

**MARINA CIRCULAR NO. \_\_\_\_\_**

**TO : ALL OWNERS, OPERATORS AND CHARTERERS OF YACHTS AND OTHER PLEASURE CRAFT AND OTHERS CONCERNED**

**SUBJECT : OMNIBUS RULES ON THE ACQUISITION, REGISTRATION AND LICENSING OF YACHTS AND OTHER PLEASURE CRAFT EXCLUSIVELY FOR PRIVATE USE**

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Pursuant to Presidential Decree No. 474, Sec. 12 (d) of E.O. 125-A, and Section 10 (1) of Republic Act No. 9295, the following rules shall govern the acquisition, registration and licensing of yachts and other pleasure crafts exclusively for private use in Philippine waters.

### **I. OBJECTIVES**

1. Ensure proper documentation of any transactions or events that may affect the right or interest of any person/business entity who may have taken charge of or acquired beneficial interest over a yacht or pleasure craft exclusively for private use.
2. Enhance and strengthen the implementation and monitoring capabilities of the MARINA over yachts or pleasure crafts exclusively for private use.
3. Promote yacht and pleasure craft tourism, sports, industry and related activities in the country.
4. Provide for the safe and environmentally sound regulation of yachts and other pleasure craft.

### **II. COVERAGE**

This Circular shall apply to all yachts and other pleasure craft exclusively for private use.

### **III. DEFINITION OF TERMS**

1. **“Administration”** means the Maritime Industry Authority
2. **“Acquisition”** shall include importation (direct/outright/lease-purchase), bareboat charter under Presidential Decree (PD) No. 760, and its subsequent amendments, local construction, local sale (deed of sale/bill of sale), deed of assignment) and extra-judicial/ judicial sale/award.
3. **“Builder’s Certificate”** means a certificate signed by the builder of the yacht or pleasure craft containing the tonnage and any other particulars, the date and place where it was built, and the name of the person/business entity for whom the pleasure craft was built, or the name of the person/business entity to whom it was delivered.

4. **“Business Entity”** means any entity carrying out any business activity, whether for profit or not, and whether organized as a corporation, partnership, cooperative, association, sole proprietorship or otherwise.
5. **“Carrying capacity of a yacht or pleasure craft”** means the maximum number of passengers and crew that a yacht or pleasure craft may carry in protected waters, as specified in the builder’s certificate or as determined by MARINA.
6. **“Commercial Use”**, in relation to yachts and pleasure craft, means the offer of the yacht or pleasure craft by the owner thereof to any person or entity for hire or charter for that person’s or entity’s use for sport or pleasure purposes.
  - a. in the case of a yacht or pleasure craft owned by a business entity –
    - (i) includes the offer of the yacht or pleasure craft to the public for use for sport or pleasure purposes for a fee or other form of consideration, but
    - (ii) does not include the offer of the yacht or pleasure craft to officers or employees of the business entity and their accompanying guests for use for sport or pleasure purposes, provided that no fee or other form of consideration is payable by any such accompanying guest; and,
  - b. in the case of a yacht or pleasure craft owned by a club, an association or a society, includes the offer of the yacht or pleasure craft for use for sport or pleasure purposes, and for a fee or any other form of consideration to –
    - (i) members of the club, association or society, or
    - (ii) the public
7. **“Foreign Corporation”** means a body corporate formed, organized or existing under any laws other than those of the Philippines and whose laws allow Filipino citizens and corporations to do business in its own country or state. (law of reciprocity)
8. **“Foreign National”** is a person who is not a citizen of the Philippines.
9. **“Foreign-owned Domestic Company”** means a company incorporated in the Philippines and has more than 40% foreign equity.
10. **“License”** means a Yacht and Pleasure Craft License.
11. **“MARINA”** shall mean the Maritime Industry Authority.
12. **“Official Number”** refers to the ten (10) digit identification number assigned by the MARINA to every Philippine-registered ship/vessel where the first two (2) digit refers to the port of registry and the last seven (7) digit refers to ascending number to start from 0000001.

**13.** “**Owner**”, for the purposes of this Circular, refers to:

- a.** any person who –
  - (i) is the sole, joint or part owner of a yacht or pleasure craft;
  - (ii) has possession or control of a yacht or pleasure craft which is subject to the terms of a hire-purchase agreement, bill of sale or other similar instrument; or
  - (iii) has possession or control of a yacht or pleasure craft under the terms of a charter agreement.
- b.** any person who is the owner of a yacht or pleasure craft which is subject to the terms of a hire-purchase agreement, bill of sale or similar instrument but who is not in possession of the yacht or pleasure craft, is deemed not to be the owner of the yacht or pleasure craft.

