PROGRAM TITLE

COMPLIANCE AND RISK MANAGEMENT

PROCESS TITLE

Regulatory Compliance

1. SCOPE

This policies and procedures manual establishes policies, systems, procedures and controls on the Company’s compliance to regulatory standards. All duties and responsibilities stated in this manual are not exclusive to the personnel’s designated responsibilities in this process title.

1. OBJECTIVES

* To ensure that the Company complies with the applicable laws, rules, and regulations of various agencies and standards;
* To provide policies and establish guidelines/procedures on how to handle and minimize regulatory risks;
* To clearly define the duties and responsibilities of all personnel involved in this process title.

1. PERSONNEL INVOLVED
   1. Department Manager
      1. Supervises the compliance with the legal and other mandatory requirements under his/her area of responsibility.
      2. Communicates with his/her personnel of any updates on the Company’s compliance obligations.
      3. Reviews the Documentary Compliance Monitoring Report (DCMR)
      4. Monitors the Compliance Calendar to keep track of upcoming due dates.
      5. Supervises the preparation of the requested books, records and other items needed for the regulatory examination.
      6. Prepares the response letter for the notice for examination.
   2. Appointed department staff
      1. Updates the DCMR under his/her respective department.
      2. Submits copy of the DCMR to the Compliance Department.
   3. Compliance Department
      1. Summarizes the DCMR submitted by the respective appointer department staff.
      2. Updates and monitors the Compliance Management System (CMS).
      3. Receives copy of the letter or request for examination.
      4. Communicates with the senior management (VP, SVP and President) of the receipt of notice for examination.
      5. Reviews the response letter for submission with the regulatory agency.
2. KEY TERMS
   1. *Compliance Obligations* – These is composed of the mandatory legal requirements that the Company has to comply with and other requirements that the Company has to or chooses to comply with.
   2. *Mandatory Legal Requirements* ­– These include requirements from governmental entities or other relevant authorities; international, national and local laws and regulations; requirements specified in permits, licenses or other forms of authorization; orders, rules or guidance from regulatory agencies; judgments of courts or administrative tribunals.
   3. *Other Requirements* – These include agreements with community groups or non-governmental organizations; agreements with public authorities or customers; organizational requirements; voluntary principles or code of practice; voluntary labelling or commitments; obligations arising under contractual arrangements with the organization; and relevant organizational of industry standards.
   4. *Negligence* – A situation when someone with a legal duty or responsibility breaches such legal duty or failed to act in a certain way which actually caused harm or injury to another person or entity.
3. POLICIES
   1. **General Policies**
      1. All personnel shall adhere to all of the Company’s compliance obligations – mandatory legal and other requirements.
      2. Business forms shall be duly filled-out and signed by designated signatories. Any details/signatories which are not applicable must be duly indicated with “N/A”.
      3. Alterations, if any, in the business forms shall be duly countersigned.
   2. **Compliance Monitoring**
      1. The Compliance Department must have a list of source materials that is readily available to keep them updated with the mandatory legal and other requirements.
      2. Regulatory issuances and laws must be reviewed and coordinated with the affected department managers and personnel to check its applicability, risk, and effect on the Company;
      3. Discussions with the departments, communication with regulatory agencies, research and other materials shall be documented and signed by the attendees of the meeting.
      4. Research and other reference materials used to obtain details and updates on new mandatory legal and other requirements must be obtained from credible sources. For sources other than government sites and publications, factors such as the author, publisher, year published, etc. shall be considered.
      5. Risk assessment procedures must be conducted for changes in the Company’s compliance obligations. Refer to process title “*Risk Assessment and Monitoring”* for the policies and procedures on assessment of possible legal and regulatory risks.
      6. To monitor regulatory compliance, the Compliance Management System (CMS) must be used and updated. The CMS must be readily accessible to all departments to allow immediate verification of regulatory compliance. However, access of each department shall be restricted only to those affecting such departments (e.g. BIR compliance shall only be accessed by the Accounting Department). The Compliance Department shall be responsible to the overall monitoring and update of the CMS.
      7. The Compliance Update Form (CUF) shall be used to document new issuances which will be subject to evaluation and discussion with the respective department and the Compliance Department. Moreover, the minutes of the meeting for the discussion must be attached on the form, indicating the final resolution on all the issuances stated in the form. This shall cover laws that have been assessed and were determined to be not applicable to the Company.
      8. The Documentary Compliance Monitoring Report (DCMR) shall be used to monitor all documentary and filing requirements of every department. One DCMR shall be prepared for every department, except for the Operations Department in which one DCMR shall be prepared for every type of vessel, barge and tugboat. Simultaneously, details of such requirements can only be viewed by the designated department (e.g. only Operations Department shall have access to the documentary requirements for the vessels, tugboats and barges).
