



MPA

SINGAPORE

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Contact No:

1800 272 7777

Email Address:

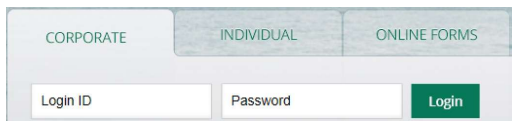
MLP@mpa.gov.sg

MARINET:

<https://marinet.mpa.gov.sg>

1. Inspection Booking

1. Log in to MARINET (Corporate/Individual/Online Forms)



2. Select **e-Licences**

Craft Inspection Booking **NEW**

3. Make New Booking



[Make New Booking](#)

4. Enter Licence number, Purpose of Inspection & Email address.

Licence No. :

Purpose of Inspection :

5. Select Inspection Site (dropdown list) and available date (in green)

Inspection Site :

Address : Meeting Place :

Legend Available Dates Not Released/Available for Booking

| July 2019 | | | | | | |
|-----------|--------|---------|-----------|----------|--------|----------|
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| | | | | | | |

6. Select preferred timing and click "Next"

7. Enter contact person's name, mobile number & email address
8. Verify information and click "Confirm".

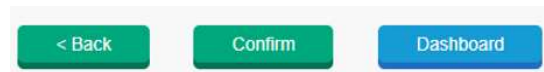
Inspection Contact Person * :

Primary Contact Number * :

Secondary Contact Number :

Email Address * :

9. Press "Next" button to make payment.

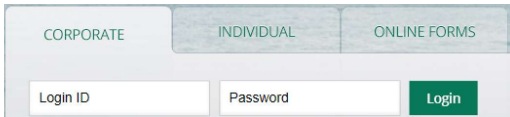


10. Make payment within 30 minutes.

11. Click on "View Acknowledgement" to print out the inspection slip.

2. Renewal of Craft Licence

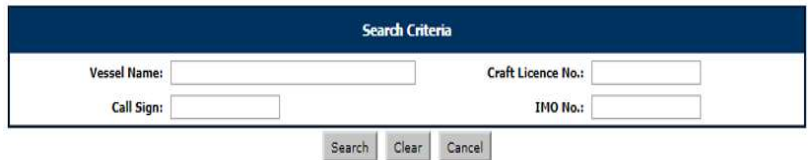
1. Log in to MARINET (Corporate/Individual)



2. Select **e-Licences**



3. Enter Craft No & Press "Search".



4. Upload required documents under various tabs. (Mooring letter, Renewed Insurance, etc.)



5. Click "**Submit Application**" tab to submit the application.

6. If application is successful, you will receive acknowledgement with application reference no.

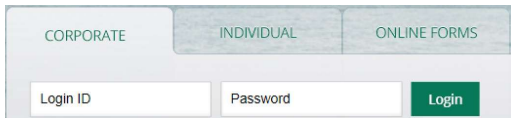
7. You will be informed to make payment once the application is approved.

8. For payment of Craft Licence fees,

- a. Select e-Licences
- b. Select e-craft Licences
- c. Select Payment of Craft Licence Fees
- d. Search for Craft Licence
- e. Make Payment
- f. Once payment is successful you would be able to print Craft Licence

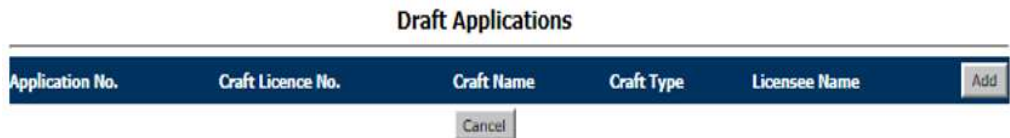
3. New Craft Licence

1. Log in to MARINET (Corporate/Individual)



2. Select **e-Licences**
e-Craft Licences
Application for New Harbour Craft Licence **NEW**
Application for New Pleasure Craft Licence **NEW**

