



**MARITIME AND PORT AUTHORITY OF SINGAPORE
SHIPPING CIRCULAR TO SHIPOWNERS
NO. 09 OF 2014**

MPA Shipping Division
460 Alexandra Road
#21-00, PSA Building
Singapore 119963
Fax: 6375-6231
<http://www.mpa.gov.sg>

31 March 2014

Applicable to: Shipowners, shipmanagers, operators, masters and crew of Singapore-registered ships, classification societies, seafarer recruitment and placement services, and the general shipping community.

**MARITIME LABOUR CONVENTION 2006 – NATIONAL LEGISLATION,
SEAFARER’S EMPLOYMENT AGREEMENT (SEA), OFFICIAL LOG BOOK AND
MEDICINES AND MEDICAL EQUIPMENT**

Introduction

1. Singapore is a party to the Maritime Labour Convention 2006 (MLC), which entered into force internationally on 20 August 2013. The MLC applies to all ships registered with the Singapore Registry of Ships (SRS) ordinarily engaged in commercial activities.
2. This circular provides updates regarding the national legislation on the MLC, and updates regarding the requirements for the Seafarer’s Employment Agreement (SEA) which was earlier detailed in MPA Shipping Circular No. 06 of 2013, dated 04 April 2013. It also provides updates on the official log book and the medicines and medical equipment to be carried on board a Singapore ship.

National legislation on the MLC

3. Singapore’s national legislation to give effect to the MLC will enter into force on 01 April 2014 and are listed at **Annex A**. Copies of the legislation may be purchased at:

Toppan Leefung Pte Ltd
Legal Publication
Great World City
East Tower, #18-01/06
1, Kim Seng Promenade
Singapore 237994
Tel: 68269691
Fax: 68203341

Email: legalpub@toppanleefung.com
Website: www.toppanleefung.com/webshop
Mon – Fri: 9:30am – 6:00pm

Seafarer’s Employment Agreement (SEA)

4. Singapore ships shall comply with the requirement of carrying the SEA on board. There is no requirement for the SEA to be lodged with the Director of Marine, but must be submitted when requested by MPA.
5. The minimum information required in a SEA is listed in **Annex B**.

Revised reporting requirements to MPA

6. In addition to the SEA, Singapore ships shall continue to use the crew agreement (also known as Articles of Agreement), which contains details regarding the engagement and discharge of all crew on board a Singapore ship, until 10 April 2014. After which, shipowners, shipmanagers¹ or masters are required to report any changes in the details of a Singapore ship, including the trading areas (e.g. foreign-going, home-trade or special limit voyage), or upon registration with the SRS, using the Electronic Ship Information (ESI).
7. Existing crew agreements on board Singapore ships will be automatically converted to the ESI on 10 April 2014.
8. There is no validity period for the report submitted in the ESI. The report in the ESI will only need to be re-submitted if there is:
 - a. a change in the ship’s trading areas; or
 - b. a change of the shipowner or shipmanager, together with a change of the entire existing crew on board.
9. The shipowner, shipmanager or master shall maintain an updated list of the persons on board a Singapore ship, and notify MPA of all persons engaged and discharged on board using an Electronic Crew Change Form² or via Marinet. This is similar to the current practice of notifying MPA of crew changes.

Return of existing crew agreements

10. Following the change of reporting requirements from 10 April 2014, Singapore ships are not required to update any crew change into existing crew agreements. Such crew agreements shall be returned to MPA at the next earliest opportunity.

¹ Shipmanager means the person or entity declared as the appointed manager of a Singapore ship.

² The existing ENG2A form can be used to submit to MPA until 08 April 2014. Any submission of crew changes after 08 April 2014 shall be submitted via the Electronic Crew Change Form which will be available on MPA’s webpage:
http://www.mpa.gov.sg/sites/global_navigation/forms_directories/forms_shipping_forms.page

Official Log Book

11. From 10 April 2014 onwards, Singapore ships shall produce the official log book or copies of extracts of it to the Director under the following circumstances:

- a. upon demand by the Director;
- b. the ship has been suspended from the Singapore Registry of Ships;
- c. there is a change of the shipowner or shipmanager, together with a change of entire existing crew on board.

