Ship Registry e-Services User Guide

Application for Declaration of Company

01 July 2016
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.

3. Under e-Shipping, click on the "+" beside the Application for Declaration of Company. Click on "New Application"
4. Click on the “Start Application” button to proceed.

5. Click “Search to Add” button to select and add vessel in the application.
6. 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](image)

**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.

<table>
<thead>
<tr>
<th>Ship Name</th>
<th>IMO No</th>
<th>Official No.</th>
<th>Port No.</th>
<th>Ship Type</th>
<th>GT</th>
</tr>
</thead>
<tbody>
<tr>
<td>SHIP 10</td>
<td>1114444</td>
<td>3911135</td>
<td>31113012</td>
<td>2000000</td>
<td></td>
</tr>
</tbody>
</table>

**Delete Ship** | **Search to Add**

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

![Application for Declaration of Company](image)

**Step 2 of 6: Owner**

**Owner Information**

- **Owner Name**: ORIENT LINES SHIPPING CO
- **Block No.**: 118
- **House No.**: 17-23
- **Address 1**: NOL BUILDING
- **Address 2**: ALEXANDRA RD
- **Address 3**: COUNTRY: SINGAPORE
- **Postal Code**: 123111
- **Phone No.**: 65449999
- **Fax No.**: 66887777

**Back** | **Next**

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

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

Ship Name | IMO No. | Official No. | Port No. | Ship Type | GT
---|---|---|---|---|---
SHIP 10 | 1114444 | 391185 | 01172012 | 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.: 88490999
Fax No.: 88692777

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: 
Company Name: TEST COMPANY
Applicant Name: TEST APPLICANT
Phone No.: 65 12345678
Fax No.: 
Email Address: TEST@MPA.SGOV.SG
Mobile No.: 

I hereby certify that all the information given is true and correct.
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: Acknowledgement

<table>
<thead>
<tr>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your application has been submitted. Please take note of your application reference number below.</td>
</tr>
<tr>
<td>Application Reference Number: 20160712130809270</td>
</tr>
<tr>
<td>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.</td>
</tr>
<tr>
<td>Please proceed to submit the DPA and DCO 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) differs from the DOC application.</td>
</tr>
</tbody>
</table>

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

2. Enter your Logon ID and Password, then click “Login” button.
3. Under e-Shipping, click on the “+” beside the Application for Declaration of Company. Click on “View Application”

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: 20100714138803270
Ship Name: SHP 10

Submit  Reset

4. Enter your application number and the ship name. Click “Submit” button to view the status of your application.
Application for Declaration of Company

<table>
<thead>
<tr>
<th>Application Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application No: 201607212139465229</td>
</tr>
<tr>
<td>Status: PENDING</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
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<th>Port No</th>
<th>Ship Type</th>
<th>GT</th>
</tr>
</thead>
<tbody>
<tr>
<td>SHIP 19</td>
<td>1714444</td>
<td>291185</td>
<td>0117B02</td>
<td>ACCOMMODATION BARGE</td>
<td>7009.99</td>
</tr>
</tbody>
</table>

Owner Information

Registered Owner Name: ORIENT LINES SHIPPING CO

Block No.: 116
House No.: 17-23
Address 1: NOL BUILDING
Address 2: ALEXANDRA ROAD
Address 3: 
Country: SINGAPORE
Postal Code: 131111
Ph: 65489999
Fax: 86667777
Email Address: 