



<https://mwohk-ph.com/accreditation/>

# APPLICATION FOR ACCREDITATION (MANNING/SHIPPING)

[PAYMENT: 1,120.00HKD](#)

**Direction:** Please submit the following requirements **BY ARRANGING THEM** according to the list, separate **Part A** from **Part B**. Ensure that each document is properly and fully filled out. Please write **LEGIBLY**; unreadable handwritten submissions will be returned. **Do not staple your documents.**  
**SUBMISSION WITH INCOMPLETE DOCUMENTATION WILL NOT BE ACCEPTED.**

## **PART A (ONE COPY ONLY of the following):**

1. Application letter from the company/employer (addressed to the Labor Attache') requesting for verification of documents
2. Information Sheet (can be downloaded at our website)
3. Registration of Vessel
4. Particulars of the vessel, type of vessel
5. Salary Wage Scale
6. DMW license of the Philippine Agency (with original Certified True Copy chop of DMW)
7. Certified Extract of Information on the Register (IRBR37) from Business Registration Office

## **PART B (ORIGINAL):** (with original signature and company/agency chop)

1. Manning Agreement between Philippine Manning Agency and Hong Kong Principal \*\*
2. Special Power of Attorney (SPA-FRA) \*\*
3. Standard Terms and Conditions governing the Overseas Employment of Filipino Seafarers On-Board Ocean Going Ships (with Company chop)
4. Standard Employment Contract (with Company chop)
5. Crew Order Request
6. Business Registration \* (1 copy)
7. HK ID of the Licensed Holder/FRA representative and recent (taken at least one month) one **2"x2" size** photograph

Date Submitted: \_\_\_\_\_

\* - must be valid for at least two (2) months

\*\* - must be notarized/declared

SUBMISSION @ **COUNTER 11**  
STARTS STRICTLY AT **2PM-**  
**3:45PM (MON-THU)** ONLY