Medicines and medical equipment to be kept on board

12. There are updated requirements for the medicines and medical equipment to be kept on board Singapore ships. These are laid out in the Merchant Shipping (Maritime Labour Convention) (Medicines and Medical Equipment) Regulations 2014.

13. All such medicines and medical equipment shall be inspected at least once in every 12 months by a registered pharmacist, and an Order on a Druggist Certificate shall be submitted to MPA upon successful inspection. MPA has revised the existing Order on a Druggist Certificate and a sample can be found in **Annex C**. Singapore ships currently possessing a valid Order on a Druggist Certificate may apply the updated requirements during the next inspection by a registered pharmacist.

14. Any queries regarding this circular can be directed to the Seafarers Management Department (Email: MMO_mpa@mpa.gov.sg, Tel: 6375 6224). The following persons can also be approached:

- Mr Wong Kai Cheong (Email: Kai_Cheong_WONG@mpa.gov.sg). Tel: 6375 6216
- Ms Irene Goh (Email: Irene_T_L_GOH@mpa.gov.sg). Tel: 6375 6225
- Mr Samuel Soo (Email: Samuel_SOO@mpa.gov.sg). Tel: 6375 6207
- Mr Glendon Goh (Email: Glendon_GOH@mpa.gov.sg). Tel: 6375 6268

TAN SUAN JOW
DIRECTOR OF MARINE
MARITIME AND PORT AUTHORITY OF SINGAPORE

National legislation to effect the Maritime Labour Convention

1. Merchant Shipping (Maritime Labour Convention) Act 2014 (Act No. 6 of 2014)
2. Merchant Shipping (Maritime Labour Convention) (Wages) Regulations 2014 (GN No. S174/2014)
3. Merchant Shipping (Maritime Labour Convention) (Seafarer's Employment Agreement, Crew List and Discharge of Seafarers) Regulations 2014 (GN No. S175/2014)
4. Merchant Shipping (Maritime Labour Convention) (Forms, Certificates and Fees) Regulations 2014 (GN No. 176/2014)
5. Merchant Shipping (Maritime Labour Convention) (Health and Safety Protection and Accident Prevention) Regulations 2014 (GN No. S177/2014)
6. Merchant Shipping (Maritime Labour Convention) (Seafarer Recruitment and Placement Services) Regulations 2014 (GN No. 178/2014)
7. Merchant Shipping (Maritime Labour Convention) (Training and Certification of Cooks and Catering Staff) Regulations 2014 (GN No. S179/2014)
8. Merchant Shipping (Maritime Labour Convention) (Requirements and Conditions of Employment) Regulations 2014 (GN No. S180/2014)
9. Merchant Shipping (Maritime Labour Convention) (Medicines and Medical Equipment) Regulations 2014 (GN No. S181/2014)
10. Merchant Shipping (Provisions and Water) (Amendment) Regulations 2014 (GN No. S182/2014)
11. Merchant Shipping (Training, Certification and Manning) (Amendment) Regulations 2014 (GN No. S183/2014)
12. Merchant Shipping (Crew Accommodation) (Amendment) Regulations 2014 (GN No. S184/2014)
13. Merchant Shipping (Maritime Labour Convention) (Repatriation) Regulations 2014 (GN No. S208/2014)
14. Merchant Shipping (Maritime Labour Convention) (Composition of Offences) Regulations 2014 (GN No. S209/2014)
15. Merchant Shipping (Maritime Labour Convention) (Definition of Ship) Order 2014 (GN No. S210/2014)

16. Merchant Shipping (Maritime Labour Convention) (Definition of Seafarer)
Order 2014 (GN No. S211/2014)

Provisions to be included in a Seafarer's Employment Agreement (SEA), in accordance with the Merchant Shipping (Maritime Labour Convention) (Seafarer's Employment Agreement, Crew List and Discharge of Seafarers) Regulations 2014

