



**MARITIME AND PORT AUTHORITY OF SINGAPORE (MPA)  
SHIPPING CIRCULAR  
NO. 2 OF 2024**

MPA Shipping Division  
460 Alexandra Road  
21<sup>st</sup> Storey mTower  
Singapore 119963  
<https://www.mpa.gov.sg>

2 FEB 2024

**Applicable to:** Ship owners, ISM managers, operators, masters, and agents of Singapore-registered ships or ships in Singapore waters.

**REPORTING OF MARINE CASUALTIES AND MARINE INCIDENTS TO:**

- (i) THE SHIPPING DIVISION, MPA; AND**
- (ii) THE TRANSPORT SAFETY INVESTIGATION BUREAU OF SINGAPORE (TSIB)**

1 This circular supersedes Shipping Circular No. 8 of 2023.

2 The revised Circular is to inform Singapore-registered ships (SRS) and ships in Singapore waters on the need for reporting of marine casualties and marine incidents. In addition to report to the MPA, ships are also required to report to the TSIB<sup>1</sup>, i.e., following the entry into force of the Transport Safety Investigations Act 2018 (TSIA) and the Transport Safety Investigations (Marine Occurrences) Regulations 2023 on 1 January 2024. This revised circular aims to streamline reporting into one common form to the MPA and the TSIB.

3 **Reporting is required**, when at the time of marine casualties and marine incidents:

- i. the SRS is anywhere in the world; and
- ii. a ship is in Singapore waters.

4 **Examples** of marine casualties and marine incidents that should be reported include any of the following **occurrences** directly in connection with shipboard operations, or otherwise relating to the vessel:<sup>2</sup>

No.	Type of incidents	Report to
i.	the death of or injury to a person	MPA and TSIB
ii.	any occupational accident, injury to a seafarer	
iii.	the loss of a person from a ship	
iv.	the loss, presumed loss or abandonment of a ship	
v.	material damage to a ship	
vi.	the stranding or disabling of a ship, or the involvement of a ship in a collision	

<sup>1</sup> See Shipping Circular No. 20 of 2016.

<sup>2</sup> Sources of incident types are from Clause 2.9, IMO Casualty Investigation Code, except ii. (r. 4, Merchant Shipping (Maritime Labour Convention) (Health and Safety Protection and Accident Prevention) Regulations 2014; and x (IMO A 32/Res.1155: Procedures for Port State Control, 2021, as amended; and security incident, including ISPS Code breaches).

vii	damage to marine infrastructure external to a ship, that could seriously endanger the safety of the ship, another ship or an individual;	
viii	severe or potential damage to the environment, brought about by the damage of a ship or ships	
ix.	onset of a disease to a person, or disease affecting a seafarer	MPA only
x.	detention by foreign authorities (e.g., port state control detentions, alleged non-compliance with laws), <b>and</b> security breaches	

## Initial Reporting / Initial Notice

5 When a marine casualty or marine incident occurs and is reported to the company in accordance with its Safety Management System (SMS), the owner, manager, Master and/or person-in-charge of the affected ship shall as soon as reasonably practicable, **alert MPA and TSIB within 2 hours**. This initial reporting would enable MPA and TSIB to liaise with other relevant parties, if applicable, for providing extra assistance.

6 Procedure for Initial Reporting / Initial Notice:

a) Email:

[shipping@mpa.gov.sg](mailto:shipping@mpa.gov.sg),<sup>3</sup> [marine@mpa.gov.sg](mailto:marine@mpa.gov.sg),<sup>4</sup> [ivd@mpa.gov.sg](mailto:ivd@mpa.gov.sg),<sup>5</sup>  
[mmo@mpa.gov.sg](mailto:mmo@mpa.gov.sg),<sup>6</sup> [notification\\_of\\_marine\\_occurrences@mot.gov.sg](mailto:notification_of_marine_occurrences@mot.gov.sg);<sup>7</sup>

**or**

b) 24/7 Telephone lines:

(i) SRS Hotline at +65 6225 5777 (6-CALL-SRS);

**and**

(ii) TSIB Duty Officer at +65 9628 3593.

### ***Initial Reporting Format***

c) The Initial Reporting / Initial Notice should be as follows (indicate N.A. for Not Applicable):  
 (See next page)

<sup>3</sup> Flag State Control (FSC) Department.

<sup>4</sup> Singapore Ship Registry Department.

<sup>5</sup> Maritime Investigation Department.

<sup>6</sup> Seafarers Policy, Development & Welfare Department.

