charterer Name*	<input type="text"/>
Block No.:	<input type="text"/>
Unit No.:	<input type="text"/>
Address 1*:	<input type="text"/>
Address 2:	<input type="text"/>
Address 3:	<input type="text"/>
Country*	SINGAPORE ▼
Postal Code*:	<input type="text"/>
	Country Area Number
Phone No.*:	<input type="text"/> <input type="text"/> <input type="text"/>
Email Address*:	<input type="text"/>
Nationality/Place of Incorporation*:	SINGAPORE ▼
Number of Shares in Ship Owned* 	64
Account Number:	<input type="text"/> <input type="button" value="Check Account"/>
Account Name:	<input type="text"/>
UEN Number:	<input type="text"/>
Paid Up Capital* 	<input type="text"/>
Local Equity* 	<input type="text"/> %
Foreign Equity* 	<input type="text"/> %

Local Equity	
Name of Corporation/Individual* :	<input type="text"/> <input type="text"/> % <input type="button" value="Add"/> <input type="button" value="Remove"/>
Foreign Equity	
Name of Corporation/Individual* :	<input type="text"/> <input type="text"/> % <input type="button" value="Add"/> <input type="button" value="Remove"/>

12. Click “Next” to proceed. If the vessel is a bareboat chartered vessel, the Registered Owner of Bareboat Chartered Ship page will be displayed. Otherwise, you will be directed to the Ship Manager page.

Application for Registration as a Singapore Ship

Step 6 of 11 : Registered Owner of Bareboat Chartered Ship

Registered Owner of Bareboat Chartered Ship Information	
Registered Owner Name* ? :	<input type="text"/>
Block No. :	<input type="text"/>
Unit No. :	<input type="text"/>
Address 1* :	<input type="text"/>
Address 2 :	<input type="text"/>
Address 3 :	<input type="text"/>
Country* :	SINGAPORE ▼
Postal Code :	<input type="text"/>
Nationality/Place of Incorporation* :	SINGAPORE ▼
Bareboat Chartered-In Information	
Date of Charter Party* ? :	<input type="text"/>
Preferred Date of Termination of Singapore Registration* :	<input type="text"/>
Charter Period (in months) :	<input type="text"/>
<input type="button" value="Add Owner"/> <input type="button" value="Remove"/>	
<input type="button" value="Back"/> <input type="button" value="Next"/>	

13. Click “Next” to proceed.



Application for Registration as a Singapore Ship

Step 7 of 11 : 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
<b>Phone No.* :</b> 65	<input type="text"/>	<input type="text"/>

**Email Address\*** :

**Fax No. :**

**Manager Account Number\*** :  Check Account

14. Provide the Ship Manager information, then click “Next”.  
The Document Attachments page will be displayed

Application for Registration as a Singapore Ship

Step 8 of 11 : Document Attachments

**Document Attachments**

<b>Class Maintenance or Class Certificate*</b>	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>
<b>Tonnage Certificate*</b>	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>
<b>Registration of Owner Company (ACRA)*</b>	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>
<b>Charter Party Agreement*</b>	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>
<b>Suspension Certificate*</b>	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>
<b>Power of Attorney</b>	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>
<b>Other Supporting Document</b>	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>
<b>Other Supporting Document</b>	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>

15. Provide the required attachments. Note that required documents will depend on the type and nature of application. Click “Next” to proceed.