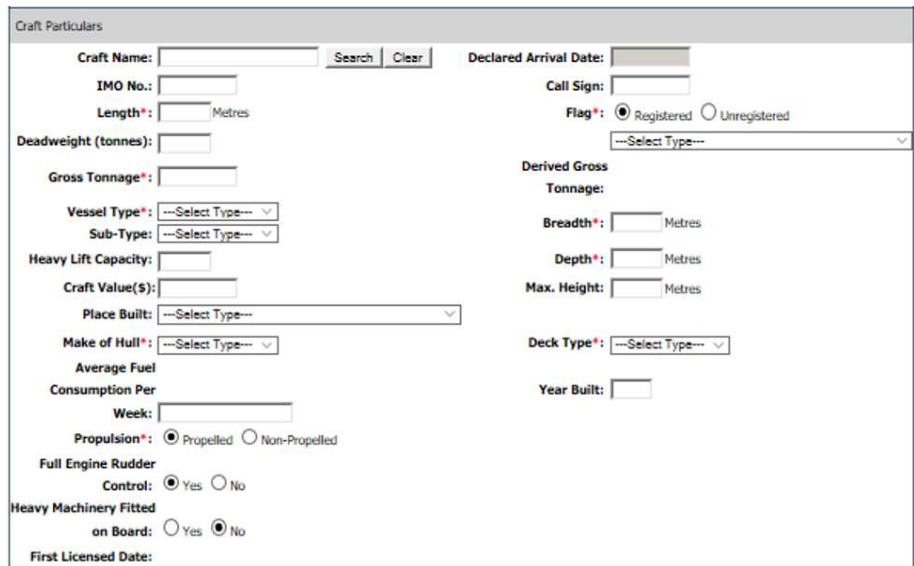
3. Click on "Add".



4. Enter data into various tabs,



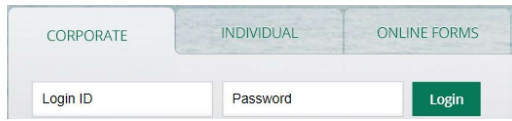
5. Upload required details under various tabs. (ACRA, Proof of ownership, etc.)



6. Click "Submit Application" tab to submit the application.
7. If application is successful, you will receive acknowledgement with application reference no.

4. Craft Licence Conversion

1. Log in to MARINET (Corporate/Individual)

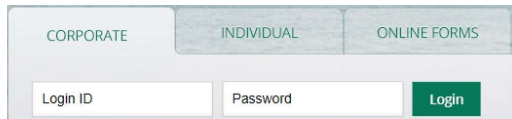


The screenshot shows a login interface with three tabs: 'CORPORATE', 'INDIVIDUAL', and 'ONLINE FORMS'. Below the tabs are two input fields: 'Login ID' and 'Password', followed by a green 'Login' button.

2. Select e-Craft Licences
3. Select Application for Conversion of Craft Licence
4. Search for current Craft No.
5. Click on “Craft Information” tab to select the new licence category, proposed use of craft and vessel type
6. Click on “Certificates” tab to upload the latest ACRA and letter requesting for conversion.
7. Click on “**Submit Application**” tab to submit the application.
8. If the application is successful, you will receive acknowledgement with application reference no.
9. For payment of Craft Licence fees,
 - a. Select e-Licences
 - b. Select e-craft Licences
 - c. Select Payment of Craft Licence Fees
 - d. Search for Craft Licence
 - e. Make Payment
 - f. Once payment is successful you would be able to print Craft Licence

5. Change of Craft Particulars

1. Log in to MARINET (Corporate/Individual)

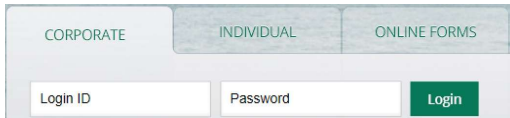


The screenshot shows a login interface with three tabs: 'CORPORATE', 'INDIVIDUAL', and 'ONLINE FORMS'. Below the tabs are two input fields: 'Login ID' and 'Password', and a green 'Login' button.

