



Philippine
Overseas
Employment
Administration

Republic of the Philippines
Department of Labor and Employment
BFO Building, Ortigas Avenue cor. EDSA, Mandaluyong City 1501
Website: www.poea.gov.ph E-mail: info@poea.gov.ph
Hotlines: 722-1144, 722-1155



MEMORANDUM CIRCULAR NO. 06
Series of 2015

TO : ALL MANNING AGENCIES/ OTHER CONCERNED ENTITIES

SUBJECT : **SUBMISSION OF REQUESTS FOR ACCREDITATION/
REGISTRATION OF PRINCIPALS AND OTHER
TRANSACTIONS WITH THE SEABASED EMPLOYMENT
ACCREDITATION AND PROCESSING CENTER (SEABASED
CENTER)**

I. Documentary Requirements

All manning agencies/concerned entities are hereby advised to submit requests for accreditation/ registration of principals and enrolment of ships to the Seabased Center together with the documentary requirements for various transactions enumerated in the attached checklist.

Submission of Documents :

- a. The required documents shall be placed in a folder with the name of the manning agency/concerned entity printed on the cover of the folder and the name of the principal printed lengthwise on the right side of the folder.
- b. Two (2) sets of documents shall be submitted with the original copies on the left side and the duplicate copies on the right side of the folder.
- c. The documents shall be arranged in the sequence as they are listed in the checklist of requirements.

Requests shall be filed with the Seabased Center from 8:00 – 11:00 AM and 1:00 - 3:00 PM.

II. Process Cycle Time

Process Cycle Time for accreditation/registration of principal and enrolment of ship shall be as follows:

- Accreditation/registration of principal with one (1) ship – 7 working hours
Additional 2 hours shall be allotted for every additional ship.

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- Renewal of accreditation/registration of principal with one (1) ship - 6 working hours
Additional 2 hours shall be allotted for every additional ship.
- Enrolment of ship - 3 working hours

It is understood that the Process Cycle Time starts upon receipt of complete documents which are compliant with the requirements.

This Memorandum Circular shall be effective fifteen (15) days from publication in a newspaper of general circulation and filing with the office of the National Administrative Register.


HANS LEO J. CACDAC
Administrator

22 May 2015

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SEABASED EMPLOYMENT ACCREDITATION AND PROCESSING CENTER
(SEABASED CENTER)

CHECKLIST OF DOCUMENTARY REQUIREMENTS

ACCREDITATION/REGISTRATION OF FOREIGN PRINCIPAL/EMPLOYER

1. Letter request of the manning agency with inclusion of the following information:
 - Relationship of the foreign principal with the ship (e.g. ship owner, ship manager, crewing manager, charterer, etc.)
 - Former name of foreign principal (if any)
 - Former name of ship (if any)
2. Original copy of Manning Agreement (MA) and Special Power of Attorney (SPA) signed by the authorized signatory of the principal and manning agency verified by the Philippine Overseas Labor Office (POLO) nearest the place where the office of the principal is located. In the absence of POLO, the documents may be authenticated by the Philippine Embassy/Consulate or the authorized Philippine foreign representative in the absence of the Philippine Embassy/Consulate.
3. Copy of valid commercial/business registration of principal in English indicating its business activities.
4. Crew request from the authorized representative of the principal addressed to the manning agency
5. Copy of valid Certificate of Ship Registry (CSR) with IMO number – (for existing ship)
OR
Shipbuilder's Certificate (for ship under construction) and Affidavit of Undertaking to submit CSR upon ship delivery

RENEWAL OF ACCREDITATION/REGISTRATION OF FOREIGN PRINCIPAL

1. Letter request of manning agency
2. Renewed Manning Agreement and Special Power of Attorney or Confirmation from the principal that the agreement is still valid
3. Confirmation from the principal that the current approved salary scale shall be retained OR submit accomplished Salary Scale Forms (3 copies), if adjustments are to be made in the salary scale.
4. List of active ships duly certified by the manning agency.
5. List of ships delisted from the previous accreditation submitted thru the accomplished inactive/delisted ships report form duly certified by the agency.