Application for Registration as a Singapore Ship

Step 9 of 11 : Applicant

Applicant Information							
Status : Authorized Agent							
Applicant Name* :	<input type="text" value="TEST"/>						
Block No. :	<input type="text"/>						
Unit No. :	<input type="text"/>						
Address 1* :	<input type="text" value="TEST"/>						
Address 2 :	<input type="text"/>						
Address 3 :	<input type="text"/>						
Country* :	<input type="text" value="SINGAPORE"/>						
Postal Code* :	<input type="text" value="123456"/>						
Phone No.* :	<table border="1"> <thead> <tr> <th>Country</th> <th>Area</th> <th>Number</th> </tr> </thead> <tbody> <tr> <td><input type="text" value="65"/></td> <td><input type="text"/></td> <td><input type="text" value="1234567"/></td> </tr> </tbody> </table>	Country	Area	Number	<input type="text" value="65"/>	<input type="text"/>	<input type="text" value="1234567"/>
Country	Area	Number					
<input type="text" value="65"/>	<input type="text"/>	<input type="text" value="1234567"/>					
Fax No. :	<input type="text"/>						
Email Address* :	<input type="text" value="TEST@MPA.GOV.SG"/>						
Mobile No. :	<input type="text"/>						

Back

Next

16. Provide the Applicant information. Click “Next” to proceed.

Application for Registration as a Singapore Ship

Step 10 of 11 : Summary

Application Information	
Status of Declarant : Authorized Agent	
Applying for : New Ship	
Does Ship has Engine : Yes	
Nature of Interest : Sole Ownership	
Bareboat Chartered : Yes	

#### Authorized Agent Information

**Full Name of Agent :** TEST  
**NRIC / Passport No. :** TEST  
**Block No. :**  
**Unit No. :**  
**Address 1 :** TEST  
**Address 2 :**  
**Address 3 :**  
**Country :** SINGAPORE  
**Postal Code :** 123456  
**Phone No. :** 1234567  
**Email Address :** TEST@MPA.GOV.SG  
**Fax.No. :**

**Owner Authorization Letter for Agent :** [AAF\\_Ship\\_9 - DELC.pdf](#)

#### Ship Information

**Ship Name :** CRUISER OF THE SEAS  
**Official Number :** 391563  
**Call Sign :** 9V2234  
**Ship Type :** ACCOMMODATION RIG  
**If Ship Type is Others :**  
**IMO Number :** 9897979  
**Ship Value :** \$160000.00  
**Gross Tonnage :** 6500.00  
**Net Tonnage :** 4200.00  
**Class Society :** AMERICAN BUREAU OF SHIPPING  
**Keel Laid Date :** 23/10/2017  
**Length :** 99.00  
**Breadth :** 88.00  
**Depth :** 77.00  
**MMSI :**  
**Country of Previous Registration :** UNREGISTERED VESSELS  
**Tentative Registration Date :** 23/10/2017

Ship Builder Information	
<b>Ship Builder Name :</b>	TEST
<b>Country :</b>	SINGAPORE
<b>Hull Material :</b>	ALUMINIUM
<b>If Hull Material is Others :</b>	
<b>Hull Number :</b>	

Engine Maker Information	
<b>Name of the Maker :</b>	TEST
<b>Country :</b>	SINGAPORE
<b>Number of Engines :</b>	1
<b>Number of Shafts :</b>	1
<b>Engine Fuel Type :</b>	DIESEL
<b>If Engine Fuel Type is Others :</b>	
<b>BHP in kilowatts :</b>	10000.00
<b>Year Made :</b>	2016
<b>Make and Model of Engine :</b>	AAS74
<b>Estimated Speed of Ship :</b>	11.0

Bareboat Charterer Information	
<b>Bareboat Charterer Name :</b>	TEST
<b>Block No. :</b>	
<b>Unit No. :</b>	
<b>Address 1 :</b>	TEST
<b>Address 2 :</b>	
<b>Address 3 :</b>	
<b>Country :</b>	SINGAPORE
<b>Postal Code :</b>	123456
<b>Phone No. :</b>	65 1234567
<b>Email Address :</b>	TEST@MPA.GOV.SG
<b>Nationality/Place of Incorporation :</b>	SINGAPORE
<b>Number of Shares in Ship Owned :</b>	64
<b>Account Number :</b>	
<b>Account Name :</b>	
<b>UEN Number :</b>	
<b>Paid-Up-Capital :</b>	10000
<b>Local Equity :</b>	100%
<b>Foreign Equity :</b>	0%