   3. **Vessel Manning and Voyage Requirements**
      1. Vessel manning and voyage shall adhere to mandatory legal and other requirements of local and applicable international maritime agencies (i.e. International Maritime Organization, Maritime National Authority, Philippine Coast Guard, etc.), and other regulatory agencies related to the operation of the vessels (i.e. Department of Nature and Environment, National Telecommunications Commission and others). *See* ***section E of Exhibit A****, page 25 for list of vessel mandatory legal and other legal requirements.*
      2. A DCMR shall be monitored by the authorized Operations Staff on a daily basis. This will monitor the mandatory legal and other requirements which needs to be complied with to allow the vessels to operate smoothly. At month-end, the DCMR shall be duly printed and submitted by the Operations Staff to the Compliance Department for review and verification.
      3. Renewal of vessel certificates must be processed **at least three (3) months** before the date of expiration of the existing certificates.
      4. Renewal of mandatory and other requirements must be processed ahead of time as indicated in the Documentary Compliance Monitoring Report (DCMR). In cases when the renewal of the requirements had been delayed, extended or failed, justification should be duly indicated in the “Remarks” portion of the DCMR.
      5. If the cause of the delays, extensions or failure in the renewal of the legal and other mandatory requirements was due to the negligence of the employee, such employee such be subject to appropriate disciplinary actions under the Company’s Code of Conduct.
   4. **Taxes and Custom Duties**
      1. Tax related transactions, filing and income shall be in accordance with the provisions laid out under the National Internal Revenue Code of the Philippines.
      2. Importations and other custom related transactions shall strictly adhere to the Tariff and Customs Code of the Philippines and other applicable importation related laws and regulations.
      3. One DCMR shall be monitored by an appointed authorized Accounting Staff to monitor legal and other requirements for tax purposes.
      4. For BIR compliance, the following format shall be used in updating the “Event/Document” column of the DCMR: *“BIR Form XXXX – [name of tax payment]*” (e.g. BIR Form 1601 – Withholding Tax on Compensation).
      5. A monthly DCMR shall be printed and submitted by the appointed authorized Accounting Staff to the Compliance Department for evaluation.
      6. Preparation of legal and other documents needed for the filing and payment of tax returns must be accomplished within the allotted time as indicated in the DCMR.
      7. If there is failure to file or pay the appropriate tax returns on the last payment date which resulted to injury or loss on the part of the Company due to the negligence of personnel, such personnel shall be subject to appropriate disciplinary actions under the Code of Conduct.
   5. **Security and Exchange Commission (SEC) and other regulatory agencies**
      1. Compliance on SEC requirements shall be duly monitored by the Compliance Department. Regular updates on local city and county permits, licenses and fees should be monitored.
      2. A DCMR on the payment of business permits, licenses and fees shall be monitored by the Compliance Department.
      3. All necessary requirements for the renewal of business permits and other licenses must be prepared within the specified lead processing time in the DCMR.
      4. If there is failure to file or renew the Company’s business permits, licenses and fees on the last filing date which resulted to injury or loss on the part of the Company due to the negligence of personnel, such personnel shall be subject to appropriate disciplinary actions under the Code of Conduct.
   6. **Compliance Evaluation**
      1. The Compliance Department shall summarize and evaluate the status of the department’s compliance based on the monthly Documentary Compliance Monitoring Report submitted by the departments.
      2. A monthly evaluation shall be conducted by the Compliance Department for every department. A Compliance Checklist (CC) shall be prepared for every evaluation conducted.
      3. If after the Compliance Department’s evaluations of the DCMR and the CC, evidence shows that personnel conducted violations which resulted to noncompliance, an Action Memo shall be issued to the personnel to request the latter to provide a justification as to such misconduct. Moreover, such conduct shall be subject to appropriate disciplinary actions under the Company’s Code of Conduct.
      4. The frequency of evaluation of compliance of a particular department will vary on the type of regulatory standard being assessed and risks involved. Thus, the Compliance Department shall maintain a schedule of activities to determine the frequency of checking/evaluation of each level of compliance for each department.
   7. **Regulatory Examinations and Assessments**
      1. Deadlines for the submission of the replies, documents and other requirements to the regulatory agencies must be strictly observed.
      2. Remedies for regulatory examinations (i.e. BIR, MARINA, SEC, etc.) must be taken into consideration upon receipt of notice for examination.
      3. Notices of examination from regulatory agencies shall be immediately forwarded/communicated to the President. The contents of the notice must be evaluated by the Compliance Department and the department head concerned. Such matters shall be discussed with the Senior Management (i.e. President and Chief Finance Officer).
      4. The Compliance department shall be responsible in handling regulatory examinations and shall report to Senior Management on the status of such examinations.
4. PROCEDURES

