



**MPA**  
SINGAPORE

**MARITIME AND PORT AUTHORITY OF SINGAPORE  
SHIPPING CIRCULAR  
NO. 15 OF 2013**

MPA Shipping Division  
460 Alexandra Road  
21<sup>st</sup> Storey PSA Building  
Singapore 119963  
Fax: 63756231  
<http://www.mpa.gov.sg>

3 September 2013

**Applicable to:** Ship owners, ship managers and ship agents of Singapore ships and the shipping community.

**CONSOLIDATED MONTHLY BILLING ARRANGEMENT FOR SHIP REGISTRATION AND CREWING-RELATED SERVICES**

1. This circular serves to inform on the consolidated monthly billing arrangement for ship registration and crewing-related services provided by MPA to owners, managers and agents of Singapore-registered vessels. This new initiative will be introduced on 1<sup>st</sup> October 2013.
2. Under the new billing arrangement, owners, managers and agents will continue to have their transactions billed to their designated accounts. However, instead of receiving multiple invoices in a month, all the transactions in a given month will be consolidated and a single invoice issued at the start of the following month. For example, each designated account will receive a consolidated invoice in early November 2013 for transactions accrued from the preceding month of October 2013. Please refer to **Annex A** for list of applicable ship registration and crewing-related services.
3. This new initiative aims to improve administrative convenience for our customers by streamlining the billing process to eliminate multiple invoices and payments in a given month. Invoice details will be displayed according to the transactions carried out for each vessel. Please refer to **Annex B** for an invoice sample.
4. To further increase administrative convenience for our customers, we will also like to encourage our customers, who have not already done so, to sign up for Giro, which is a hassle-free payment method. Please refer to **Annex C** for the sample application form for interbank Giro. Alternatively, the form is available for download via [http://www.mpa.gov.sg/sites/pdf/Interbank\\_GIRO\\_Form.pdf](http://www.mpa.gov.sg/sites/pdf/Interbank_GIRO_Form.pdf).

5. Any queries on account statements and Giro application should be directed to MPA's General Accounting Department's contact via [AR\\_MPA@mpa.gov.sg](mailto:AR_MPA@mpa.gov.sg) or Tel: (65) 63751695. Further matters relating to this circular should be directed to Ms Emily Sihab, Manager (Ship Registry Department), MPA via Tel: (65) 6375 6227 or Ms Syamim Yahya, Assistant Manager (Ship Registry Department), MPA via Tel: (65) 6375 6273, or to the Singapore Registry of Ships dedicated contact via email: [marine@mpa.gov.sg](mailto:marine@mpa.gov.sg) and Tel: (65) 6375 1932.

**CHEONG KENG SOON  
DIRECTOR OF MARINE  
MARITIME AND PORT AUTHORITY OF SINGAPORE**

## LIST OF APPLICABLE SERVICES

### 1. Ship Registration-Related Services

S/N	ITEMS
1.1	Initial Registration Fees including Initial Registration Fees under Block Transfer Scheme (BTS)
1.2	Annual Tonnage Tax
1.3	Registration Anew (Change of ownership/Alteration)
1.4	Inspection/Transcript of Register
1.5	Deletion Certificate
1.6	Approval/Change of Name
1.7	Amendment of Ship's Particular in the Register Book
1.8	Replacement of Certificate of Registry
1.9	Registration/Transfer/Transmit of Mortgage
1.10	Recording of Bill of Sale
1.11	Business Profile Printout
1.12	Certificate/Replacement of Civil Liability and Compensation for Oil Pollution (CLC)
1.13	Certificate/Replacement of Civil Liability and Compensation for Bunker Oil Pollution (BCC)
1.14	Certified True Copy
1.15	Continuous Synopsis Record (CSR)
1.16	Certificate/Replacement of Long-Range Identification Tracking (LRIT)
1.17	Bareboat Charter Out – Suspension/Extension/Termination
1.18	Pleasure Craft – Initial/Renewal

### 2. Crewing-Related Services

S/N	ITEMS
2.1	Open/Close Crew Agreement in Singapore and Elsewhere
2.2	Engagement/Discharge of Seamen
2.3	Application for Exemption
2.4	Safe Manning Certificate
2.5	Certificate of Endorsement (COE)
2.6	Open/Close Crew Agreement in Singapore or Elsewhere with Crew Engagement/Discharge
2.7	Certified True Copy
2.8	Seaman's Discharge Book
2.9	Endorsement or Sea-Service Record
2.10	Search Fee for Crew Agreement or Official Log Book
2.11	Photostat Copy of Crew Agreement or Official Log Book

# TAX INVOICE

This Invoice is For Testing purpose only

**MARITIME AND PORT AUTHORITY OF SINGAPORE**  
 General Accounting Dept, 460 Alexandra Road, PSA Building #18-00 S(119963)  
 Hotline: 63751695 Fax: 63751659 Email: ar\_mpa@mpa.gov.sg

**Annex B**

Mailing address for cheque payment of MPA invoices:  
 Maritime & Port Authority of Singapore  
 Robinson Road Post Office PO Box 105, Singapore 900205  
 GST Reg.No. MB-8100437-9

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COMPANY NAME  
 BILLING ADDRESS  
 XXX

ACCOUNT NO. XXX  
 BILL TYPE XXX  
 BILL NO. XXX  
 DATE 30/10/2013

All enquiries should be made within 2 weeks from the bill date. Please quote the bill and item no. in your enquiries to expedite reply.

