



## Ship Registry e-Services User Guide

### **Application for Declaration of Company**

*01 July 2016*

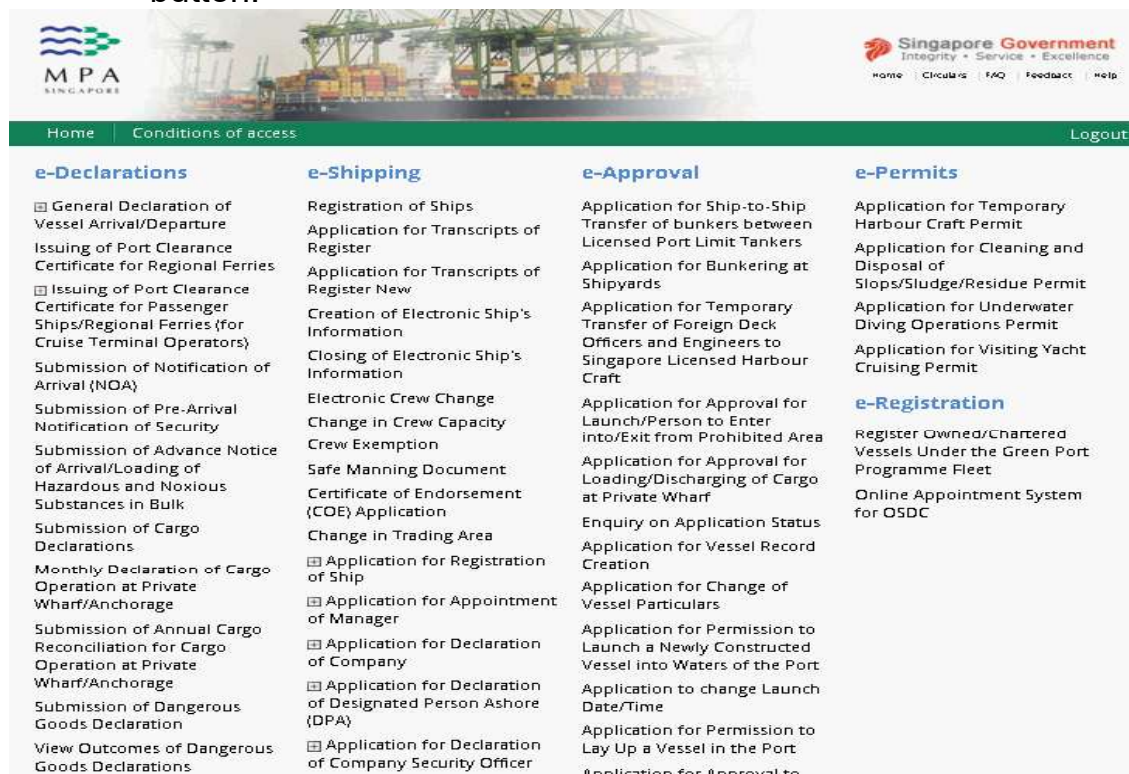
## Application for Declaration of Company

### 1.1 Overview

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

### 1.2 New Application for Declaration of Company

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 navigation bar with '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-Declarations column lists various services like Vessel Arrival/Departure and Issuing of Port Clearance. The e-Shipping column lists services like Registration of Ships and Application for Transcripts of Register. The e-Approval column lists services like Application for Ship-to-Ship Transfer of bunkers and Application for Approval for Launch/Person to Enter into/Exit from Prohibited Area. The e-Permits column lists services like 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 links for Register Owned/Chartered Vessels and Online Appointment System for OSDC.

