



MARITIME INDUSTRY AUTHORITY

25 March 2020

**MARINA ADVISORY NO. 2020-20
SERIES OF 2020**

TO: : ALL SHIPPING COMPANIES, SHIP OPERATORS, SHIP IMPORTERS, SHIP CHARTERERS, AND ALL CONCERNED

SUBJECT : GUIDANCE ON THE PROCESSES AT THE DOMESTIC SHIPPING SERVICE (DSS) IN VIEW OF THE ENHANCED COMMUNITY QUARANTINE

Pursuant to Proclamation No. 929 Imposing the Enhanced Community Quarantine (ECQ) throughout Luzon and the quality procedure systems adopted by MARINA relative thereto, services rendered by the Domestic Shipping Service (DSS) shall be governed by the "work from home scheme", effective 16 March 2020 to 14 April 2020 or until further notice, with the following guidelines:

1. APPLICATIONS AND QUERIES

- 1.1 Application and submission of documentary requirements for the Grant of Missionary Status under MC DS-2019-02 and Grant of Pioneer Status under MC 2015-04 shall be made electronically to this email address spdd.dss2020@gmail.com.
- 1.2 Application and submission of documentary requirement for the issuance of Authority to Import vessel, including importation through bareboat charter, and endorsement to national government agencies in relation to the application for importation of vessel shall be made electronically to this email address sbd.dss2020@gmail.com.
- 1.3 Application for the renewal of Certificate of Ownership (CO), Certificate of Registration (CPR), Bay and River License (BRL) and Coastwise License (CWL) shall be made electronically to this email address srdd.marina@gmail.com OR to the nearest MARINA Regional Office (MRO)
- 1.4 Only applications with complete documentary requirements will be processed by DSS.

1.5 Follow-ups relative to applications and all queries pertaining to DSS processes shall be properly addressed electronically.

2. PAYMENT OF PROCESSING FEE

2.1 Under the Quality Policy Procedures issued by MARINA during the “Work from Home Scheme” (online application), if the documents submitted by the applicant are duly verified to be complete, an Authority to Pay (ATAP) will be issued with instruction to pay the fee on 15 April 2020 or until further notice.

3. RELEASING OF DOCUMENTS

3.1 Document relating to the action on application shall be released electronically to the email used by the applicant.

4. STANDARD PROCESSING TIME

4.1 Standard processing time (SPT) may not be observed in view of the changes in the procedures due to ECQ.

For guidance and compliance.



VADM ROBERT A EMPEDRAD AFP (RET)

Administrator