| Compliance Update | | | |
| --- | --- | --- | --- |
| Step No. | Activity | Personnel  Involved | Business  Forms |
| 1 | Prepares the Compliance Update Form (CUF) to formally document new legal and mandatory requirements to be evaluated and verified by the Compliance Department. | Compliance Staff | Filled-out CUF |
| 2 | Forwards duly filled-out CUF to the Compliance Manager for notification. | Compliance Staff | Filled-out CUF |
| 3 | Notes the CUF for discussion with the affected departments. | Compliance Manager | Duly noted CUF |
| 4 | Receives duly noted CUF for evaluation and verification of sourced update. | Compliance Staff | Duly noted CUF |
| 5 | Conducts research, verification and assessment of the new legal and mandatory requirements indicated in the CUF. | Compliance Department; Affected Department | Duly noted CUF |
| 6 | Discusses CUF with affected departments. The meeting shall discuss on the applicability and risk assessments for the listed new standards.  A Minutes of Meeting shall be prepared and attached to the CUF. | Compliance Department; Affected Department | Duly noted CUF; Minutes of Meeting |
| 7 | If new issuance is applicable to the Company, update the Compliance Management System (CMS) and files the CUF sequentially.  If not applicable, the CUF is files sequentially together with the approved CUF. | Compliance Department | Duly noted CUF; Minutes of Meeting; Updated CMS |
| 8 | Sends notification to Department Manager of updates. | Compliance Staff |  |
| 9 | Receives notification from Compliance Department and monitors Compliance Management System. | Department Manager | Updated CMS |
| 10 | Communicates with department personnel of new updates and issuances. | Department Manager |  |
| 11 | Updates the Documentary Compliance Monitoring Report (DCMR) legal and other mandatory requirements with due dates. | Authorized Department Personnel | Updated DCMR |

1. FLOWCHARTS
   1. Compliance Updates



1. BUSINESS FORMS
   1. Compliance Management System



No. of Copies/color - 1 (white)

Explanation - This system is used to monitor the compliance obligations of the Company.

Updated by - Compliance Department

* 1. Compliance Update Form



No. of Copies/color - 1 (white)

Explanation - this form is used to document referrals and suggestions on new issuances and regulations to be updated in the Compliance Management System

Prepared by - Compliance Staff

Noted by - Compliance Manager

Discussed with - Attendees of the discussion

Distribution - Compliance Department (filed sequentially)

* 1. Documentary Compliance Monitoring Report



No. of Copies/color - 1 (white)

Explanation - This report is used to in monitoring and updating the Company’s compliance obligations on documentation and fees. This form can be accessed by every department. However, information on the requirements shall only be restricted on the department’s area of responsibility.

Monitored by - Appointed authorized staff per department

Distribution - to be accessed by respective departments

* 1. Compliance Calendar



No. of Copies/color - 1

Explanation - this document is used to provide monthly updates on upcoming deadline for legal and other mandatory requirements. Depending on the department using, the details and deadlines will vary.