ITEM	REFERENCE NO.	DESCRIPTION	UNITS	RATE	AMOUNT
	VESSEL NAME XXX	OFF.NO. XXX		GT XXX	NT XXX
***	PORT NO. XXX				
1	C06833	INITIAL REGN FEE	6000.00	2.50/NT (O)	15000.00
2	C06833	ANNUAL TONNAGE TAX (22/10/2013 - 21/10/2014)	6000.00	0.20/NT (O)	1200.00
3	C06834	TRANSCRIPT	1.00	14.00/EACH (T)	14.00
4	C06834	APPROVAL-CHANGE OF VSL NAME (EX NAME XXX) NEW NAME YYY	1.00	26.00/EACH (O)	26.00
5	C06834	AMENDM OF VSL PARTICULARS (EX NAME XXX)	1.00	14.00/EACH (O)	14.00
6	C06835	REPLACEM-CERT OF REG	1.00	30.00/EACH (T)	30.00
7	C06835	RECORDING OF MORTGAGE	1.00	118.00/AMT (T)	118.00
8	C06835	CERTIFICATE OF INSURANCE (CLC-10009-13-SI) (05/10/2013 - 20/02/2014)	1.00	45.00/EACH (O)	45.00
9	C06836	REPLACEM-BKR CONVENTION CERT (CLBC-00006-13-SU) (05/10/2013 - 20/02/2014)	1.00	30.00/EACH (T)	30.00
10	C06836	LRIT CTR (LRITC-00018-13)	1.00	100.00/EACH (O)	100.00
11	C06837	ISSUE OF CSR CERTIFICATE (CSR RECORD NO: 1)	1.00	45.00/EACH (O)	45.00
TOTAL (SGD) C/F				-----	**16622.00**
				-----	

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GST Reg.No. MB-8100437-9

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COMPANY NAME  
 BILLING ADDRESS  
 XXX

ACCOUNT NO. XXX  
 BILL TYPE XXX  
 BILL NO. XXX  
 DATE 30/10/2013

All enquiries should be made within 2 weeks from the bill date. Please quote the bill and item no. in your enquiries to expedite reply.

ITEM	REFERENCE NO.	DESCRIPTION	UNITS	RATE	AMOUNT
	VESSEL NAME XXX	OFF.NO. XXX		GT XXX	NT XXX
***	PORT NO. XXX				
12	C06838	OPEN/CLOSE CA-SPORE	1.00	59.00/EACH (O)	59.00
13	C06838	ENGAGE/DISCHARGE SEAMAN (REF 3)	1.00	14.00/EACH (O)	14.00
14	C06838	FEE-NONELECTRONIC FORM ENG2A (REF 3)	1.00	10.00/EACH (T)	10.00
15	C06839	REPLACEM-CERT OF INSURANCE (CLC-10009-13-SI) (05/10/2013 - 20/02/2014)	1.00	24.00/EACH (T)	24.00
16	C06840	SAFE MANNING DOCM SMD-2242	1.00	35.00/EACH (O)	35.00
17	C06843	ENGAGE/DISCHARGE SEAMAN (REF 1)	1.00	14.00/EACH (O)	14.00
18	C06843	FEE-NONELECTRONIC FORM ENG2A (REF 1)	1.00	10.00/EACH (T)	10.00
19		GST 7%			16.52
		(T) - GST AT 7%		236.00	
		(O) - OUT OF SCOPE OF GST		16552.00	
				TOTAL (SGD)	**16804.52**

----PLEASE DETACH SLIP AND ENCLOSE IT WITH PAYMENT TO MARITIME & PORT AUTHORITY OF SINGAPORE----

COMPANY NAME XXX	A/C NO.	BILL NO.	DUE DATE	BILL AMOUNT (SGD)
	XXX	XXX	30/11/2013	**16804.52**



FOR PART PAYMENT, PLEASE INSERT AMOUNT OF PAYMENT HERE \$ \_\_\_\_\_  
 - PLEASE WRITE YOUR ACCOUNT NUMBER ON THE REVERSE SIDE OF THE CHEQUE.  
 - YOUR ACCOUNT WILL BE CREDITED ON THE DATE THE CHEQUE IS RECEIVED.  
 - INTEREST AT THE RATES IN FORCE FROM TIME TO TIME SHALL BE CHARGED ON BILLS WHICH REMAIN UNPAID AFTER 30 DAYS FROM THE DATE OF THE BILLS UP TO THE DATE OF PAYMENT IN FULL.

- ▶ Be Paperless. Go Green
- ▶ GIRO: Hassle Free Payment Method
- ▶ No More Late Payment Charges
- ▶ Reduce Signing of Cheques

#### ▶ Benefits of GIRO

GIRO is an electronic payment mode where the payers arrange with the banks to allow money deducted directly from their bank accounts to pay their bills. It provides you with a convenient, paperless and cashless payment alternative. It increases your productivity as you no longer need to monitor payment due date, write and post cheques or queue at payment kiosks. Most importantly, you will be free from late payment charges and it eliminates the need to issue and sign cheques and incur postage and stationery costs.

#### ▶ Easy Way to Sign up for Giro

Complete the Application Form and send it back to MPA. Upon approval from your bank, we will notify you of the status by post/email. The bank may take up to 6 weeks to process and approve the request. Do ensure that there are sufficient funds in your bank on the deduction date as a service charge may be levied by your bank for any unsuccessful transaction. Please continue to make payment using your existing arrangement with MPA until your Giro application has been approved.

#### ▶ GIRO termination

To terminate GIRO, please inform your bank in writing and extend a copy to MPA.

#### ▶ Contact Us

For any queries or clarifications, please contact us at 6375 1695 or email us at [ar\\_mpa@mpa.gov.sg](mailto:ar_mpa@mpa.gov.sg).



**BUSINESS REPLY SERVICE  
PERMIT NO. 08897**

Postage will  
be paid by  
addressee.  
For posting in  
Singapore only.