**14.** “**Passenger**” means every person other than –

- a.** the master and members of the crew or a person employed or engaged in any capacity on board a yacht or pleasure craft on the business thereof; and,
- b.** a child below one (1) year of age.

**15.** “**Philippine National**” shall mean –

- a.** a citizen of the Philippines; or
- b.** a domestic partnership or association wholly owned by citizens of the Philippines; or
- c.** a corporation organized under the laws of the Philippines of which at least sixty percent (60%) of the capital stock outstanding and entitled to vote is owned and held by citizens of the Philippines; or
- d.** a corporation organized abroad and registered as doing business in the Philippines under the Corporation Code of which one hundred percent (100%) of the capital stock outstanding and entitled to vote is wholly owned by Filipinos; or
- e.** a trustee of funds for pension or other employee retirement or separation benefits, where the trustee is Philippine national and at least sixty percent (60%) of the fund will accrue to the benefit of Philippine nationals.

Provided, that where a corporation and its non-Filipino stockholders own stock in a Securities and Exchange Commission (SEC) registered enterprise, at least sixty percent (60%) of the capital stock outstanding and entitled to vote of each of both corporations must be owned and held by citizens of the Philippines and at least sixty percent (60%) of the members of the Board of Directors, in order that the corporation shall be considered a Philippine national.

16. **“Pleasure Craft”** means any vessel propelled by any means which is intended for use exclusively for sport or pleasure/recreation purposes; unless the context requires otherwise, it shall mean a Philippine-registered pleasure craft. It may include yachts but does not include any craft which is used to carry passengers on sightseeing tours for which each passenger is charged a separate distinct fare.
17. **“Powered Pleasure Craft”** means a yacht or pleasure craft propelled by machinery.
18. **“Private Use”**, in relation to a yacht or pleasure craft, means the use of the yacht or pleasure craft by the owner or his guests for sport and pleasure/recreation purposes, without any such guest having to pay any fee or any other form of consideration.
19. **“Yacht”** has the same meaning as “pleasure craft”, and unless the context requires otherwise, refers to a Philippine-registered yacht.
20. **“Yacht and Pleasure Craft License” or “YPCL”** means a license to use a yacht or pleasure craft granted under this Circular.

#### IV. GENERAL PROVISIONS

1. The following may acquire a yacht or pleasure craft exclusively for private use, and register the same under the Philippine-flag:
  - a. Philippine nationals
  - b. Foreign nationals
  - c. Foreign-owned Domestic Company
  - d. Foreign Corporations
2. Except if acquired through judicial/extra-judicial sale/award, yachts or pleasure crafts exclusively for private use may be acquired with prior MARINA approval, through importation, bareboat charter, local construction, local purchase/ sale or deed of assignment.
3. Certificate of Ownership (CO) and/or Certificate of Philippine Registry (CPR) shall be issued as evidence of registration under the Philippine-flag, provided all the documentary requirements stipulated under the **First Schedule** are submitted and complied with.
4. No person/business entity shall be allowed to use a yacht or pleasure craft, or cause or permit a yacht or pleasure craft to be used without a Yacht and Pleasure Craft License (YPCL).
5. Owners of Philippine-registered yacht or pleasure craft exclusively for private use must pay Annual Tonnage Fee pursuant to MARINA Circular No. 2008-05<sup>1</sup> and its subsequent amendments.

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<sup>1</sup> Rules on the Collection of Annual Tonnage Fee

6. Yacht or Pleasure Craft with carrying capacity of 12 persons and below are exempted from stability and loadline requirement.
7. Change in yacht or pleasure crafts utilization from private use to commercial use may be allowed provided all the conditions/requirements under MARINA Memorandum Circular No. 104<sup>2</sup>, MARINA Circular No. 2006-03<sup>3</sup>, MARINA Circular No. 2013-02<sup>4</sup>, and their subsequent amendments, and RA No. 9295 and its 2014 IRR, are complied with.

