

# AGENCY SERVICES AND PROCEDURE

<b>FRONTLINE SERVICE:</b>	<b>REGISTRATION/ACCREDITATION OF SEABASED PRINCIPALS/EMPLOYERS</b>
<b>OFFICE/LOCATION:</b>	Seabased Center / Mezzanine
<b>CLIENTS/CUSTOMERS:</b>	Licensed Seabased Agencies
<b>DOCUMENTARY REQUIREMENTS:</b>	<p><b>I. ACCREDITATION/REGISTRATION OF NEW PRINCIPAL</b></p> <p><b>A. With Foreign Flag Vessels</b></p> <ol style="list-style-type: none"> <li>1. Authenticated/Verified Manning Agreement (MA) / Special Power of Attorney (SPA)</li> <li>2. MA/SPA (unauthenticated/unverified- <i>for provisional accreditation</i>)</li> <li>3. Crew Complement and Salary Scale Form (3 copies)</li> <li>4. Crew request of the principal</li> <li>5. Vessel's particulars, type, ex-name and Including IMO Number (as needed)</li> <li>6. Valid Commercial Registration or Business License of the principal</li> <li>7. Certificate of Vessel Registration (as needed)</li> <li>8. Copy of PSO Certification as new market, if applicable</li> </ol> <p><b>B. With Phil. Registered Vessels</b></p> <ol style="list-style-type: none"> <li>1. Crew Complement and Salary Scale Form (3 copies)</li> <li>2. Crew request of the principal</li> <li>3. Certificate of Vessel Registration including IMO Number</li> <li>4. Certificate of Accreditation by MARINA of the principal</li> <li>5. MARINA Approval of the vessel</li> <li>6. Notarized Manning Agreement and Special Power of Attorney (if with Local Principal only)</li> <li>7. Certificate of Ownership (for owned tonnage only)</li> </ol>

**II. RENEWAL OF ACCREDITATION / REGISTRATION OF PRINCIPAL**

**A. With Foreign Flag Vessels**

1. Letter request from the manning agency
2. List of active and inactive vessels
3. Renewed Manning Agreement and Special Power of Attorney (as needed)
4. Confirmation from agency and principal on the request for renewal and the applicable salary
5. Crew Complement and Salary Scale Form (3 copies), if amended

**B. With Phil. Registered Vessels**

1. Renewed Manning Agreement (as applicable)
2. MARINA Approval
3. Certificate of Vessel Registry
4. Crew Complement and Salary Scale Form (3 copies)
5. Certificate of Accreditation by MARINA

**FEES :**

None

**PROCEDURES:**

**PERSON IN CHARGE**

- Step 1. Submit documentary requirements at the Seabased Employment Accreditation Division, Mezzanine floor for evaluation
- Step 2. Verify the evaluation result on the designated follow-up time (10:00 am and 3:00 pm)
- With complete requirements - receive the certificate of accreditation/registration together with crew complement and salary scale.
  - With lacking requirements - receive the Notice of deficiency for compliance.

Receiving Officer

Evaluator, Division Chief, Director II, Director IV

**PROCESS CYCLE TIME:**

7 hours per request for New Accreditation/Registration  
6 hours for the Renewal of Accreditation/Registration