Monitored by - Appointed authorized staff per department

* 1. Compliance Checklist



No. of Copies/color - 2

Explanation - this checklist is used to document the compliance assessment and evaluation conducted by the Compliance Department

Prepared by - Compliance Staff

Reviewed by - Compliance Manager

Discussed with - Department Manager

Distribution - CC 1 - Evaluated department copy

CC 2 - Compliance Department (to be filed sequentially)

1. EFFECTIVITY

This Policies and Procedures Manual shall take effect upon approval and shall supersede any memorandum/SOP inconsistent with this Policies and Procedures Manual. Any changes to the manual shall comply with the policies and procedures indicated in the process title *“Amendment of Manual”*.

**ANNEX**

ANNEX A

FILING OF TAXES, PERMITS AND LICENSES

* 1. **ACCOUNTING DEPARTMENT**

**Bureau of Internal Revenue**

| **Description** | **Forms** | **Frequency** | **Date Due** |
| --- | --- | --- | --- |
| Certificate of Registration | BIR Form 2303 | N/A | Upon registration of business |
| Monthly Remittance Return of Income Taxes Withheld on Compensation | BIR Form 1601C | Monthly | On or before the **tenth (10th)** day of the month following the month in which withholding was made |
| Monthly Remittance Return of Creditable Income Taxes Withheld (Expanded) | BIR Form 1601E | Monthly | On or before the **tenth (10th)** day of the month following the month in which withholding was made except for taxes withheld for the month of December which shall be filed on or before January 15 of the succeeding year |
| Monthly Alphalist of Payees (MAP) | MAP (CD/Diskette) | Monthly | Filed together with the filing of BIR Form 1601E |
| Monthly Value-Added Tax Declaration | BIR Form 2550M | Monthly | Not later than the **20th day** following the close of the month |
| Quarterly Income Tax Return for Corporations, Partnerships and Other Non-Individual Taxpayers | BIR Form 1702Q | Quarterly | Filed with or without payment within **sixty (60) days** following the close of each of the first three (3) quarters of the taxable year whether calendar or fiscal year |
| Summary Alphalist of Withholding Agents of Income Payments Subjected To Creditable Withholding Taxes (SAWT) | SAWT (CD/Diskette) | Quarterly | Filed together with the filing of BIR Form 1702Q and BIR Form 1702-RT |
| Quarterly Value-Added Tax Return | BIR Form 2550Q | Quarterly | Not later than the **25th day** following the close of each taxable quarter |
| Summary List of Sales and Purchases (SLSP) | SLSP (CD/Diskette) | Quarterly | Filed together with the filing of BIR Form 2550Q |
| Annual Information Return of Income Tax Withheld on Compensation and Final Withholding Taxes | BIR Form 1604CF | Annual | On or before **January 31** of the year following the calendar year in which the compensation payment and other income payments subject to final withholding taxes were paid or accrued |
| Annual Information Return of Creditable Income Taxes Withheld (Expanded)/ Income Payments Exempt from Withholding Taxes | BIR Form 1604E | Annual | On or before **March 1** of the year following the calendar year in which the income payments subject to expanded withholding taxes or exempt from withholding tax were paid or accrued |
| Annual Income Tax Return for Corporation, Partnership and Other Non-Individual Taxpayer Subject Only to REGULAR Income Tax Rate | BIR Form  1702-RT | Annual | Filed, with or without payment, on or before the **15th day** of the 4th month following close of the taxpayer's taxable year |
| Registration of books of accounts | BIR Form 1905 | Annual | Filed each time taxpayer needs to register the change in registration such as but not limited to change in registered activities, change in tax type details etc. except those changes to be filed under Form 2305; replacement of lost TIN Card / lost Certificate of Registration or cancellation or registration and/or TIN |

| **Description** | **Forms** | **Frequency** | **Date Due** |
| --- | --- | --- | --- |
| BIR Annual Registration | BIR Form 0605 | Annual | Upon payment of annual registration fee for a new business and for renewals on or before **January 31** of every year |
| BIR Importer Clearance Certificate (BIR ICC) | BIR ICC | Every 3 years | To be renewed after **three years** |