## V. SPECIFIC PROVISIONS

### A. Acquisition of Yacht or Pleasure Craft

1. Requests/applications for the approval of the acquisition of a yacht or pleasure craft through importation and bareboat charter and submission of all the documentary requirements stipulated under the **First Schedule** shall be filed with the Domestic Shipping Service, MARINA Central Office's.
2. In case the yacht or pleasure craft shall be acquired through local construction, local purchase/sale or other means, application/request shall be filed at the nearest MARINA Office in the presumed homeport.
3. In all instances, the applicant must indicate in the application the purpose for acquiring such yacht or pleasure craft.

### B. Registration of Yacht or Pleasure Craft

#### 1. Assignment of Name

- a. Assignment of name for a yacht or pleasure craft shall be with prior MARINA approval.
- b. MARINA shall issue a Vessel Name Clearance provided the proposed name is neither previously assigned nor borne by any other Philippine-registered ship.

#### 2. Issuance of Certificate of Ownership (CO) and Certificate of Philippine Registry (CPR)

- a. Every application for the registration of a yacht or pleasure craft shall be made in a form prescribed by MARINA, containing the name and address of the applicant and sufficient information necessary for proper identification.

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<sup>2</sup> Omnibus Guidelines for the Acquisition of Vessels for Domestic Operations and Fishing Vessels/Boat

<sup>3</sup> Revised Guidelines in the Accreditation of Domestic Shipping Enterprises or Entities

<sup>4</sup> Revised Rules For The Registration, Documentation And Deletion Of Ships Operating In The Philippine Waters

- b. The **Application Form** for registration together with all the documentary requirements may be filed with the nearest MARINA Office at the port of entry or presumed homeport of the yacht or pleasure craft.
- c. On completion of the registration of a yacht or pleasure craft, the Administration shall issue a Certificate of Ownership and Certificate of Philippine Registry (CPR).

**C. Assignment of Official Number**

1. Every yacht or pleasure craft registered under this Circular shall be assigned an Official Number unique to each boat/ship.
2. The Official Number shall consist of ten (10) digit identification number where the first two (2) digit refers to the port of registry and the last seven (7) digit refers to ascending number to start from 0000001.

**D. Issuance/Renewal of Yacht and Pleasure Craft License (YPCL)**

1. The following yachts or pleasure craft must carry a valid Yacht and Pleasure License (YPCL):
  - a. Philippine yachts or pleasure craft intended exclusively for private use.
  - b. All foreign yachts or pleasure craft staying within Philippine waters for a period in excess of sixty (60) days.
2. Every application for issuance/renewal of Yacht and Pleasure Craft License must be in a form prescribed by MARINA.
3. Owners of a yacht or pleasure craft may submit their application at the MARINA Central Office or any MARINA Regional Office or foreign mission.
4. Upon receipt of the application for the issuance or the renewal of a license, the MARINA shall require the yacht or pleasure craft to be brought to such place as may be specified for inspection of the hull and its appliances/equipment.
5. The MARINA shall inspect the yacht or pleasure craft and if found that it is fit for the intended use grant a Yacht and Pleasure Craft License (YPCL) in respect of the yacht or pleasure craft.

6. No owner, master or person-in-charge of a yacht or pleasure craft shall cause or permit the pleasure craft to carry a greater number of persons than the number allowed by and shown on the license granted for the use of the yacht or pleasure craft.
7. Upon the grant of a YPCL, the MARINA shall assign a license number to the yacht or pleasure craft.
8. The Yacht and Pleasure Craft License (YPCL) shall be valid for one (1) year and must be renewed before its expiry.
9. The YPCL must be kept on board to be placed conspicuously on the yacht or pleasure craft and, where this is not possible, shall produce the license at anytime for inspection by the proper authority.
10. Expired or cancelled YPCLs must be surrendered to the MARINA.
11. The owner of every licensed yacht or pleasure craft must store their yacht or pleasure craft at established boatels, yacht clubs, marinas or designated pleasure craft mooring sites. Owners whose craft are found moored illegally shall be penalized under this Circular.

**E. Painting and Carving of Name and Official Number of Yacht or Pleasure Craft**

1. The name shall be marked on each side of the bow, and the name and the port of registry shall be marked on its stern, or in the alternative, the name and port of registry may be marked only on its stern, in letters of a contrasting color so as to be clearly visible, such letters to be of a length not less than one decimeter, and of proportionate breadth, or where this is not possible by the following alternative methods:
  - a. By engraving on plates of metal or of plastic or by cutting in on a shaped wooden chock, where a shaped wooden chock is used it shall be secured to the hull through bolts, the ends being clenched; or
  - b. By individual glass reinforced plastic letters and numbers approximately 2 millimeters in thickness, fixed to the hull with epoxy adhesive, painted with suitable paint, and coated with translucent epoxy resin; or
  - c. Where metal or plastic plates have been used these shall be fixed by the use of epoxy adhesives and coated with translucent epoxy resin after they have been fixed in position.