2. Select e-Licences
3. Select e-Craft Licences
4. Select Submission of Change of Craft Particulars
5. Search for Craft No
 - a. For Update of Manning,
 - i. Go to “Manning Requirement” tab
 - ii. Key in crew’s NRIC/FIN no. and date of birth and click Search
 - iii. Once the records appear, check on the box on the right and click “**Add**” button
 - b. For new Insurance submission,
 - i. Go to “Certificates” Tab
 - ii. Upload Insurance
 - iii. Enter required fields (Coverage Start/End Date, Policy no. etc)
 - c. Others (Mooring, contact details/address),
 - i. Go to respective tabs to make necessary changes
6. Click on “**Submit Application**” tab to submit the application
7. If the application is successful, you will receive acknowledgement with application reference no.

6. Change of Ownership

1. Log in to MARINET (Corporate/Individual).

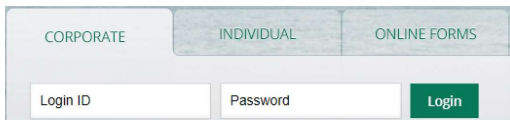


The screenshot shows the MARINET login page. At the top, there are three tabs: 'CORPORATE', 'INDIVIDUAL', and 'ONLINE FORMS'. Below the tabs, there are two input fields: 'Login ID' and 'Password', followed by a green 'Login' button.

2. Go to e-Licences then e-Craft Licences.
3. Select **Application for Change of Ownership**.
4. Click **Add button** then key in craft licence number that you wish to transfer.
5. Key in your contact name, mobile number and email address.
6. Input the new owner's email address and UEN number(for corporate buyer) or NRIC (for individual buyer).
7. Upload a copy of **Bill of Sale** signed by both buyer and seller.
8. Click on **Submit** button. The new owner will be notified via email to complete the transaction. Ensure the buyer has an existing MPA account as it is required for change of ownership application.
9. The application will be processed within 3 working days once the new owner log in to Marinet to upload the mooring letter, insurance policy and a copy of NRIC(for individual buyer)/ACRA(for corporate buyer).
10. For payment of Craft Licence fees,
 - a. Select e-Licences then e-craft Licences.
 - b. Click on Payment of Craft Licence Fees
 - c. Search for Craft Licence.
 - d. Proceed to Make Payment, following the steps on the screen.

7. Change of Ship Manager

1. Log in to MARINET (Corporate)

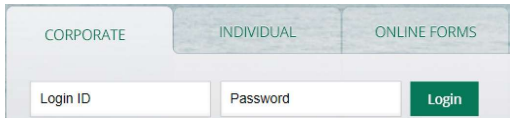


The screenshot shows a login interface with three tabs: 'CORPORATE', 'INDIVIDUAL', and 'ONLINE FORMS'. The 'CORPORATE' tab is selected. Below the tabs are two input fields: 'Login ID' and 'Password', followed by a green 'Login' button.

2. Select e-Licences
3. Select e-Craft Licences
4. Select Application for Change of Ship Manager
5. Search for Craft No
6. Upload Required Documents (Ship Manager Authorisation Form Annex A)
7. Click on "Submit Application" tab
8. If the application is successful, you will receive acknowledgement with application reference no.

8. Payment of Craft Licence Fee

1. Log in to MARINET (Corporate/Individual)



The screenshot shows a login interface with three tabs: 'CORPORATE', 'INDIVIDUAL', and 'ONLINE FORMS'. Below the tabs are two input fields: 'Login ID' and 'Password', followed by a green 'Login' button.

2. Select e-Licences
3. Select e-Craft Licences
4. Select Payment of Craft Licence Fee
5. Search for Craft No
6. Make Payment
7. Once payment is successful you would be able to print Craft Licence

9. Bid for Craft Licence Number

*The bidding period is open for 5 working days, starting from the Monday to Friday of the first week of each month. You may find more details at <http://www.mpa.gov.sg/web/portal/home/port-of-singapore/craft-licensing-and-port-clearance/bidding-for-craft-licence-number>

1. Log in to MARINET (Corporate/Individual)
2. Select e-Licences
3. Select e-Bidding
4. Select Submission of Bid for Craft Licence Number
5. Select your Licence Category you wish to bid for.
6. Select Range or Search for specific Craft Licence No.