**Securities and Exchange Commission**

| **Description** | **Forms** | **Frequency** | **Date Due** |
| --- | --- | --- | --- |
| General Information Sheet (GIS) | GIS | Annual | Within 30 calendar days from date of actual annual stockholders’ meeting |
| Audited Financial Statements (AFS) | AFS | Annual | Within 120 calendar days after the end of the fiscal year, as indicated in the Financial Statements |
| General Form of Financial Statements (GFFS) | GFFS (CD/Diskette) | Annual | Submitted within thirty (30) days from the last day of submission of the Annual Audited Financial Statements |

* 1. **ADMIN DEPARTMENT**

| **Description** | **Forms** | **Agency** | **Filing Date** |
| --- | --- | --- | --- |
| Application for business permit | Business Permit | Local Government Unit (LGU) | On or before the **20th day of January** |
| Application for Barangay Clearance | Barangay Clearance | LGU | To be obtained before securing a Business Permit |
| Payment of community tax of employees | Community Tax Certificate – Employees | LGU | To be obtained before securing a Business Permit |
| Payment of community tax of the Company | Community Tax Certificate – Employer | LGU | To be obtained before securing a Business Permit |
| Payment of real property taxes | Real Property Tax Clearance | LGU | If payment is for one whole year, the payment is due on or before January 31.  If payment is through installments, the four quarterly installments shall be due on or before the last day of each quarter, namely: March 31, June 30, September 30, and December 31. |
| Cebu City Environment and Natural Resources Office (CCENRO) Certificate | CCENRO Certificate | LGU | To be obtained upon registration of the business |
| Application for building permit | Building Permit | LGU | To be obtained before start of construction project |
| Application for fencing permit | Fencing Permit | LGU | To be obtained before fencing of property |
| Certification that building was completed according to approved plans | Occupancy Permit | LGU | To be obtained after completion of construction project |
| Ensure compliance with health regulation in all food and non-food establishments | Sanitary Permit | Department of Health | To be obtained before securing a Business Permit |
| Securing Health Card for all employees | Health Card and X-Ray of Employees |  | To be obtained before securing a Sanitary Permit |
| Certification for compliance with fire safety inspections | BFP Inspection Certificate | Bureau of Fire Protection | To be obtained before securing a Business Permit |
| Securing Certificate of Good Standing from SEC | Certificate of Good Standing | Securities and Exchange Commission | This Certificate of Good Standing is usually required in some transactions or applications with certain government agencies. Likewise, the Certificate of Good Standing is also required for the accreditation of importers and customs brokers with the BIR. |
| Payment of annual Patent Fees | Annual Payment Form   * RA 8293; or * RA 165 | Intellectual Property Office (IPO) | Annual patent fees shall be paid upon the expiration of four (4) years from the date the application, and on each subsequent anniversary of such date. Payment may be made within three (3) months before the due date. |

1. *See* *Memorandum Circular No. 02-2017 for lists of the annuities to be paid starting the 5th year until the expiry of the patent (20 years for R.A. 8293, 17 years for R.A. 165)*
   1. **TRUCKING OPERATIONS**

| **Description** | **Forms** | **Agency** | **Date Due** |
| --- | --- | --- | --- |
| Certificate of Registration of AVEGA trucks | Certificate of Registration | Land Transportation Office (LTO) | To be obtained upon acquisition of new transportation equipment |
| Obtain Cebu City Delivery Permits, Governor’s Delivery Permit, and Lapu-lapu City Delivery Permit | Delivery Permits | City Traffic Operations Management (CITOM) | To be obtained on or before the end of January |
| Payment of annual registration of vehicle with LTO | Official Receipts |  | To be obtained annually depending on the digits of the truck’s plate number ***[1]***  Motor vehicle registration may be renewed one (1) month before, but not later than the last working day of the week indicated by the middle digit of the plate number. |