2. The Official Number together with the name that shall appear on all yacht or pleasure craft's documents shall be marked on a readily accessible visible permanent part of the structure of the craft either by cutting in, centre punching or raised lettering; or be engraved on plates of metal, wood, or plastic, secured to a readily accessible visible permanent part of the structure with rivets, through bolts with the ends clenched, or screws with the slots removed.

#### **F. Change of Ownership or Craft Particulars**

1. The former owner or the new owner shall within seven (7) days of the change of ownership file an application for approval of transfer of ownership and submit all the documentary requirements specified in the **First Schedule** of this Circular.
2. The new owner shall within fifteen (15) days from the approval of transfer of ownership file an application for issuance of a new CO and/or CPR and YPCL.
3. Where it is found that ownership of the yacht or pleasure craft has been transferred to the new owner, the CO and CPR and YPCL shall be issued under the name of the new owner.
4. No owner, master or person-in-charge of a yacht or pleasure craft shall cause or permit the pleasure craft to be so altered as not to correspond with the particulars relating to her tonnage or description contained in the register without prior approval of the MARINA.
5. Upon any alteration being made to a yacht or pleasure craft, the owner, master, person-in-charge of the yacht or pleasure craft shall produce the yacht or pleasure craft to the MARINA for inspection.
6. Every change in the particulars appearing in the register must be endorsed on or contained in the CO and /or CPR and YPCL and be entered in the register.

#### **G. Yacht or Pleasure Craft Register**

1. The yacht or pleasure craft register may consist of both paper and computerized records or such other records as the MARINA may consider necessary and expedient.



2. MARINA shall maintain the register in accordance with MARINA Administrative Order No. 07-12<sup>5</sup> and its subsequent amendments and may establish other procedures in relation to registration of a yacht or pleasure craft as it may consider necessary and expedient.

#### H. Deletion of Yacht or Pleasure Craft from the Register of Philippine Ships

A yacht or pleasure craft may be deleted from the Register of Philippine Ships under any of the following circumstances:

1. When MARINA revokes the approval of the charter/lease contract for a cause and after due process;
2. When it suffers actual or constructive loss;
3. Shipbreaking/scraping/recycling/decommissioning;
4. Upon the request of the registered owner for any legal purpose;
5. When the Administration, after due process, orders the deletion from Philippine Registry if found to have violated the government's rules and regulations

## VI. MANNING REQUIREMENTS

### Deck Department \*

Gross Tonnage	License
250 GT - 500 GT	Major Patron (MAP) License
100 GT – 249.99 GT	Minor Patron (MIP) License
35 GT – 99.99 GT	Boat Captain 3 (BC 3) License
15 GT – 34.99 GT	Boat Captain 2 (BC2) License
Below 15 GT	Boat Captain 1 (BC 1 ) License

*\*comparable foreign-issued licenses (e.g. Boat Skipper License) in case of foreign crew may be allowed as substitute provided they are validly issued by their country of origin, subject to the rules on reciprocity.*

### Engine Department

Engine Kilowatt (kW)	License
500 kW - 750 kW	Marine Diesel Mechanic 2 (MDM 2) License
250 kW – 499.99 kW	Marine Diesel Mechanic 1 (MDM 1) License
Below 250 kW	Motorman (MTRMN) License

## VII. SAFETY REQUIREMENTS AND EQUIPMENT

1. The owner, master or person-in-charge of a yacht or pleasure craft which is registered and/or licensed exclusively for private use shall ensure the yacht or pleasure craft complies with safety requirements prescribed in the **Second Schedule** of this Circular.

<sup>5</sup> Guidelines on Filling Up, Maintenance, Safekeeping and Access to the Register of Philippine Ships

2. The Administration shall, as soon as may be expedient, develop a comprehensive code of practice for yachts and pleasure craft to be known as “The Philippine Yacht and Pleasure Craft Safety Code”.
  