Bidding of Craft Licence Number

Welcome to the Craft Licence No. Bidding System

Search For Craft Licence No.

step 1 of 4

Bidding Period: 02 Sep 2019 09:00 Hrs - 05 Sep 2019 12:00 Hrs

Licence Category*:

- SB -If the vessel is used for the carriage in bulk of petroleum, liquefied gases, liquid chemicals
- SC -If the vessel is used for the carriage of dry or packaged goods
- SP -If the vessel is used for the carriage of passengers
- ST -If the vessel is used as a tug. A vessel whose engine shaft power is less than 150 kilowatt (200 BHP) will not be accepted for licensing as a tug
- SR -If the vessel is used for any other purpose
- SZ -Craft to be used exclusively for private leisure activities only
- SZH -Craft to be used for commercial hire

Craft Licence No.

Range: ---Select Range--- ▾ ---Select Range--- ▾

OR

Specific Craft Licence No.:

7. Press Search
8. Select your Preferred No. or Press Next to see more numbers

| Search Results | | | | | | | | | |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| SZ30001G | SZ30002E | SZ30003C | SZ30004A | SZ30005Z | SZ30006H | SZ30007F | SZ30008D | SZ30009B | SZ30010F |
| SZ30011D | SZ30012B | SZ30013J | SZ30014I | SZ30015G | SZ30016E | SZ30017C | SZ30018A | SZ30019Z | SZ30020C |
| SZ30021A | SZ30022Z | SZ30023H | SZ30024F | SZ30025D | SZ30026B | SZ30027J | SZ30028I | SZ30029G | SZ30030J |
| SZ30031I | SZ30032G | SZ30033E | SZ30034C | SZ30035A | SZ30036Z | SZ30037H | SZ30038F | SZ30039D | SZ30040H |
| SZ30041F | SZ30042D | SZ30043B | SZ30044J | SZ30045I | SZ30046G | SZ30047E | SZ30048C | SZ30049A | SZ30050E |
| SZ30051C | SZ30052A | SZ30053Z | SZ30054H | SZ30055F | SZ30056D | SZ30057B | SZ30058J | SZ30059I | SZ30060B |
| SZ30061J | SZ30062I | SZ30063G | SZ30064E | SZ30065C | SZ30066A | SZ30067Z | SZ30068H | SZ30069F | SZ30070Z |
| SZ30071H | SZ30072F | SZ30073D | SZ30074B | SZ30075J | SZ30076I | SZ30077G | SZ30078E | SZ30079C | SZ30080G |
| SZ30081E | SZ30082C | SZ30083A | SZ30084Z | SZ30085H | SZ30086F | SZ30087D | SZ30088B | SZ30089J | SZ30090D |
| SZ30091B | SZ30092J | SZ30093I | SZ30094G | SZ30095E | SZ30096C | SZ30097A | SZ30098Z | SZ30099H | |

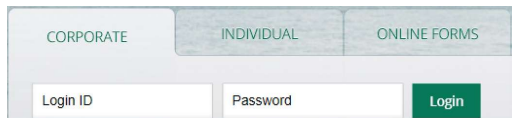
9. After you have selected your preferred No., enter Bid amount.

Bid Amount*: S\$.00

10. Read and Acknowledge Terms & Conditions.
11. Submit Application.
12. If the application is successful, you will receive acknowledgement with application reference no

10. Application of Manning Licence

1. Log in to MARINET (Corporate*/Individual**)

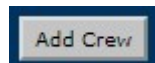


* Foreigners employed under company are required to log in using the company's Corporate account to apply for manning licence.