1. ***Schedule for registration of vehicles based on vehicle plate numbers***

| **Last Digit of Plate Number**  **(Monthly Schedule)** | | |
| --- | --- | --- |
| 1 | - | January |
| 2 | - | February |
| 3 | - | March |
| 4 | - | April |
| 5 | - | May |
| 6 | - | June |
| 7 | - | July |
| 8 | - | August |
| 9 | - | September |
| 0 | - | October |

| **Middle Digit of Plate Number** |  | **Weekly Deadline**  **(On Working Days of the Month)** |
| --- | --- | --- |
| 1, 2, 3 | - | 1, 2, 3, 4, 5, 6, 7 |
| 4, 5, 6 | - | 8, 9, 10, 11, 12, 13, 14 |
| 7, 8 | - | 15, 16, 17, 18, 19, 20, 21 |
| 9, 0 | - | 22 up to last day of the month |

* 1. **HUMAN RESOURCES**

| **Description** | **Forms** | **Agency** | **Filing Date** |
| --- | --- | --- | --- |
| Payment of SSS Monthly Contributions | Employer Contributions Payment Return  (Form R-5) | Social Security System (SSS) | Paid monthly based on the **10th digit** of the Company’s 13-digit **ER number** ***[1]*** |
| Monthly payment of SSS loans of employees | SSS Form ML-1 | SSS | Paid monthly based on the schedule of payment which is according to the **10th digit** of the **SS ID/Number *[2]*** |
| Submission of SSS Contribution Collection List | Contribution Collection List  (SSS Form R-3) | SSS | Submitted within the **first ten (10)** days of the month after the applicable quarter |
| Employer registration with Home Mutual Development Fund (HDMF) | Online registration | Pag-IBIG | To be filed upon start of business |
| Membership registration with HDMF | Online registration | Pag-IBIG | N/A |
| Monthly Pag-IBIG membership remittance | Member’s Contribution Remittance Form (MCRF) | Pag-IBIG | Accomplished based on the **first letter of Employer/Business Name *[3]*** |
| Monthly Pag-IBIG member loan payments | Short-Term Loan Remittance Form (STLRF) | Pag-IBIG | Accomplish this form on or before the **15th day** of the month |
| Registration of new employees with PhilHealth (to be filed by the employee/member) | PhilHealth Members Registration Form (PMRF) | PhilHealth | N/A |
| Monthly remittance of employee’s PhilHealth Contributions | Form ME-5 | PhilHealth | Paid monthly on or before the due date based on the employer’s **PhilHealth Employer Number (PEN)** ***[4]*** |

| **Description** | **Forms** | **Agency** | **Filing Date** |
| --- | --- | --- | --- |
| Submission of Quarterly Remittance Report | Employer’s Quarterly Remittance Report (RF-1) | PhilHealth | Submitted within the **fifteenth (15th)** day of the month after the applicable quarter |

1. ***Due Dates of Contributions***

*The following due dates shall be followed upon payment of SSS Contributions:*

| **If the 10th digit of the**  **13-digit ER number ends in:** |  | **Payment Deadline**  **(following the applicable month)** |
| --- | --- | --- |
| 1 or 2 | - | 10th day of the month |
| 3 or 4 | - | 15th day of the month |
| 5 or 6 | - | 20th day of the month |
| 7 or 8 | - | 25th day of the month |
| 9 or 0 | - | Last day of the month |

1. ***Due Dates of Loan Payments***

*The following due dates shall be followed upon payment of SSS member loans:*

| **If the 10th (last) digit of the**  **SS Number ends in:** |  | **Payment Deadline**  **(following the applicable month)** |
| --- | --- | --- |
| 1 or 2 | - | 10th day of the month |
| 3 or 4 | - | 15th day of the month |
| 5 or 6 | - | 20th day of the month |
| 7 or 8 | - | 25th day of the month |
| 9 or 0 | - | Last day of the month |

1. ***Schedule of Payments for Pag-IBIG remittances***

| **If the 10th (last) digit of the**  **SS Number ends in:** |  | **Payment Deadline**  **(following the applicable month)** |
| --- | --- | --- |
| A to D | - | 10th day to the 14th day of the month |
| E to L | - | 15th day to the 19th day of the month |
| M to Q | - | 20th day to the 24th day of the month |
| R to Z, Numeral | - | 25th at the end of the month |