<sup>7</sup> TSIB's email address for such reporting/notification.



**INITIAL REPORTING / INITIAL NOTICE<sup>8</sup>  
OF A MARINE CASUALTY / INCIDENT<sup>9</sup>**



1	Ship's name:
2	IMO number (or official or fishing vessel number, as applicable):
3	Ship's Flag:
4	Occurrence Date: <span style="float: right;">Time (local time in 24-Hour format):</span> Zone Time (+ / - GMT):
5	ISM manager: Owner: Agents:
6	Location of the marine occurrence (name and/or coordinates):
7	Type of the marine occurrence (See paragraph 3 above) and its current status:  If 'Others' (Specify):
8	Consequence(s) resulted from the marine occurrence stated in No. 7 above:  If 'Others' (Specify):
9	If the ship is missing or inaccessible — (a) last known position of the ship (location or coordinates), with date and time at that position:  (b) actions taken or planned to locate or gain access to the ship:
10	Person reporting/notifying: Name: <span style="float: right;">Title/Designation:</span>  Contact number (with country code):  Email address:

**Note: Detailed reporting/notice<sup>10</sup> to follow without delay if the situation warrants or as required in the following.**

<sup>8</sup> Section 12 of the Transport Safety Investigations Act 2018 and Regulations 8 and 10 of the Transport Safety Investigations (Marine Occurrences) Regulations 2023.

<sup>9</sup> Section 107 of the Merchant Shipping Act 1995. Regulation 7 of the Merchant Shipping (Maritime Labour Convention) (Health and Safety Protection and Accident Prevention) Regulations 2014.

<sup>10</sup> TSIB refers this as 'Subsequent written notice'.

## Detailed Reporting / Subsequent Written Notice

7 Detailed reporting / Subsequent Written Notice shall be completed of the occurrence:

- a) **within 24 hours**<sup>11</sup> to MPA;  
and
- b) **Within seven (7)**<sup>12</sup> days to TSIB

in the following applicable annexes:

Annex	Report	Submit to:
A	Report of a marine casualty/incident	<a href="mailto:shipping@mpa.gov.sg">shipping@mpa.gov.sg</a> , <a href="mailto:mmo@mpa.gov.sg">mmo@mpa.gov.sg</a> , <a href="mailto:marine@mpa.gov.sg">marine@mpa.gov.sg</a> , <a href="mailto:ivd@mpa.gov.sg">ivd@mpa.gov.sg</a> , and <a href="mailto:notification_of_marine_occurrences@mot.gov.sg">notification_of_marine_occurrences@mot.gov.sg</a>
B	Report of a security incident	<a href="mailto:shipping@mpa.gov.sg">shipping@mpa.gov.sg</a> , <a href="mailto:mmo@mpa.gov.sg">mmo@mpa.gov.sg</a> , <a href="mailto:marine@mpa.gov.sg">marine@mpa.gov.sg</a> , <a href="mailto:ivd@mpa.gov.sg">ivd@mpa.gov.sg</a> , and <a href="mailto:shipalert@mpa.gov.sg">shipalert@mpa.gov.sg</a>

### Additional instructions and guidance

8 See **Annex C** for additional instructions and guidance on incident reporting.

9 Please direct your queries relating to this shipping circular to [shipping@mpa.gov.sg](mailto:shipping@mpa.gov.sg).

CHEAH AUN AUN  
DIRECTOR OF MARINE  
MARITIME AND PORT AUTHORITY OF SINGAPORE

CHONG CHOW WAH  
DIRECTOR  
TRANSPORT SAFETY INVESTIGATION BUREAU OF SINGAPORE

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<sup>11</sup> Merchant Shipping Act 1995, Section 107,

(1) Where a ship –

has sustained or caused an accident occasioning loss of life or serious injury to a person;

- a) has sustained an accident or received damage, or otherwise sustained a defect or deficiency in the ship or its equipment which has been discovered, and the accident, damage, defect or deficiency has affected, or is likely to affect the seaworthiness of the ship, or the efficiency or completeness of the life-saving appliances or other safety equipment of the ship;
- b) has been in a position of great peril, either from the action of some other ship or from danger of wreck or collision; or
- c) has been stranded or wrecked,

the owner or the master of the ship shall, within 24 hours of the happening, report the happening to the Director

(2) Any owner or master of a ship who fails without reasonable cause to comply with this section shall be guilty of an offence and shall be liable on conviction to a fine not exceeding \$10,000.

