

All bunker surveying companies that provide bunker surveying services in the Port of Singapore are required to be licensed by the Maritime and Port Authority of Singapore (MPA). Interested applicants have to fulfil the criteria below before they can be considered for the Bunker Surveying Company Licence. For more details, interested applicants can email to bsd@mpa.gov.sg.

Criteria for Licensing of Bunker Surveying Companies

- Applicant must be accredited to the International Standard ISO/IEC 17020;
- Applicant must be incorporated in Singapore with a minimum paid-up capital of S\$50,000;
- Directors and shareholders of the applicant must meet MPA's "fit and proper" criteria¹;
- Applicant must have professional indemnity coverage; and
- Applicant must appoint a suitable individual as the Key Executive Officer ("KEO").
 - KEO must be familiar with the conduct of bunker surveying; and
 - Meet MPA's fit and proper criteria.

Documents to submit for Licensing of Bunker Surveying Companies

- Business proposal inclusive of the following information;
 - Background and track record of the company;
 - Value-add that the company could bring to Singapore; and
 - Presence in Singapore (if any);
- A certified true copy of the business profile of company as registered with Accounting and Corporate Regulatory Authority (ACRA);
- To include profile of directors and shareholders that are registered in ACRA's records (inclusive of their date of birth);
- To include profile of Key Executive Officer and Secondary Key Officer, including their track record in bunker surveying and date of birth;
- Details of the licensed bunker surveyors employed by the applicant including supporting documents of the company's Central Provident Fund (CPF) contribution for them²;
- Supporting document on the applicant's professional indemnity coverage; and
- A copy of the applicant's International Standard ISO/IEC 170.

¹ Applicant should adhere to MPA's "fit and proper criteria" such as :

- No history that may cast doubts on their integrity and honesty;
- Not an undischarged bankrupt; and
- Not assuming concurrent responsibilities that may give rise to a conflict of interest or otherwise impair his ability to discharge his duties in relation to any activity regulated by MPA under the relevant regulation.

² Supporting document of applicant's CPF contribution for its employees as follow:

- Minimum of one month for new bunker surveyors; and
- Minimum of six months for existing bunker surveyors.

* These requirements may change according to MPA's discretion.