



MEMORANDUM

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BOC-01-05315

TO : ALL DISTRICT COLLECTORS
ALL SUPPORT COLLECTORS
ALL OTHERS CONCERNED

FROM : *By:* BIENVENIDO Y. RUBIO
Director
Port Operations Service

SUBJECT : DOCUMENTARY REQUIREMENTS AND GUIDELINES FOR THE
APPLICATION OF BUNKERING PERMIT

DATE : AUGUST 31, 2021

In order to ensure the integrity in the processing and issuance of Bunkering Permits, the following documentary requirements must be attached to the application for Bunkering Permits:

1. Request for Authority to Bunker (RAB) duly Notarized
2. Letter request from the Shipping Agency bearing the email addresses of the principal as well that of the Master of the Vessel
3. Ships agent specimen signature database with attached copy of Govt issued Id and Company Id
4. Transmittal from the Port where the Vessel will be/ presently be docked indicating the Customs Registry Number and Actual/Estimated time of arrival duly signed by the Chief, PID/POD or the like
5. Notice of Arrival of the Vessel duly received by the Port
6. Proforma Invoice (Original Copy shall be presented to POCD for verification)
7. Certificate of Registry
8. Ships Particulars*
9. Crew List*
10. Voyage Memory for the last 10 Port of Calls*
11. Voyage Plan with Fuel/Oil Consumption*
12. Tank Capacity*
13. Certificate of Authorization from the Master as Bunkering Agent*
14. Statement of the Master/Necessity for Bunker*

*The documents must bear the Stamp and Signature of the Master and the agent or representative must write "Submitted By: Agent Name and Signature" at the bottom of each document.

Additional documentary requirements when necessary:

15. Department of Foreign Affairs (DFA) Diplomatic Clearance for Foreign Government Owned Vessel
16. Maritime Industry Authority (MARINA) Special Permit for vessel under Philippine Registry.
17. Certification from an accredited surveyor that the Vessel is equipped with Exhaust Gas Cleaning System (EGCS) in compliance to Annex VI of the MARPOL Convention for IFO180 (HSFO) with more than 0.5% Sulfur Content

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In compliance to the Annex VI of the International Convention for the Prevention of Pollution from Ships also known as the MARPOL Convention by the International Maritime Organization (IMO), the application for Bunkering Permit for **IFO180 (VLSFO) with 0.5% or less Sulfur Content** must be attached with RAB and Proforma Invoice reflecting the following:

“In compliance to the IMO regulations to reduce Sulphur Oxides emissions from ships under Annex VI of the International Convention for the Prevention of Pollution from Ships (known as the MARPOL Convention)”

In the case of **IFO180 (HSFO) with more than 0.5% Sulfur Content**, in addition to the requirement mentioned in the preceding paragraph, a Certification that the vessel is equipped with ECGS that must be stated in the RAB, Proforma Invoice and Statement of the Master is as follows:

“Vessel is equipped with Exhaust Gas Cleaning System (ECGS)”

For the vessels applying at the Port of Manila (POM) and Manila International Container Port (MICP), the original copy of the Statement of the Master/Necessity for Bunker (number 14 requirement) must be submitted.

For the vessels that will arrive to POM and MICP, the application for an advance bunkering permit must be directly made through email by the Master of the Vessel to pocd@customs.gov.ph accompanied with the following documents and later on submit the Original thru the authorized bunkering agent upon arrival at the said ports.

1. Affidavit of Undertaking of the Master of the Vessel (Annex A)
2. Certificate of Authorization from the Master as Bunkering Agent
3. Statement of the Master/Necessity for Bunker

For the other Ports and Sub-ports, the original document may only be presented to the PID/POD or equivalent office. The PID/POD or equivalent office of such Ports and Sub-ports are directed to send copy of the original Statement of the Master/Necessity for Bunker to this Office through pocd@customs.gov.ph certifying that the original copy has been presented to their office.

This Memorandum shall take effect immediately.

For strict compliance.

ANNEX "A"

Republic of the Philippines)
_____) S.S.

AFFIDAVIT OF UNDERTAKING

I, _____, Master of the Vessel _____,
of legal age, _____ national, after being duly sworn to under oath and
in accordance with law, do hereby depose and state that:

1. I am submitting BUNKERING DOCUMENTS to the Bureau of Customs for:

NAME OF VESSEL: _____
FLAG REGISTRY: _____
BUNKERING LOCATION: _____
ESTIMATED TIME OF ARRIVAL(ETA): _____
DATE OF BUNKERING: _____

2. The original copies of the following documents are submitted thru the Authorized Bunkering Agent within one (1) day from the time of arrival of the vessel:
 - a. This Affidavit of Undertaking
 - b. Certificate of Authorization as Bunkering Agent
 - c. Statement of the Master/Necessity to Bunker;
3. The amount of fuel available on board for its propulsion at the time of entry is _____;
4. The Vessel's daily consumption of oil at sea is _____;
5. Vessel's daily consumption of oil at port is _____;
6. The Vessel entered the Port/s of _____ during the voyage and stayed thereat with the duration period/s of _____;
7. We are also holding the BOC PERSONNEL free from any obligations, responsibilities or damages during the intended bunkering operations;
8. The _____, as Authorized Bunkering Agent will take full responsibilities, obligations or damages during the intended bunkering operations;
9. We undertake to comply with the applicable customs laws, environmental laws and other related laws during the bunkering operations;
10. This affidavit is being executed for purposes of applying for a Bunkering Permit, to attest the truth of the foregoing statements and for all intents and purposes.

IN WITNESS WHEREOF, I hereunto affix my signature this ___ day of _____ 2021, at the City of _____.

Master of the Vessel

SUBSCRIBED AND SWORN TO before me this ___ day of _____, 2021 at _____ Affiant exhibiting his/her Identification Card. _____ /
Passport _____ issued at _____
_____ on _____.

NOTARY PUBLIC

Doc. No.: _____
Page No.: _____
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Series of: _____