<sup>12</sup> The Transport Safety Investigations Act 2018 (“Act”) interprets ‘responsible person’ as the owner, master and person-in-charge of the ship, respectively when the marine occurrence happens. Take note of section 12 below of the Act:

12.—(1) If a responsible person has knowledge of an immediately reportable matter, then the person must report to a nominated official within the time and by the means prescribed —

- (a) the immediately reportable matter; and
- (b) the prescribed particulars about the matter that are known to the responsible person.

(2) If a responsible person has knowledge of an ordinary reportable matter, then the person must, if so required by the Director by notice in writing, give a written report of the matter (containing the prescribed particulars about the matter, if prescribed) to a nominated official within the time specified in the notice.

(3) Subsections (1) and (2) do not apply if the responsible person knows that another responsible person has, or other responsible persons have, already reported the reportable matter to a nominated official with all the particulars required by that subsection.

(4) A responsible person who, without reasonable excuse, contravenes subsection (1) or (2) shall be guilty of an offence and shall be liable on conviction to a fine not exceeding \$100,000 or to imprisonment for a term not exceeding 5 years or to both.

**See Annex C for more information.**

**ANNEX A**  
**DETAIL REPORT OF A MARINE CASUALTY / INCIDENT<sup>13</sup>**  
**SUBSEQUENT WRITTEN NOTICE<sup>14</sup>**

<b>SECTION I – VESSEL PARTICULARS</b> (Indicate N.A. if not applicable)				
1. (a) NAME OF VESSEL:		1. (b) NAME OF MASTER:		
1. (c) NAME OF PILOT:		2. IMO NO.:		
3. FLAG:		4. CLASSIFICATION SOCIETY AND RECOGNISED ORGANISATION:		
5. TYPE OF VESSEL:		OTHERS (SPECIFY):		
6. GT:	7. NT:	8. DWT:	9. LOA/LBP:	10. PROPULSION TYPE:  OTHERS (SPECIFY)
11. OWNER DETAILS (include e-mail & phone number):				
12. ISM MANAGER DETAILS (include e-mail & contact number):				
13. LOCAL AGENT CONTACT DETAILS (include e-mail & contact number):				
<b>SECTION II – VOYAGE AND OCCURENCE DETAILS</b> (Indicate N.A. if not applicable)				
14. FROM (Port of departure with Date & Time) /TO (ETA):		15. WEATHER CONDITION: (wind, sea, current, visibility, ice, etc.)		
16. (a) DATE & TIME OF OCCURRENCE (Local and UTC):		16. (b) LOCATION (Port and Country, and/or Coordinates):		
16. (c) SHIP'S ACTIVITY DURING OCCURRENCE:  OTHERS (SPECIFY):		16. (d) NATURE OF OCCURRENCE :  OTHERS (SPECIFY):		
17. DETAILS OF CREW/PASSENGER/OTHER PERSONS INJURY/FATALITY ON BOARD (IF ANY):				
	1	2	3	
(i) Name:				
(ii) Sex:				
(iii) Age:				
(iv) Nationality:				

<sup>13</sup> Section 107 of the Merchant Shipping Act 1995. Regulation 7 of the Merchant Shipping (Maritime Labour Convention) (Health and Safety Protection and Accident Prevention) Regulations 2014.

<sup>14</sup> Section 12 of the Transport Safety Investigations Act 2018 and Regulations 8 and 10 of the Transport Safety Investigations (Marine Occurrences) Regulations 2023.

(v) Passport No.:			
(vi) Seafarer's designation:			
(vii) Non-seafarer's designation: (e.g., passenger, contractor)			

*Note: attached a separate sheet if more than three (3) crew/passenger/other persons.*

18. CARGO ON BOARD, i.e., TYPE / AMOUNT (Indicate number of non-IMDG and IMDG TEU for container ship):

19. NARRATIVE/ACCOUNT OF OCCURRENCE (include WITNESS STATEMENT):  
 (Covering, where applicable, circumstances leading to occurrence. For occurrence leading to injury/fatality: nature of injuries/conditions, occurrence of fatality, degree of incapacity (temporary or permanent), duration of occurrence, location of occurrence on board, and medical treatment given, etc. Any other details, including immediate actions taken, plans to protect persons, property and the environment. **A preliminary report and/or statement of facts may also be separately attached.**)

**SECTION III – MISCELLANEOUS** (Indicate N.A. if not applicable, or No if unknown)

20. ANY OTHER SIGNIFICANT INFORMATION (e.g., VDR or S-VDR make and model; third party's involvement, reports/documentation issued and/received to others in relation to the occurrence, etc.)