**Singaporeans/PR are required to log in using their SINGPASS to apply for manning licence.

2. Select e-Licences
3. Select e-Manning Licences
4. Select Application for New Manning Licence

5. Press Add Crew



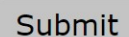
6. Enter Information of Applicant Enter Information of Applicant
Click Field & Key in the following,

- | | |
|-------------------|------------------|
| a. Applicant Name | f. Mobile No. |
| b. Gender | g. Email Address |
| c. Nationality | h. Blk/House No. |
| d. Date of Birth | i. Street Name |
| e. Nationality | j. Postal Code |

7. Upload Document(s) based on type of Manning Licence applying for,

- a. COC Deck Qualification
- b. COC Engine Qualification
- c. Port Limit Special Grade Deck Officer Course Certificate
- d. Tug Master Training and Assessment Course Certificate
 - i. Fill up TTAC Expiry Date
- e. Tanker Master Course Certificate
 - i. Fill up TMC Expiry Date
- f. Oil Spill Control Certificate
- g. Basic Safety Training
- h. Fire Fighting Certificate
- i. Elementary First Aid
- j. Personal Survival Technique
- k. Personal Safety & Social Responsibility

8. Select "Submit" button once information and required documents are filled in.

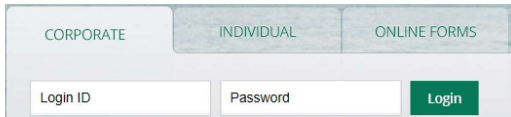


9. Acknowledgement email will be sent to your email address.

10. Payment details will be sent after application has been approved.

11. Renewal of Manning Licence

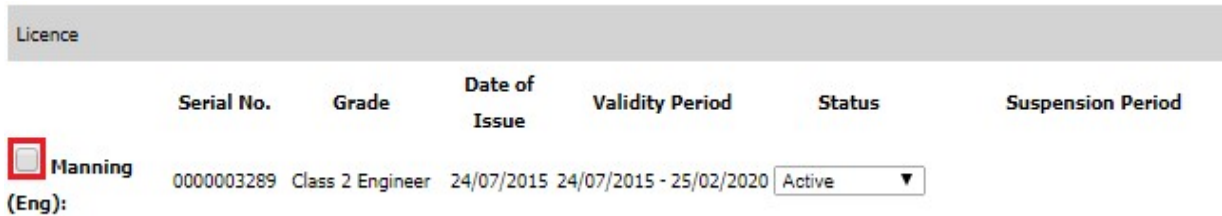
1. Log in to MARINET (Corporate*)



The screenshot shows a login interface with three tabs: 'CORPORATE', 'INDIVIDUAL', and 'ONLINE FORMS'. Below the tabs are two input fields labeled 'Login ID' and 'Password', and a green 'Login' button.

* Foreigners employed under company are required to log in using the company's Corporate account to renew manning licence.

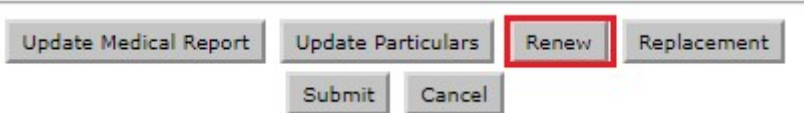
2. Select e-Licences
3. Select e-Manning Licences
4. Select Application for Replacement / Renewal / Cancellation of Manning Licence
5. Search for Crew Name
6. Check Box for Manning Licence due for Renewal



The screenshot shows a table with the following columns: Licence, Serial No., Grade, Date of Issue, Validity Period, Status, and Suspension Period. A row is visible for a Manning licence with the following details: Serial No. 0000003289, Grade Class 2 Engineer, Date of Issue 24/07/2015, Validity Period 24/07/2015 - 25/02/2020, and Status Active. A red box highlights the checkbox in the Licence column.