3. The owner, master or person-in-charge of a yacht or pleasure craft propelled by machinery must be equipped with an audible warning device that is capable of emitting short and prolonged blasts.

### **VIII. FEES AND CHARGES**

All applicable fees and charges prescribed under MARINA Circular No. 2015-05 and its subsequent amendments shall apply.

### **VIII. SCHEDULE OF ADMINISTRATIVE FINES AND PENALTIES**

Violation of any provisions of this Circular shall be subject to the following administrative fines and penalties:

- |   |                          |
|---|--------------------------|
| 1. For operating without a valid CO/CPR/YPCL  | Php10,000.00/Certificate |
| 2. Failure to effect the issuance/re-issuance of the CO/CPR/YPCL under the following instances:<br>a. Change of Ownership<br>b. Change of Vessel’s Name<br>c. Change of Engine<br>d. Change of Company Name<br>e. Change of Home/ Business Address<br>f. Change of Ship’s Particulars | Php2,500.00/Certificate  |
| 3. Failure by a foreign-flagged yacht or pleasure craft, staying within Philippine waters for more than sixty (60) days, to secure a YPCL   | Php10,000.00             |
| 4. Failure to effect the deletion of the ship from Philippine Registry under the instances provided under item V.H of this Circular   | Php5,000.00              |

5. Submission of fake/spurious/  
tampered documents

Php10,000.00/document

Repeated violation of the above and any other provision of this Circular shall be subject to the penalty of 200% for the second violation, 300% for the third violation, without prejudice to the cancellation of the CPR.

#### **IX. REPEALING CLAUSE**

All existing MARINA Circulars, rules and regulations or issuances inconsistent herewith are hereby repealed, modified or amended accordingly.

#### **X. SEPARABILITY CLAUSE**

Should any provision or part of this Circular be declared by the competent authority to be invalid or unconstitutional, the remaining provisions or parts thereof shall remain in full force and effect and shall continue to be valid and effective.

#### **XI. EFFECTIVITY CLAUSE**

This Circular shall take effect after fifteen (15) days upon its publication once in a newspaper of general circulation in the Philippines.

Manila, Philippines, \_\_\_\_\_ .

**BY THE AUTHORITY OF THE BOARD:**

**MAXIMO Q MEJIA JR, PhD**  
Administrator

#### **SECRETARY'S CERTIFICATE**

This is to certify that MARINA Circular No. \_\_\_\_\_ has been approved by the Maritime Industry Authority (MARINA) Board in its \_\_\_\_\_ Regular Board Meeting held on \_\_\_\_\_.

**ATTY. VIRGILIO B. CALAG**  
Acting Corporate Board Secretary

## **FIRST SCHEDULE**

### **DOCUMENTARY REQUIREMENTS**

#### **PART I - ACQUISITION**

- A. **Issuance of Authority to Acquire Thru Importation/Outright Purchase** (for non-registered newly-built/secondhand yacht and other pleasure craft)

##### **Pre-approval Documents**

- a. Letter of Application
- b. Invoice or Packing List
- c. Bill of Lading (if applicable)
- d. Picture of the vessel/boat and specifications
- e. Proof of Identity of the Importer/Buyer
  - o Valid Identification Card (for Philippine citizens); or
  - o Original Passport (for foreigners); or
  - o DTI Certificate of Registration (for Single Proprietorships); or
  - o SEC Certificate of Registration together with the Articles of Incorporation & By-Laws (for Corporations/Partnerships/ Associations); or
  - o CDA Certificate of Registration together with the Articles of Cooperation & By-Laws (for Cooperatives)

- f. Notarized Sworn Statement from the Importer/Buyer as to the following:
  - o Utilization of the personal water craft (PWC) (exclusively for private use); and,
  - o Expected date of arrival in the Philippines (Port of Entry)
- g. Proof of payment of applicable fees and charges

**Post-approval Documents**

- a. Certified true copy of Protocol of Delivery and Acceptance
- b. Original copy of Vessel's Certificate of Deletion from the former original flag of registry (if applicable)
- c. Declaration of entry
- d. Proof of payment of Customs Duties and Taxes

**B. Issuance of Authority to Acquire Thru Importation/Outright Purchase and Bareboat Charter** (for foreign-registered newly-built/secondhand yacht and other pleasure craft)