3. Under e-Shipping, click on the “+” beside the Application for Declaration of Company. Click on “New Application”

**Application for Declaration of Company**

Information about this Application Service
<ul style="list-style-type: none"> <li>Under the ISM Code, a "Company" must be declared to the Administration. In accordance with Section 1.1.2 of IMO Resolution A. 741(18), the ISM Code, "Company" means the Owner of a ship or any other organisation or person such as the Manager, or the Bareboat Charter, who has assumed the responsibility, has agreed to take over all the duties and responsibility imposed by the Code.</li> <li>You may use this application to apply for a change of the Technical Manager responsible for matters related to the ship International Safety Management (ISM) Code</li> <li>This application will take about 10 minutes to complete.</li> </ul>

4. Click on the "Start Application" button to proceed.

**Application for Declaration of Company**

**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"/>					

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

Search Ship						
<p>Ship Name : <input type="text" value="SHIP 10"/> <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">a</span></p> <p>Registry Port No : <input type="text"/></p> <p>IMO No : <input type="text"/></p> <p>Official No : <input type="text"/></p> <p align="center"><span style="border: 1px solid red; border-radius: 50%; padding: 2px;">b</span> <input type="button" value="Search"/> <input type="button" value="Reset"/></p>						
Ship Name	IMO No	Official No.	Port No	Ship Type	GT	
<input checked="" type="checkbox"/>	SHIP 10	1114444	391185	01179X12	ACCOMMODATION BARGE	7000.00
<span style="border: 1px solid red; border-radius: 50%; padding: 2px;">c</span>						
<input type="button" value="1"/>						
<input type="button" value="Add"/> <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">d</span>						

- 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 owner.

**Application for Declaration of Company**

**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

- Click on the “Next” button. Owner Information will be displayed.

**Application for Declaration of Company**

**Step 2 of 6: Owner**

Owner Information
<p><b>Owner Name :</b> ORIENT LINES SHIPPING CO</p> <p><b>Block No. :</b> 116</p> <p><b>House No. :</b> 17-23</p> <p><b>Address 1 :</b> NOL BUILDING</p> <p><b>Address 2 :</b> ALEXANDRA RD</p> <p><b>Address 3 :</b></p> <p><b>Country :</b> SINGAPORE</p> <p><b>Postal Code :</b> 123111</p> <p><b>Phone No. :</b> 65489999</p> <p><b>Fax No. :</b> 68887777</p>

- Verify that the owner information is correct. Click “Next” button to proceed.

Application for Declaration of Company

Step 3 of 6: Company

Is the owner also the declared Company  Yes  No

Company Information	
Company Name*:	COMPANY A
Block No.:	
House No.:	
Address 1*:	PSA BUILDING
Address 2:	
Address 3:	
Country*:	SINGAPORE
Postal Code*:	119441
	Country Area Number
Phone No.*:	65 12345678
Fax No.:	
Email Address:	
Upload DOC Certificate*:	2015-10-08 102230.JPG Choose File No file chosen Upload

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Next

9. Choose if the owner is also the declared company. If you choose “No”, please provide all the mandatory information marked with asterisk (\*). Click “Next” button to proceed.

Application for Declaration of Company

Step 4 of 6: Applicant

Applicant Information	
Status*:	<input type="radio"/> Owner <input type="radio"/> Manager <input checked="" type="radio"/> Authorized Agent
If applicant is other than the owner	
Owner Authorization Letter for Agent*:	Choose File No file chosen Upload
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.:	

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Next

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 Company

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

Owner Information

Registered Owner Name : ORIENT LINES SHIPPING CO

Block No. : 116

House No. : 17-23

Address 1 : NOL BUILDING

Address 2 : ALEXANDRA RD

Address 3 :

Country : SINGAPORE

Postal Code : 123111

Phone No. : 65489999

Fax No. : 68887777

Email Address :

Is the owner also the declared Company : No

Company Information

Name : COMPANY A

Block No. :

House No. :

Address 1 : PSA BUILDING

Address 2 :

Address 3 :

Country : SINGAPORE

Postal Code : 119441

Phone No. : 65 12345678

Fax No. :

Email Address :

Upload DOC Certificate : [2015-10-08\\_102230.JPG](#)

Applicant Information

Status : Authorized Agent

Owner Authorization Letter for Agent: [aaf.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.

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Submit

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 Company**  
**Step 6 of 6: Acknowledgment**

**Note**

Your application has been submitted. Please take note of your application reference number below.