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UPGRADING OF PROVISIONAL ACCREDITATION/REGISTRATION OF PRINCIPAL

1. Letter request of manning agency
2. Compliance to requirement/s stated in the letter of Provisional Accreditation/Registration

RENAMING OF PRINCIPAL

1. Letter request of manning agency
2. Certificate of change name of principal from appropriate government entity or any official proof of change of name of principal

CANCELLATION OF ACCREDITATION/REGISTRATION OF PRINCIPAL

Letter request/advice from the manning agency and foreign principal

ENROLLMENT OF ADDITIONAL SHIPS UNDER A FOREIGN FLAG

1. Letter request of the manning agency.
2. Crew request from the authorized representative of the principal addressed to the manning agency
3. Valid Certificate of Ship Registry with IMO number (for existing ship) **OR** Shipbuilder's Certificate (for ship under construction) and Affidavit of Undertaking to submit CSR upon ship delivery
4. Accomplished Salary Scale Forms (3 copies).

RENAMING OF SHIP, CHANGE FLAG/SHIP PARTICULARS

1. Letter request of manning agency (2 copies)
2. Advice from the principal on change of ship name/flag/ship particulars.
3. Valid Certificate of Ship Registry or any equivalent official document of the ship

CANCELLATION OF SHIP ENROLMENT

1. Letter request of the manning agency.
2. Confirmation from the principal on ship cancellation and reason for cancellation

REQUEST FOR ADDITIONAL SHIPBOARD POSITIONS

1. Letter request of the manning agency
2. Crew request from the principal indicating the name of ship requiring additional position/s
3. Accomplished Salary Scale Forms (3 copies)

SALARY SCALE AMENDMENT

1. Letter requests of the manning agency and principal citing reasons for salary scale amendment
2. New accomplished Salary Scale Forms (3 copies)
3. Salary Scale Amendment Form indicating the comparable change in previously approved and proposed salary scales

REGISTRATION OF TAIWAN PRINCIPAL HIRING FISHERMEN

1. Letter request of manning agency
2. Verified Manning Agreement (MA) and Special Power of Attorney (SPA) by the Manila Economic Cultural Office (MECO)
3. Verified crew request from the principal addressed to the manning agency
4. Council of Labor Affairs (CLA) approval of crew request (in English)
5. Verified Employment Contract by MECO
6. Valid Certificate of Ship Registry (CSR)
7. Valid Fishing License
8. Citizen Identification Card of ship owner with English translation
9. MECO-Labor Center Information Sheet
10. Accomplished Salary Scale Forms (3 copies)

RENEWAL OF REGISTRATION OF TAIWAN PRINCIPAL HIRING FISHERMEN

1. Letter request of manning agency
2. Verified Manning Agreement (MA) and Special Power of Attorney (SPA) by the Manila Economic Council Office (MECO)
3. Additional requirements If with additional vessel for enrolment :
 - Verified crew request from the principal addressed to the manning agency
 - Council of Labor Affairs (CLA) approval of crew request (in English)
 - Valid Certificate of Ship Registry (CSR)
 - Valid Fishing License
4. Accomplished Salary Scale Forms (3 copies)

ENLISTMENT OF PHILIPPINE OVERSEAS SHIPPING ENTERPRISE AND ENROLMENT OF PHILIPPINE FLAGSHIP

1. Letter request of the Shipping Enterprise
2. Valid Certificate of Accreditation that the company is an accredited maritime enterprise issued by MARINA
3. If the ship is under bareboat charter, MARINA approval of the bareboat charter of the ship
If the ship is owned tonnage, valid Special Permit granted to the ship to engage in the overseas trade
4. Valid Certificate of Philippine Registry of Vessel with IMO number
5. Valid surety bond in the amount of ₱200,000.00
6. List of officers of the Shipping Enterprise and their clearance from AIRB
7. Accomplished Salary Scale Forms (3 copies)

RENEWAL OF ENLISTMENT OF PHILIPPINE OVERSEAS SHIPPING ENTERPRISES

1. Letter request of shipping enterprise
2. Valid Certificate of Accreditation that the company is an accredited maritime enterprise issued by MARINA
3. Renewed surety bond in the amount of ₱200,000.00
4. List of officers of the Shipping Enterprise with AIRB clearance

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**ACCREDITATION OF PHILIPPINE OVERSEAS SHIPPING ENTERPRISE
WITH PHILIPPINE FLAGSHIP**

A. Owned Tonnage

1. Letter request of the ship owner with inclusion of the following information:
 - That the company is the owner of the ship for enrolment
 - Former name of the company (if any)
 - Ex-name of ship (if any)
2. Valid Certificate of Accreditation that the company is an accredited maritime enterprise issued by MARINA
3. Valid Special Permit granted to the ship to engage in the overseas trade
4. Valid Certificate of Philippine Registry of Ship with IMO number
5. Accomplished Salary Scale Forms (3 copies)