- a. Letter Application
- b. MOA/Deed of Sale/Bareboat Charter Contract
 

*Note: In case of Taiwanese-registered vessels, the Contract should be noted and verified by Manila Economic and Cultural Office (MECO) and duly notarized by a Notary Public in Taiwan*
- c. Duly notarized Special Power of Attorney or Resolution of the company's Board of Directors certified by the Board Secretary, authorizing the filing of application and designating the official(s)/authorized representative to represent applicant
- d. Latest Certificate of Good Standing/Company Seal or Business Registration of the vessel's registered owner(s) showing its current list of Directors/Officers (for corporations only)
- e. Power of Attorney or Board Resolution authorizing the signatory to the MOA/Deed of Sale/Bareboat Charter Contract to act as such on behalf of the registered owner(s)
- f. Certificate of Vessel's Original Registry/Nationality
 

*Note: In case of Taiwanese-registered vessels, the vessel's registry/nationality should be noted and verified by Manila Economic and Cultural Office (MECO) and duly notarized by a Notary Public in Taiwan*
- g. General Arrangement Plan of the vessel
- h. Class Certificate or equivalent Certificate in case of newbuilding (if applicable)
- i. Latest and valid Survey Report (not applicable to newbuilding)
- j. Consent to the bareboat charter registration in the Philippines by the state of former registry
- k. Builder's Certificate/Shipbuilding Contract (for newbuilding only)
- l. Picture of the vessel/boat and its specifications

**Post-approval Documents**

- a. Certified true copy of Protocol of Delivery and Acceptance
- b. Original copy of Vessel's Certificate of Deletion from the former original flag of registry (if applicable)
- c. Declaration of entry
- d. Proof of payment of Customs Duties and Taxes
- e. Deletion Certificate (if applicable)
- f. Original Consent (if applicable)

**C. Issuance of Authority to Acquire Vessel Thru Local Construction**

1. Letter Application
2. General particulars of the vessel to be constructed specifically Length, Breadth, Depth, Draft, Main Engine
3. Duly Notarized Memorandum of Agreement (MOA) between the shipbuilder and the applicant
4. Quotation for machinery/vessel and breakdown of cost
5. General Arrangement Plan of the vessel to be constructed

**D. Issuance of Tonnage Measurement**

1. Letter application for Admeasurements/Re-admeasurements
2. Duly notarized Builder's Certificate (for newly-built)
3. Shipbuilding Contract, Memorandum of Agreement or other profile of Ownership i.e. duly notarized Affidavit of Ownership (for newly-built)
4. Previous Certificate of Tonnage Measurement (for registered yacht or pleasure craft)
5. Duly notarized affidavit from applicant/company/operator/manager that the yacht or pleasure craft was not altered/modified/converted since previous admeasurements (if applicable)

Note: In lieu of the documentary requirements the following plans shall be submitted to MARINA for purposes of computation/calculation of tonnage measurement:

1. General Arrangement Plan
2. Construction Plan
3. Midship Section
4. Lines Drawing
5. Capacity Plan

**E. Issuance of Approval of Sale/Transfer of Ownership**

1. Letter Application
2. Duly notarized Memorandum of Agreement (MOA)/Deed of Sale/Bill of Sale
3. Duly notarized Special Power of Attorney (SPA) or Resolution of the company's Board of Directors certified by the Board Secretary, authorizing the filing of application and designating the official(s)/authorized representative to represent applicant
4. Duly notarized Oath of Undertaking from the Buyer to assume compliance with the post-approval conditions/requirements which are not yet complied by the Seller(for local sale of imported vessels)
5. Copy of the CO and CPR
6. Legal Clearance/Clearance from the concerned MRO as the case may be
7. Proof of publication of sale/transfer of ownership/assignment once in a newspaper of national circulation

**PART II – REGISTRATION**

**F. Issuance of Certificate of Ownership (CO) and Certificate of Philippine Registry (CPR)**

1. Proof of identity of the owner/operator/charterer
  - o Valid Identification Card (for Philippine citizens); or
  - o Original Passport and Alien Certificate of Registration (ACR) (for foreigners); or
  - o DTI Certificate of Registration for Single Proprietorships; or
  - o SEC Certificate of Registration with the Articles of Incorporation & By-Laws for Corporations/Partnerships/ Associations; or
  - o CDA Certificate of Registration with the Articles of Cooperation & By-Laws for Cooperatives
  - o Certificate of Registration or Incorporation (for foreign companies)
2. Non-citizen Undertaking Letter
3. Vessel Name Clearance
4. Tonnage Measurement Certificate
5. Certificate of Construction if locally-built
6. Letter-authority to Import/Bareboat Charter if acquired thru importation/bareboat charter
7. Clearance for Permanent/Temporary Registration under Philippine-flag, applicable only for imported/bareboat chartered ship/vessel
8. Duly notarized Special Power of Attorney (SPA) or Resolution of the company's Board of Directors certified by the Board Secretary, authorizing the filing of application and designating the official(s)/authorized representative to represent applicant