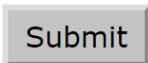
| Licence | Serial No. | Grade | Date of Issue | Validity Period | Status | Suspension Period |
|--|------------|------------------|---------------|-------------------------|--------|-------------------|
| <input type="checkbox"/> Manning (Eng): | 0000003289 | Class 2 Engineer | 24/07/2015 | 24/07/2015 - 25/02/2020 | Active | |

7. Select Renew



The screenshot shows a horizontal row of buttons: 'Update Medical Report', 'Update Particulars', 'Renew', and 'Replacement'. Below this row are two buttons: 'Submit' and 'Cancel'. The 'Renew' button is highlighted with a red border.

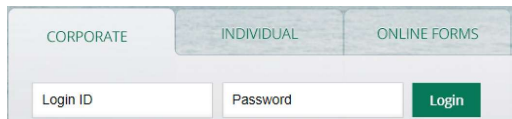
8. Upload Renewed Qualifications/Certificates
9. Select "Submit" button once information and required documents are filled in.
10. Acknowledgement email will be sent to your email address.
11. Payment details will be sent after application has been approved.



A rectangular button with the text 'Submit' inside.

12. Application of PPCDL/APPCDL

12. Log in to MARINET (Individual/Online forms)



13. Select **e-Licences**

- [e-Powered Pleasure Craft Driving Licence \(PPCDL\)](#)
- Application for New PPCDL/Advanced PPCDL

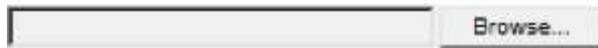
14. Enter Information of Applicant

Click Field & Key in the following,

- | | |
|-------------------|------------------|
| a. Applicant Name | f. Mobile No. |
| b. Gender | g. Email Address |
| c. Nationality | h. Blk/House No. |
| d. Date of Birth | i. Street Name |
| e. Nationality | j. Postal Code |

15. Upload Required Documents,

- a. Select 'Browse' and upload documents for the following,
- i. NRIC (Singaporean) / Work Permit / Passport (Foreigner)
 - ii. Recent Passport Size Photo
 - iii. PPCDL Result Slip



16. Select "Submit" button once information and required documents are filled in.

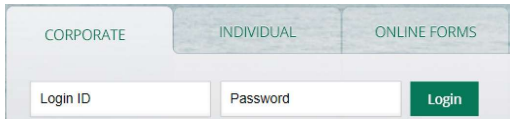


17. Acknowledgement email will be sent to your email address.

18. Payment details will be sent after application has been approved.

13. Replacement of PPCDL

1. Log in to MARINET (Individual)

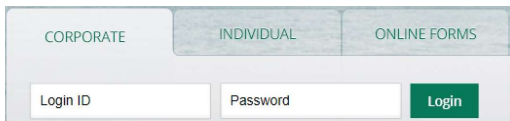


The screenshot shows a web interface with three tabs: 'CORPORATE', 'INDIVIDUAL', and 'ONLINE FORMS'. The 'INDIVIDUAL' tab is selected. Below the tabs are two input fields: 'Login ID' and 'Password', followed by a green 'Login' button.

2. Select e-Licences
3. Select e-Powered Pleasure Craft Driving Licence (PPCDL)
4. Application for Replacement PPCDL/Advanced PPCDL
 - a. You will be required to submit the following document(s)
 - i. 1 recent passport-sized photograph (jpeg)
 - ii. A copy of police report (If you have misplaced/lost your PPCDL)
5. Acknowledgement email will be sent to your email address upon successful submission.
6. An email would be send to you upon approval of the application to make payment of \$10.70cts for replacement of PPCDL.
7. Upon successful payment made, the replacement PPCDL and will be posted to the address which you have indicated in the mailing address within 2 weeks.

14. Replacement of Manning Licence

1. Log in to MARINET (Individual)

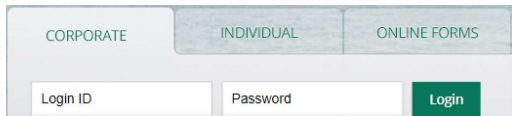


The screenshot shows a web interface with three tabs: 'CORPORATE', 'INDIVIDUAL', and 'ONLINE FORMS'. The 'INDIVIDUAL' tab is selected. Below the tabs are two input fields: 'Login ID' and 'Password', followed by a green 'Login' button.