Local Equity	
<b>Name of Corporation/Individual :</b>	TEST
	100%

#### Registered Owner of Bareboat Chartered Ship Information

**Owner Name :** TEST  
**Block No. :**  
**Unit No. :**  
**Address 1 :** TEST  
**Address 2 :**  
**Address 3 :**  
**Country :** SINGAPORE  
**Postal Code :**  
**Nationality/ Place of Incorporation :** SINGAPORE  
**Date of Charter Party :** 23/10/2017  
**Preferred Date of Termination of Singapore Registration :** 08/10/2018  
**Charter Period :** 12

#### Manager Information

**Manager Company Name :** TEST  
**Contact Person :** TEST  
**Designation :** TEST  
**Block No. :**  
**Unit No. :**  
**Address 1 :** TEST  
**Address 2 :**  
**Address 3 :**  
**Country :** SINGAPORE  
**Postal Code :** 123554  
**Mobile No. :** 97294066  
**Phone No. :** 65 1234567  
**Email Address :** TEST@MPA.GOV.SG  
**Fax.No. :**  
**Manager Account Number :** 01010R  
**Manager Account Name :** AIRIA JAYA MARINE (S) PTE LTD  
**ATT Billing Account Number :**  
**ATT Billing Name :**  
**Manager UEN Number :** 2343243433  
**ISM Company Name :** TETEST

#### Document Attachments

**Class Maintenance or Class Certificate :** [AAF Ship 9 - DELC.pdf](#)  
**Tonnage Certificate :** [AAF Ship 3 - DELC.pdf](#)  
**Registration of Owner Company (ACRA) :** [AAF Ship 18 - DELC.pdf](#)  
**Charter Party Agreement :** [WESTSEA VICTORIA - CSR 4.pdf](#)  
**Suspension Certificate :** [Maersk Princess - DELC.pdf](#)  
**Power of Attorney :**  
**Other Supporting Document :**  
**Other Supporting Document :**

#### Applicant Information

**Applicant Name :** TEST  
**Block No. :**  
**Unit No. :**  
**Address 1 :** TEST  
**Address 2 :**  
**Address 3 :**  
**Country :** SINGAPORE  
**Postal Code :** 123456  
**Phone No. :** 65 1234567  
**Fax No. :**  
**Email Address:** JEFFREY.CABA@ME.COM  
**Mobile No. :**

Please check your entries on the correctness of the information before you click the Submit button. You can go back to the relevant page and amend for any incorrect entries.

Any changes following the submission of application are to be done via offline. Please write and/or send the documents to Registry Department via [marine@mpa.gov.sg](mailto:marine@mpa.gov.sg)

I hereby declare that the particulars contained in this application are correct and true to the best of my knowledge and belief. I declare that every document submitted pursuant to this application is true and genuine and I have no reason to believe that any document has been forged or fabricated. I make this Declaration conscientiously believing the statements contained in this declaration to be true in every particular.

Back

Submit

17. Summary page will be displayed. Make sure that all your entries are correct before clicking the “Submit” button.
18. Check the checkbox, then click “Submit” to submit the application.
19. 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.

#### Application for Registration as a Singapore Ship

##### Step 11 of 11 : 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: 20171023090847750

You will receive notification of the outcome via email within 3 working days including the advice if the documents submitted are incomplete and improper.

Print

View Application

Home

### 1.3 View Registration of Ship

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, there are four main service categories: e-Declarations, e-Shipping, e-Approval, and e-Permits. The e-Shipping section is expanded, showing a list of services including '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)', and 'Application for Declaration of Company Security Officer'.

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

**View Application for Registration as a Singapore Ship**

This service facilitates the enquiry of the registration of ship application status.

Please enter application number and ship name to search.

**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 Registration as a Singapore Ship

Print

Application Information

Application No : 20171023090847750

Application Date : 23/10/2017

Status : PENDING

Registration Information

Status of Declarant : Authorized Agent

Applying for : New Ship

Does Ship has Engine : Yes

Nature of Interest : Sole Ownership

Bareboat Chartered : Yes