1. ***Schedule of Payments for PhilHealth remittances***

| **Employers with PENs ending in:** |  | **Payment Deadline**  **(following the applicable month)** |
| --- | --- | --- |
| 0 to 4 | - | Every 11th-15th day of the month following the applicable period |
| 5 to 9 | - | Every 16th-20th day of the month following the applicable period |

* 1. **VESSEL OPERATIONS**

**Maritime Industry Authority (MARINA)**

| **Certificate** | **Validity** | **Remarks** |
| --- | --- | --- |
| Certificate of Ownership | N/A | To be obtained upon registration of vessel |
| Certificate of Philippine Registry | N/A | To be obtained upon registration of vessel |
| Tonnage Measurement Certificate | N/A | To be obtained upon registration of vessel |
| Safety Management System (SMS) Company Manual | N/A | To be prepared upon registration of vessel |
| Cargo Securing Manual | N/A | To be prepared upon registration of vessel |
| Accreditation Certificate | Every 5 years | Application for renewal shall be filed **at least six (6) months** before the expiration of the original certificate |
| Document of Compliance (DOC) | Every 5 years | Subject to annual audit. A Company with an existing SMS Manual issued and approved under MC No. 159 shall be required to resubmit the same document for review and secure its approval and apply for the issuance of a new DOC within a period of **three (3) months** reckoned from the date of expiration of its existing DOC |
| Certificate of Stability | Every 5 years | Per **MC 2007-05**, certificate is valid for a period of five (5) years reckoned from the date the test/survey on the vessel was conducted |
| Load Line Certificate | Every 5 years | Per **MC 2007-03**, certificates shall continue to be valid for five (5) years from their issuance, or until their expiry date if provided, subject to renewal/indorsement upon satisfactory compliance with the required renewal survey. |
| Safety Management Certificate | Every 5 years | Issued only after Company has SMS. |

| **Certificate** | **Validity** | **Remarks** |
| --- | --- | --- |
| Cargo Ship Safety Certificate (CSSC) | Every 2 years | Per **MC 2005-203**, the CSSC shall be issued only to a cargo ship for a period specified by the Administration, which shall not exceed five (5) years and shall be endorsed annually, subject to a favorable result of the corresponding annual inspection to be conducted. The endorsement period of said certificate may be extended by the Administration to a maximum of three (3) months where warranted. |
| Coastwise License | Annual | **Memorandum Circular No. 110**, unless otherwise superseded by another law |
| Ship Station License | Annual |  |
| Certificate of Inspection / Servicing of Fire Extinguishers | Annual |  |
| Certificate of Inspection / Servicing Life Rafts | Annual |  |
| Compass Adjustment Certificate | Annual |  |
| Tide Current Table | Annual |  |
| Minimum Safety Manning Certificate | Every 6 months |  |
| Ship Sanitation Control Exemption Certificate | Every 6 months |  |

**Philippine Coast Guard**

| **Certificate** | **Validity** | **Remarks** |
| --- | --- | --- |
| Oil Pollution Prevention Certificate of Compliance | Every 5 years | Per **MC No. 06-2005**, the Certificate shall have duration of **5 years** from the date of issue but can be extended for a period not longer than three (3) months. |
| Garbage Management Plan | Every 5 years | As implemented by **Memorandum Circular No. 03-2006**, unless otherwise amended. |
| Garbage Record Books | Every 5 years | As implemented by **Memorandum Circular No. 03-2006**, unless otherwise amended. |
| Oily Water Separator Certificate | Every 3 years |  |
| Shipboard Oil Pollution Emergency Plan | Every 3 years |  |
| Accreditation of Oil Spill Dispersant | Every 3 years |  |

**Others**

| **Certificate / Document** | **Agency / Organization** | **Validity** | **Remarks** |
| --- | --- | --- | --- |
| Class Certificate | Class Society | Every 5 years |  |
| BIR Form 17.14B –  Tax Clearance for Bidding Purposes | BIR | Annual | To be filed **1 month** before expiration date of previous clearance |
| Certificate of Philippine Government Electronic Procurement System (PhilGEPS) | Department of Budget and Management (DBM) | Annual | To be filed **1 month** before expiration date of previous clearance |