**G. Re-issuance of Certificate of Ownership (CO) and/or Certificate of Philippine Registry (CPR) due to any of the following instances/circumstances:**

**Change of Ownership**

1. Original copy of CO and CPR
2. Legal Clearance/Clearance from the concerned MRO as the case may be
3. from liens and encumbrances
4. Proof of Ownership
  - o Deed of Sale
  - o Deed of Assignment
  - o Extra-judicial Settlement
  - o Certified True Copy of Notice of Award if acquired thru auction
  - o Certified True Copy of Court Order if acquired thru judicial sale/award
5. Non-citizen Undertaking Letter
6. MARINA letter-approval of Sale or Transfer of Ownership (if applicable)
7. Legal Clearance/Clearance from the concerned MRO as the case may be
8. Proof of Publication of Sale/Transfer of Ownership once in a newspaper of national circulation (if applicable)
9. Duly notarized Special Power of Attorney (SPA) or Resolution of the company's Board of Directors certified by the Board Secretary, authorizing

the filing of application and designating the official(s)/authorized representative to represent applicant

#### **Change of Vessel Name**

1. Original CO and CPR
2. Vessel Name Clearance
3. Legal Clearance/Clearance from the concerned MRO as the case may be
4. Proof of Publication of Change of Vessel Name once in a newspaper of national circulation
5. Duly notarized Special Power of Attorney (SPA) or Resolution of the company's Board of Directors certified by the Board Secretary, authorizing the filing of application and designating the official(s)/authorized representative to represent applicant

#### **Change of Craft Particulars**

1. Original copy of CO and CPR
2. Tonnage Measurement Certificate
3. Duly notarized Special Power of Attorney (SPA) or Resolution of the company's Board of Directors certified by the Board Secretary, authorizing the filing of application and designating the official(s)/authorized representative to represent applicant

#### **Change of Business Name or Business/Residential Address**

1. Original copy of CO and CPR
2. Bank Statement/Billing Statement (for individuals)
3. DTI Certificate of Registration for Single Proprietorships
4. Certificate of Filing of Amended Articles of Incorporation from SEC for corporations and a copy of Amended Articles of Incorporation
5. Legal Clearance/Clearance from the concerned MRO as the case may be
6. Duly notarized Special Power of Attorney (SPA) or Resolution of the company's Board of Directors certified by the Board Secretary, authorizing the filing of application and designating the official(s)/authorized representative to represent applicant

### **PART III – ISSUANCE/RENEWAL OF PLEASURE CRAFT LICENSE**

#### **A. Foreign-registered Pleasure Crafts**

6. Proof of identity of the owner;
  - o Original Passport (for individuals)
  - o Copy of Certificate of Registration/Incorporation (for company-owned crafts)
- b. Certificate of Registry/Nationality;
- c. Copy of the Entry and Exit Clearance documents issued by the Bureau of Customs (BOC) to prove the actual arrival/departure of the pleasure yacht or other personal watercrafts to and from the Philippines;



- d. Mooring Confirmation Letter
- e. Yacht or Pleasure Craft Inspection Report
- f. Crew list
- g. Picture of the craft
- h. Non-citizen Undertaking Letter
- i. Duly notarized Special Power of Attorney (SPA) or Resolution of the company's Board of Directors certified by the Board Secretary, authorizing the filing of application and designating the official(s)/authorized representative to represent applicant

**B. Philippine-registered Pleasure Crafts**

- 1. Copy of CO and CPR
- 2. Yacht or Pleasure Craft Inspection Report
- 3. Mooring Confirmation Letter
- 4. Crew List
- 5. Picture of the craft
- 6. Copy of previous YPCL (for renewal only)
- 7. Proof of payment of Annual Tonnage Fee (for renewal only)
- 8. Duly notarized Special Power of Attorney (SPA) or Resolution of the company's Board of Directors certified by the Board Secretary, authorizing the filing of application and designating the official(s)/authorized representative to represent applicant

