

## ANNEX P

### Documentary Requirements - Issuance of Authority to Acquire Ship thru Importation/Outright Purchase Department of Transportation – Maritime Industry Authority

Application Control No. _____	Form No. DSS-SBD-SF02	
<div style="border: 1px solid black; display: inline-block; padding: 5px 15px; background-color: #f0f0f0;"><b>ANNEX "J"</b></div>		
Name of Company: _____	Contact Person: _____	
Address: _____	E-mail address: _____	
<b>CHECKLIST OF DOCUMENTARY REQUIREMENTS</b> <b>Issuance of Authority to Acquire Ship thru Importation/Outright Purchase</b>		
<b>Documentary Requirement</b>	<b>Submitted</b>	<b>Not Submitted</b>
1. Letter of Application indicating the purpose of which the ship shall be utilized, its routes or location, the area(s) of operation, the nature of the service(s) to be rendered and the relevant particulars/features' of the ship(s) signed by the authorized representative.		
2. Original copy of a notarized affidavit/sworn undertaking executed by the applicant indicating the location of the ship at the time of the application and its estimated arrival in the Philippines, its intended port of entry and its country of origin signed by the authorized representative.		
3. Copy of the Ship's Registry/Nationality or in case of new building, copy of the authenticated Shipbuilding Contract and Builder's Certificate with English translation (Registry for conduction/single voyage is not acceptable as proof of ownership). <i>(In case of Taiwanese-registered ships, the Ship's Registry/Nationality should be noted and verified by Manila Economic and Cultural Office (MECO) and duly notarized by a Notary Public in Taiwan)</i>		
4. Original copies of the Deed of Sale and/or Memorandum of Agreement if executed in the Philippines; authenticated copies if executed in the foreign country. <i>(In case of Taiwanese-registered ships, the Agreement/Deed of Sale should be noted and verified by Manila Economic and Cultural Office (MECO) and duly notarized by a Notary Public in Taiwan)</i>		
5. Original copies of the Power of Attorney / Secretary's Certificate and/or Board Resolution authorizing the signatory to the Deed of Sale and/or Memorandum of Agreement if executed in the Philippines; authenticated copies if executed in the foreign country.		
6. Original copy of a notarized Resolution of the company's Board of Directors, certified by the Board Secretary, authorizing the filing of the application and designating the official or authorized representative to represent the applicant company.		
7. Copy of the latest certificate of good standing or company seal and/or business registration of the ship's registered owners/sellers showing its current list of directors or officers.		
8. For passenger ships, IACS Clearance for ships to be constructed or IACS Class Certificate for ships already constructed and the latest survey report issued within the last six (6) months. For other types of ships, latest survey report issued within the last six (6) months and/or Class Certificate or equivalent Certificate in case of new building, if applicable.		
9. Certification from the classification society that the ship was constructed in accordance with the standards/rules and regulations of the classification society (for new building only)		
10. General Arrangement Plan of the Ship with English description and specification.		
11. Copy of the valid government issued identification cards of the signatories to the Deed of Sale and/or Memorandum of Agreement affixing three original signatures in the said copies.		
12. For fishing vessels, Clearance from the Bureau of Fisheries and Aquatic Resources (BFAR) and Provisional Certificate of Philippine Registry (PCPR)		
13. For tankers, a copy of Continuous Synopsis Record (CSR) and International Tonnage Certificate (ITC)		
14. Pictures of the Ship		
15. Valid MARINA Accreditation Certificate under MC No. 2006-003/MC No. DS2020-02 or subsequent amendments, as applicable.		
Screened by: _____		Date: _____
Signature over printed name		
Action Taken/Remarks:		

### ACKNOWLEDGEMENT

Name of Company: \_\_\_\_\_

This is to acknowledge receipt of your letter application for the **Issuance of Authority to Acquire Ship thru Importation/Outright Purchase** with the assigned Application Control No. \_\_\_\_\_.

Rest assured that subject request/application shall be acted upon by the appropriate office/s of this agency.

\_\_\_\_\_  
Records Officer

\_\_\_\_\_  
Date

### AUTHORITY TO ACCEPT PAYMENT

Application Control No.: \_\_\_\_\_

Name of Company: \_\_\_\_\_

Items	Amount
1. Issuance of Authority to Acquire Ship thru Importation/Outright Purchase	
TOTAL	

\_\_\_\_\_  
Screening Officer

For Cashier's Use Only

O.R. No.: \_\_\_\_\_

Payment Received by:

Date : \_\_\_\_\_

Form of Payment \_\_\_\_\_ Cash \_\_\_\_\_ Check

\_\_\_\_\_  
Cashier