**ACCREDITATION OF PHILIPPINE OVERSEAS SHIPPING
ENTERPRISE WITH PHILIPPINE FLAGSHIP**

B. Under Bareboat Charter

1. Letter request of the charterer with inclusion of the following information:
 - That the company is the bareboat charterer of the ship for enrolment
 - Former name of the company (if any)
 - Ex-name of ship (if any)
2. Valid Certificate of Accreditation that the company is an accredited maritime enterprise issued by MARINA
3. MARINA approval of the bareboat charter of the ship
4. Valid Certificate of Philippine Registry of Ship with IMO number
5. Accomplished Salary Scale Forms (3 copies)

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**ACCREDITATION OF PHILIPPINE OVERSEAS SHIPPING
ENTERPRISE WITH PHILIPPINE FLAGSHIP**

C. With Manning Agency Tie-Up

1. Letter request of the manning agency with inclusion of the following information:
 - That the enlisted shipping enterprise is the owner/bareboat charterer of the ship for enrolment
 - Former name of the shipping enterprise (if any)
 - Ex-name of ship (if any)
2. Manning Agreement and Special Power of Attorney between the enlisted shipping enterprise and manning agency attested in POEA
3. Valid Certificate of Accreditation that the company is an accredited maritime enterprise issued by MARINA
4. Crew request from the shipping enterprise addressed to the manning agency
5. Valid Certificate of Philippine Registry of Ship with IMO number
6. Accomplished Salary Scale Forms (3 copies)
7. Additional Requirements:
 - Owned Tonnage :
 - Valid Special Permit granted to the ship to engage in the overseas trade
 - Bareboat Charterer :
 - MARINA approval of the bareboat charter of the ship

**RENEWAL OF ACCREDITATION OF PHILIPPINE OVERSEAS SHIPPING
ENTERPRISE WITH PHILIPPINE FLAGSHIP**

1. Letter request of the ship owner/bareboat charterer/manning agency (as applicable)
2. Valid/renewed documents submitted during accreditation (Manning agreement/SPA, MARINA accreditation as maritime /shipping enterprise, MARINA Special Permit of ship, MARINA approval of the bareboat charter of the ship, Certificate of Ship Registry, as may be applicable)
3. Accomplished Salary Scale Forms (3 copies)

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REQUIREMENTS FOR NAME-HIRING OF SEAFARERS

1. Authenticated/Verified Standard Employment Contract
2. Seafarer's Identification & Record Book (SIRB)
3. Seafarer's Registration Certificate (SRC)
4. Medical Certificate valid for 6 months from date of issuance
5. Plane Ticket or Booking Certificate
6. Certificate of attendance to Pre-Departure Orientation Seminar (PDOS)
7. Seafarer's Information Sheet

NEW MARKET CERTIFICATION

1. Letter request of the applicant manning agency and principal with inclusion of the following information:
 - Relationship of the foreign principal with the ship (e.g. ship owner, ship manager, crewing manager, charterer, etc.)
 - Former name of foreign principal (if any)
 - Ex-name of ship (if any)
2. Original copy of Manning Agreement (MA) and Special Power of Attorney (SPA) signed by the authorized signatory of the principal and manning agency verified by the Philippine Overseas Labor Office (POLO) nearest the place where the office of the principal is located. In the absence of POLO, the documents may be authenticated by the Philippine Embassy/Consulate or the authorized Philippine foreign representative in the absence of the Philippine Embassy/Consulate.
3. Copy of valid commercial/business registration of the principal in English indicating its business activities
4. Verified/authenticated crew order/s of not less than **50 seafarers** from the principal addressed to the applicant manning agency
5. Copy of valid Certificate of Ship Registry (for existing ship) **OR** Shipbuilder's Certificate (for ship under construction)

Definition of NEW MARKET per 2003 POEA Book of Rules - refers to a principal which is not in the active list of registered or accredited principals to any licensed manning agency for the past six months or more, or which has never been registered or accredited to any licensed manning agency, and provided, that its new vessels should not also be in the active list of enrolled vessels for the past six months or more or have never been enrolled to any licensed manning agency, or if enrolled there has been no prior deployment.

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