**PART IV - DELETION FROM REGISTER OF PHILIPPINE SHIPS**

- 1. Original copy of CO and/or CPR, PCL and other ship's documents/certificates
- 2. Legal Clearance/Clearance from the concerned MRO as the case may be
- 3. Proof of payment of Annual Tonnage Fee
- 4. Duly notarized Special Power of Attorney (SPA) or Resolution of the company's Board of Directors certified by the Board Secretary, authorizing the filing of application and designating the official(s)/authorized representative to represent applicant
- 5. Other applicable/supporting documents
  - o Copy of authority to export; or
  - o Duly notarized Marine Protest or Incident Report; or
  - o Official Report from the Administration or maritime authorities of other countries; or
  - o MOA between the shipowner and MARINA-accredited shipbreaker
  - o Certificate issued by MARINA-accredited shipbreaker, if shipbreaking already done

**SECOND SCHEDULE**

**SAFETY REQUIREMENTS FOR YACHT AND OTHER PLEASURE CRAFT  
EXCLUSIVELY FOR PRIVATE USE**

**PART I – FIRE-FIGHTING APPLIANCES/EQUIPMENT  
ON-BOARD PLEASURE CRAFT**

**A. Craft Propelled by Outboard/Inboard Engine**

Fire Bucket		Portable Foam Extinguisher	
Length of Craft	Minimum Number	Engine Shaft Power Total (Kw)	Minimum Number (Liters)
9 meter and below	1-attached with Lanyard	7.5 or less	1 x 4.5
More than 9 meter	2-attached with Lanyard	More than 7.5 but less than 75	1 x 9.0
		75 but less than 375	2 x 9.0
		375 but less than 750	3 x 9.0
		750 or more	4 x 9.0
In addition:			
<p>1. Every pleasure craft of 15m or more shall be provided with a spraying nozzle and power pump. If the craft is 15m but less than 20m, the power pump may be substituted with a hand pump.</p> <p>2. Remote control shut off valve/s situated outside the enclosed Engine Room connected to Oil Pump, Ventilating Fan, Fuel Oil Tanks, Setting and Service Tanks, etc.</p>			

**PART II – LIFE-SAVING AND OTHER APPLIANCES/EQUIPMENT TO BE CARRIED BY A YACHT OR PLEASURE CRAFT**

EQUIPMENT	OPEN DECK		PARTIALLY OR FULLY DECKED
	Non-mechanically Propelled Craft	Mechanically Propelled Craft (including outboard engine)	Mechanically Propelled Craft
Anchor & Chain or Rope	1 set (where practicable)	1 set (where practicable)	1 set
Baler or Bilge Pump	1	1	1
Oars or Paddles	1 or more (where practicable)	1 pair (where practicable)	-
Audible Warning	1 (optional)	1	1
Life-jackets	1 for every person	1 for every person	1 for every person
Life-buoy	1 for every two persons	1 for every four persons (min. 1)	2 pieces (if the length is less than 20m)  4 pieces if (minimum) 1 on each side attached with 28m line (if the length is 20m and

			more
Red Hand Flares (in watertight container)	-	3 pieces	6 pieces
Life Boat, Life Raft or Buoyancy apparatus	-	-	1 set to accommodate all on-board (if the length is more than 20m)

Every appliance and equipment prescribed shall be of a type approved by MARINA

### PART III – NAVIGATIONAL LIGHTS TO BE CARRIED BY EVERY YACHT OR PLEASURE CRAFT

#### A. POWER-DRIVEN VESSEL

LENGTH	MASTHEAD LIGHT	STARBOARD LIGHT	PORT SIDELIGHT	STERN LIGHT	ANCHOR LIGHT
Above 50m	2	1	1	1	2
12m – 50m	1	1	1	1	1
Below 12m	1	1	1	1	1
	Or in lieu, an all round white light and sidelights				
If the length and speed is below 7m and 7 knots, respectively	One all round white light (if practicable, also exhibit sidelights)			1	1

#### B. SAILING VESSEL

LENGTH	MASTHEAD LIGHT	STARBOARD LIGHT	PORT SIDELIGHT	STERN LIGHT	ANCHOR LIGHT
20m and above	-	1	1	1	
Below 20m	-	May combine in one lantern (at or near top of the mast)			1
Vessel under oars	Electric Torch/Lantern showing a white light				