2. Select e-Licences
3. Select e-Manning Licences
4. Application for Replacement / Renewal / Cancellation of Manning Licence
 - a. You will be required to submit the following document(s)
 - i. 1 recent passport-sized photograph (jpeg)
 - ii. A copy of police report (If you have misplaced/lost your Manning licence)
5. Acknowledgement email will be sent to your email address upon successful submission.
6. An email would be send to you upon approval of the application to make payment of \$10.70cts for replacement of Manning licence.
7. Upon successful payment made, the replacement Manning Licence and will be posted to the address which you have indicated in the mailing address within 2 weeks.

15. Payment of PPCDL/Manning Licence

1. Log in to MARINET (Corporate/Individual/Online Forms)



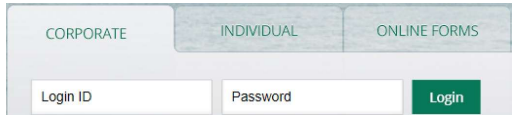
The screenshot shows a login interface with three tabs: 'CORPORATE', 'INDIVIDUAL', and 'ONLINE FORMS'. Below the tabs are two input fields: 'Login ID' and 'Password', followed by a green 'Login' button.

2. For payment of PPCDL,
 - a. Select e-Licences
 - b. Select Payment of PPCDL/Advanced PPCDL Fee
 - c. Enter Application Ref No/ID No & Press Search
 - d. Confirm details and make payment
3. For Payment of Manning Licence,
 - a. Select e-Licences
 - b. Select e- Manning Licences
 - c. Select Payment of Manning Licence
 - d. Enter Application Ref No/ID No & Press Search
 - e. Confirm details and make payment

16. Submission of Medical Report (Manning Licence)

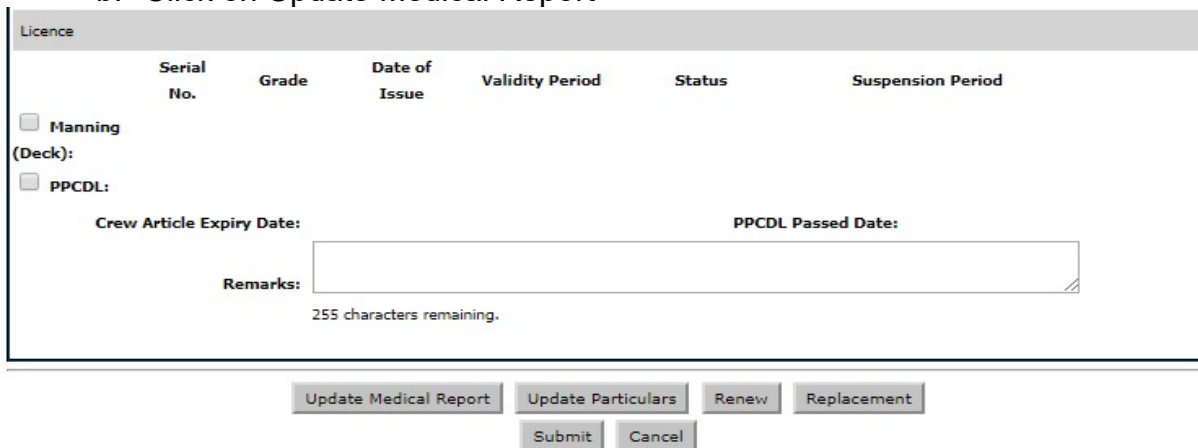
*Please ensure your Medical report is compiled into one PDF/JPEG File.