1. The seafarer's full name, date of birth or age, and birthplace;
2. The shipowner's name and address;
3. The place where and date when the seafarer's employment agreement is entered into;
4. The capacity in which the seafarer is to be employed;
5. The amount of the seafarer's wages or, where applicable, the formula used for calculating them as set out in the Merchant Shipping (Maritime Labour Convention) (Wages) Regulations 2014;
6. The amount of paid annual leave or, where applicable, the formula used for calculating it;
7. The termination of the agreement and the conditions relating to termination, including —
 - a. if the agreement has been made for an indefinite period, the conditions entitling either party to terminate it, as well as the required notice period, which shall not be less for the shipowner than for the seafarer;
 - b. if the agreement has been made for a definite period, the date fixed for its expiry; and
 - c. if the agreement has been made for a voyage, the port of destination and the time which has to expire after arrival before the seafarer may be discharged;
8. The health and social security protection benefits to be provided to the seafarer by the shipowner;
9. The seafarer's entitlement to repatriation; and
10. The reference to the collective agreement, if applicable.
11. In addition to the above, a seafarer's employment agreement shall contain a term that the shipowner shall provide compensation to the seafarer for any loss of his personal effects on board due to the loss of the ship or fire on board the ship, subject to a maximum of \$2,000 or subject to a maximum of \$1,000 in the case of a home-trade ship and a ship plying solely on a special limit voyage.



**CERTIFICATE OF INSPECTION BY
REGISTERED PHARMACIST**
The Merchant Shipping (Maritime Labour Convention)
(Medicines and Medical Equipment) Regulations 2014

1. Part I is to be completed by the Master/Owner/Manager of the Singapore ship.
2. Part II is to be completed by a registered pharmacist.
3. The certificate is to be kept on board the ship after endorsement of Part III by the Director of Marine.
4. Please indicate on the form any parts which are not applicable to the Singapore ship.

PART I - DECLARATION OF SHIP DETAILS

Name of Ship	
Official Number or Call Sign	
Trading area	Foreign-going / Home-trade / Special limit voyage*
Appropriate scale for medicines in a medicine chest	Scale A / B / C*as set out in Part I of the First Schedule ¹
Is the ship carrying more than 12 passengers but without a qualified medical practitioner?	Y/N*
Is the ship a passenger ship?	Y/N*
Passenger capacity, if ship is a passenger ship	
Does the ship carry dangerous cargo?	Y/N*

**Delete as appropriate*

I declare that the details of this ship, including the appropriate scale of medicines and medical equipment as required in the current edition of the Merchant Shipping (Maritime Labour Convention) (Medicines and Medical Equipment) Regulations 2014, are as indicated above.

.....
Date

.....
Name and Signature of Master/Owner/Manager

¹ Scale A – Foreign-going Singapore ships
Scale B – Home-trade Singapore ships
Scale C – Singapore ships plying upon special limit voyages

PART II - CERTIFICATE OF INSPECTION

This is to certify:

1. That the medicines and medical equipment of this ship, including such medicine case and first-aid kits as may be required, have been inspected.
2. That the medicines and medical equipment, including such medicine case and first-aid kits as may be required, are in a satisfactory condition and are now in accordance with the appropriate scale as required in the current edition of the Merchant Shipping (Maritime Labour Convention) (Medicines and Medical Equipment) Regulations 2014, as indicated below.

Medicines in a medicine chest	Scale A / B / C as set out in Part I of the First Schedule*
Medical equipment	As set out in Part II of the First Schedule
Medicine case (for ships carrying more than 12 passengers but without a qualified medical practitioner)	As set out in Part III of the First Schedule
First-aid kits (only applicable to passenger ships)	As set out in Part IV of the First Schedule
Number of first-aid kits (1 first-aid kit for every 100 passengers or fraction of that number)	
Additional medicines and medical equipment (for a ship carrying dangerous cargo)	Scale A / B / C of the Second Schedule* ²
Completion date of the inspection	
Issued at	
Name of registered pharmacist	
Address of registered pharmacist	

**Delete as appropriate*

.....
Date

.....
Signature of registered pharmacist

(Official seal of registered pharmacist)

PART III - ENDORSEMENT OF CERTIFICATE

This certificate has been recognised by the Director of Marine.

.....
Date

.....
Signature of Director of Marine

(Seafarers Management Department Stamp)

²Scale A – For Singapore ships when casualties cannot be hospitalised on shore within 24 hours.
Scale B – For Singapore ships when casualties can be hospitalised on shore within 24 hours.
Scale C – For Singapore ships when casualties can be hospitalised on shore within 2 hours.