21. FOR OCCURRENCE OUTSIDE SINGAPORE TERRITORY, CONTACT DETAILS OF:  
 (a) Investigator-in-charge; and/or (b) Foreign marine safety investigation authority (e.g., MSA, AMSA, etc.)

**SECTION IV – DECLARATION**

I declare that this Report is true to the best of my knowledge and belief, and I make it, knowing that if it is tendered in evidence, I may be liable to prosecution if I have wilfully stated in it anything which I know to be false or do not believe to be true.

I further declare that all shipboard statutory certification was in order prior to the casualty / incident (otherwise – provide details of the non-compliance and actions taken).

NAME:

DESIGNATION:

PASSPORT NO.:

DATE:

SIGNATURE:



**ANNEX B**  
**Maritime and Port Authority of Singapore**  
 REPORT OF A SECURITY INCIDENT  
 MERCHANT SHIPPING ACT 1995<sup>15</sup>

**INFORMATION PERTAINING TO INCIDENT**

**A General**

1. Type of Incident e.g., robbery, hijack, missing, lost contact etc.	2. Date & time of Incident (Local Time):	3. Location of Incident:
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**B Ship's details:**

1	Ship's Name	
2	Call sign	
3	IMO number	
4	MMSI number	
5	INMARSAT IDs	
6	Type of ship	
7	Flag State	
8	Gross Tonnage	
9	Company/Agent/Owner	

**C Ship's position**

1	Latitude	
2	Longitude	
3	Name of the area – Place/Port, territorial sea, port waters, anchorage, high seas etc	
4	Activity of Ship – While sailing, at anchor or at berth etc	
5	ISPS Security Level of Ship prior to attack	
6	Last Port of Call and Next Port of Call	

<sup>15</sup> Section 107 "Report of accidents, etc., to Director".

**D Victim(s)'s details**

<i>Victim</i>	<i>Nationality</i>	<i>Sex / Age</i>	<i>Designation on board</i>	<i>Injury</i>

**E Items Stolen**

<i>Description of item</i>	<i>Estimated value of item</i>

**F Brief description of attack based on information from coastal state authorities / ship / ship owner / ship's agent<sup>16</sup>**

<sup>16</sup> The following additional information to be included: damage to ship; description of suspects, direction towards which pirates/robbers fled; any other information (e.g., language spoken); action taken by the master and crew; was incident reported to the Authorities (coastal states and/or flag state) and action taken by them, if any.



## ANNEX C

### Additional instructions and guidance

1. All detailed reporting in the above annexes must be emailed to [shipping@mpa.gov.sg](mailto:shipping@mpa.gov.sg), [mmo@mpa.gov.sg](mailto:mmo@mpa.gov.sg), [marine@mpa.gov.sg](mailto:marine@mpa.gov.sg), [ivd@mpa.gov.sg](mailto:ivd@mpa.gov.sg), and [notification\\_of\\_marine\\_occurrences@mot.gov.sg](mailto:notification_of_marine_occurrences@mot.gov.sg). Additionally for security incident reporting, detailed reporting (Annex B) must be emailed to [shipalert@mpa.gov.sg](mailto:shipalert@mpa.gov.sg) (or call dedicated emergency number +65 6226 5539).
2. **Detailed Reporting** that is not done within 24 hours (to MPA) and 7 days (to TSIB) must be justified.
3. Always report any casualty or incident occurrence regardless of its severity.
4. In an incident that involves exchanging of information with another ship and the latter refuses to do the exchange, the reporting party should as far as possible note the ship's name and flag and other prominent identifiable features or marks.
5. In relation to the detailed reporting requirement, MPA and TSIB may, for the purpose of conducting post-incident investigations:
  - i. board and inspect the ship;
  - ii. require books, certificates, and documents to be produced;
  - iii. muster the crew and passengers and require them to answer questions; and
  - iv. require the ship to be taken into a dock for hull surveys<sup>17</sup>.

### **Report to Ministry of Manpower (MOM)**

6. For the purpose of administration of compensation to seafarers under the Work Injury Compensation Act (WICA), employers are reminded to report marine casualties or incidents that result in loss of life or serious injuries to MOM via iReport (<http://www.mom.gov.sg/ireport>) within 10 days of an occurrence. A **serious injury/condition** is defined as one that renders the seafarer **unfit to work for more than 3 consecutive days or hospitalised for at least 24 hours**, commencing **within 7 days** from the **day when the injury/condition** was suffered.