1. Log in to MARINET (Individual)



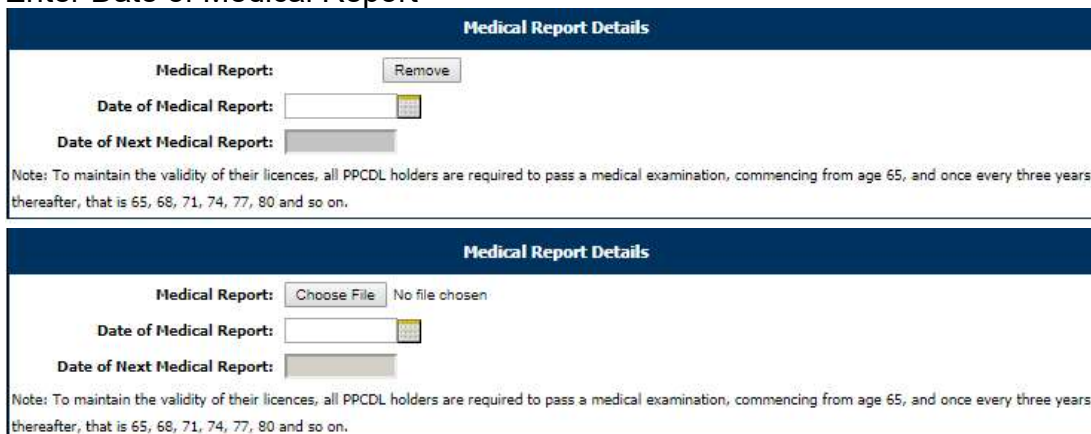
The login form features three tabs: 'CORPORATE', 'INDIVIDUAL' (which is selected), and 'ONLINE FORMS'. Below the tabs are two input fields: 'Login ID' and 'Password', followed by a green 'Login' button.

2. Select e-Licences
3. Select e-Manning Licences
4. Enquiry of Manning Licence and Submission of New Documents
 - a. Check the box for your respective Manning Licence
 - b. Click on Update Medical Report

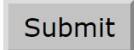


The form is titled 'Licence' and contains a table with columns: Serial No., Grade, Date of Issue, Validity Period, Status, and Suspension Period. Below the table are checkboxes for 'Manning (Deck):' and 'PPCDL:'. There are two date fields: 'Crew Article Expiry Date:' and 'PPCDL Passed Date:'. A 'Remarks:' text area is present with a note '255 characters remaining.' At the bottom, there are buttons for 'Update Medical Report', 'Update Particulars', 'Renew', 'Replacement', 'Submit', and 'Cancel'.

5. Select Remove button to remove previous Medical Report (If Applicable)
6. Select on Choose File to upload Medical Report
7. Enter Date of Medical Report



The form is titled 'Medical Report Details' and has two sections. The top section shows 'Medical Report:' with a 'Remove' button, 'Date of Medical Report:' with a date picker, and 'Date of Next Medical Report:' with a date picker. A note below reads: 'Note: To maintain the validity of their licences, all PPCDL holders are required to pass a medical examination, commencing from age 65, and once every three years thereafter, that is 65, 68, 71, 74, 77, 80 and so on.' The bottom section is identical but shows 'Medical Report:' with a 'Choose File' button and 'No file chosen'.

8. Select "Submit" button once information and required documents are filled in. 
9. Acknowledgement email will be sent to your email address upon successful submission.

17. Submission of Medical Report (PPCDL)

**Please ensure your Medical report is compiled into one PDF/JPEG File.*

1. Log in to MARINET (Individual)

2. Select e-Licences
3. Select e-Powered Pleasure Craft Driving Licence (PPCDL)
4. Select Enquiry of PPCDL/APPDL and submission of New Documents Application for Replacement/Renewal/Cancellation of PPCDL/Advanced PPCDL
 - a. Check the box for your PPCDL Licence
 - b. Click on Update Medical Report

5. Select Remove button to remove previous Medical Report (If Applicable)
6. Select on Choose File to upload Medical Report
7. Enter Date of Medical Report

8. Select "Submit" button once information and required documents are filled in. **Submit**
9. Acknowledgement email will be sent to your email address upon successful submission