Application Reference Number: 20160712130605270

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.

Please proceed to submit the DPA and CSO Application if you are applying to change the Company information. Please note that the Declaration of Company (DOC) application will NOT be processed if we noted that Company information in the existing ship registration(s) deferred from the DOC application.

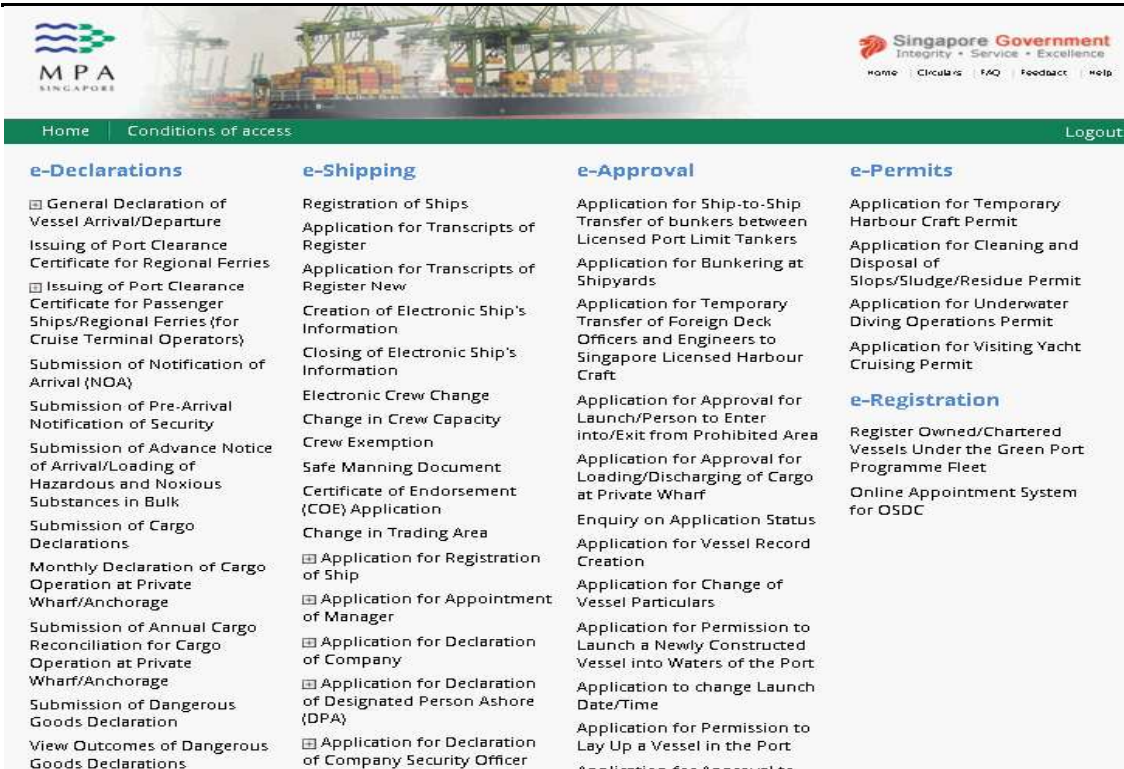
Print

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.

### 1.3 View Application for Declaration of Company

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 'e-Shipments' section is highlighted. Under 'e-Shipments', there are several sub-sections: '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'. The 'Application for Declaration of Company' is marked with a '+' icon, indicating it is the selected item.

3. Under e-Shipping, click on the “+” beside the Application for Declaration of Company. Click on “View Application”

**View Application for Declaration of Company**

This service facilitates the enquiry of the declaration of company 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 Company

Print

Application Information

Application No : 20160712130605270

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

Owner Information

Registered Owner Name : ORIENT LINES SHIPPING CO

Block No. : 116

House No. : 17-23

Address 1 : NOL BUILDING

Address 2 : ALEXANDRA RD

Address 3 :

Country : SINGAPORE

Postal Code : 123111

Phone No. : 65489999

Fax No. : 68887777

Email Address :