### **Submission of Documents for Investigation**

7. Owners, managers, Masters and person in charge of the ship shall extend their co-operation in the timely notification and submission of documents and information, as required by MPA and TSIB. The following shall be noted:

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<sup>17</sup> Merchant Shipping Act 1995, section 205 - (1) The Director, the Port Master, a Port Health Officer, a surveyor of ships or a police officer may, at any time, for the purposes of this Act –

- a) go on board any ship and inspect and examine the ship or any part thereof or its equipment;
- b) enter and inspect any premises;
- c) require and enforce the production of any book, certificate or document relating to any ship or persons on board the ship;
- d) muster the crew and passengers of any ship;
- e) summon any person before him and require him to answer questions; and
- f) require any ship to be taken into a dock for the purpose of surveying the hull.

- a. reasonable timeline shall be provided for the submission of information
- b. where valid and/or operations factors deem the above unachievable, MPA and TSIB shall be informed accordingly and with an expected date for the submission
- c. failure of the above or complete non response to all means of correspondence shall constitute as an offence.<sup>18</sup>

## 8. *Transport Safety Investigation Bureau of Singapore (TSIB)*

- a) The Transport Safety Investigation Bureau of Singapore (TSIB) is the air, marine and rail accidents and incidents investigation authority in Singapore. Its mission is to promote transport safety through the conduct of independent investigations into air, marine and rail accidents and incidents. TSIB conducts marine safety investigations in accordance with the Casualty Investigation Code<sup>19</sup> adopted by the International Maritime Organization, under the SOLAS Convention, Chapter XI-1, Regulation 6. The sole objective of TSIB's safety investigations is the prevention of accidents and incidents. The safety investigations do not seek to apportion blame or determine liability.
- b) The Transport Safety Investigations Act 2018 (TSI Act) and the Transport Safety Investigations (Marine Occurrences) Regulations 2023 [TSI(MO)R] commenced on 1 January 2024. The Responsible Persons of Singapore registered ships and ships in Singapore Territorial Waters are to report any Immediately Reportable Matters and Ordinary Reportable Matters to the TSIB as stated in the TSI(MO)R.
- c) Pursuant to Section 2 of the TSI Act, a Responsible Person means, in relation to a reportable matter involving a ship, in all cases, **the owner, master and person-in-charge of the ship**, respectively, when the marine occurrence happens.
- d) Requirements for reporting of an **Immediately Reportable Matter** and **Ordinary Reportable Matter** when occur on a Singapore registered ship or a foreign registered ship in the territory of Singapore.

- i. Immediately Reportable Matter

A. Pursuant to Regulation 7 of the TSI(MO)R, an Immediately Reportable Matter is a

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<sup>18</sup> In accordance with the provisions of Section 196 of the Merchant Shipping Act 1995, any person who refuses to produce a document or refuse to give all reasonable assistance shall be liable to a fine of up to S\$5,000. See also ss. 33 – 36, Transport Safety Investigation Act 2018.

<sup>19</sup> The Code of the international standards and recommended practices for a safety investigation into a marine casualty or marine incident, as amended.

**very serious marine casualty (VSMC)** if it is a marine casualty:

- a. that results in the total loss of a ship;
- b. that results in severe damage to the environment; or
- c. where an individual suffers a fatal ship-related injury directly.

B. Regulation 8 of the TSI(MO)R (*Immediately reportable matter — when, how and what to report*) requires a report about an Immediately Reportable Matter to consist of:

- a. an Initial Notice (refer to the Section 'Initial Reporting / Initial Notice');
- b. subsequent to the Initial Notice, a Subsequent Written Notice (refer to Section 'Detailed reporting / Subsequent Written Notice').

ii. Ordinary Reportable Matter

A. Pursuant to Regulation 9 of the TSI(MO)R, an Ordinary Reportable Matter is a marine casualty (**other than a VSMC**) or a marine incident.

B. Regulation 10 of the TSI(MO)R requires that an Ordinary Reportable Matter to consist of the following sent by email in English to [notification\\_of\\_marine\\_occurrences@mot.gov.sg](mailto:notification_of_marine_occurrences@mot.gov.sg):

- a. an Initial Notice (refer to the Section 'Initial Reporting / Initial Notice');
- b. subsequent to the Initial Notice, a Subsequent Written Notice (refer to Section 'Detailed reporting / Subsequent Written Notice').

e) Queries relating to the Initial Notice and the Subsequent Written Notice may be directed to the TSIB via email: [notification\\_of\\_marine\\_occurrences@mot.gov.sg](mailto:notification_of_marine_occurrences@mot.gov.sg).

END