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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

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

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

6. Select preferred timing and click “Next”

7. Enter contact person’s name, mobile number & email address

8. Verify information and click “Confirm”.

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

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)

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)

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).

2. Go to e-Licences then e-Craft Licences.


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)

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)

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](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.

```
Welcome to the Craft Licence No. Bidding System

Bidding of Craft Licence Number

Search For Craft Licence No.

Chip: 00:29:19:02:00:01

Licence Category:
- 01 - if the vessel is used for the carriage in bulk of petroleum, liquified gases, liquid chemicals
- 02 - if the vessel is used for the carriage of dry or packaged goods
- 03 - if the vessel is used for the carriage of passengers
- 04 - if the vessel is used as a tug. A vessel whose engine shaft power is less than 100 kilowatts (136 hp) will not be accepted for licensing as a tug
- 05 - if the vessel is used for any other purpose
- 06 - Craft to be used exclusively for private leisure activities only
- 07 - Craft to be used for commercial hire

Craft Licence No.:
- Range: — Select Range — ✗ — Select Range — ✗
- Specific Craft Licence

Search Results

<table>
<thead>
<tr>
<th>Search Results</th>
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<tbody>
<tr>
<td>92000109</td>
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<td>92000106</td>
</tr>
<tr>
<td>92000107</td>
<td>92000108</td>
</tr>
</tbody>
</table>

7. Press Search
8. Select your Preferred No. or Press Next to see more numbers
9. After you have selected your preferred No., enter Bid amount.

Bid Amount: $50,000.00

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
   - Click Field & Key in the following,
     a. Applicant Name
     b. Gender
     c. Nationality
     d. Date of Birth
     e. Nationality
     f. Mobile No.
     g. Email Address
     h. Blk/House No.
     i. Street Name
     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*)

* 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

<table>
<thead>
<tr>
<th>Licence</th>
<th>Serial No.</th>
<th>Grade</th>
<th>Date of Issue</th>
<th>Validity Period</th>
<th>Status</th>
<th>Suspension Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manning (Eng):</td>
<td>0000000038289</td>
<td>Class 1 Engineer</td>
<td>24/07/2015</td>
<td>24/07/2015 - 25/02/2020</td>
<td>Active</td>
<td>▼</td>
</tr>
</tbody>
</table>

7. Select Renew

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.
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
   b. Gender
   c. Nationality
   d. Date of Birth
   e. Nationality
   f. Mobile No.
   g. Email Address
   h. Blk/House No.
   i. Street Name
   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)

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 sent 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)

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 sent 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)

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)

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

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.

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.

9. Acknowledgement email will be sent to your email address upon successful submission