

## 7. Fishing Boat Registration for Three (3) Gross Tonnages and Below

All fishing boats three (3) gross tonnages and below should be registered before they are used in various fishing activities.

The registration must be renewed annually. Failure to register as scheduled, a penalty of twenty five percent (25%) surcharge which shall be cumulative for every year of delay will be imposed. Fishing boats which shall not be in operation for the coming year should be reported to the Municipal Agriculture Office in order to be exempted from such penalty.

<b>Office/ Division:</b>	Municipal Agriculture Office
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	Fishing Boat Owner/ Operator
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
For Inspection	
Color of the fishing boat must be orange	Client
Accomplished Municipal Fishing Vessel Registration Application Form (1 original)	Municipal Agriculture Office - Admeasuring Officer
For Maritime Clearance:	
Accomplished Municipal Fishing Vessel Registration Application Form (1 photocopy)	Municipal Agriculture Office - Admeasuring Officer
(1"x1") ID picture (1 original)	Client
Barangay Clearance	Barangay Hall - from where the boat owner is residing
Barangay Certification stating that the applicant is the owner of the fishing boat and not involved in any illegal activities	Barangay Hall - from where the boat owner is residing
For New Registration:	
Accomplished Municipal Fishing Vessel Registration Application Form (1 original)	Municipal Agriculture Office - Admeasuring Officer

(5"x7") picture of fishing boat with the owner (1 original)	Client
(1"x1") ID picture (1 original)	Client
Barangay Certification stating that the applicant is the owner of the fishing boat and not involved in any illegal activities	Barangay Hall - from where the boat owner is residing
Barangay Clearance	Barangay Hall - from where the boat owner is residing
Community Tax Certificate (1 original)	Municipal Treasury Office - Collection Clerk of Windows 1, 2, 3, 4, or 5
Certification from Bantay Dagat for fishing gears used	Bantay Dagat Headquarters – Julugan I
Maritime Clearance (1 original)	PNP-Maritime - PNP-Maritime Staff
For Renewal of Registration	
Accomplished Municipal Fishing Vessel Registration Application Form (1 original)	Municipal Agriculture Office - Admeasuring Officer
(5"x7") picture of fishing boat with the owner (1 original)	Client
Barangay Clearance	Barangay Hall - from where the boat owner is residing
Barangay Certification stating that the applicant is the owner of the fishing boat and not involved in any illegal activities	Barangay Hall - from where the boat owner is residing
Community Tax Certificate (1 original)	Municipal Treasury Office - Collection Clerk of Windows 1, 2, 3, 4, or 5
Certification from Bantay Dagat for fishing gears used	Bantay Dagat Headquarters – Julugan I
Maritime Clearance (1 original)	PNP-Maritime - PNP-Maritime Staff
For Claiming:	

Official receipt (1 original)		Municipal Treasury Office - Collection Clerk of Windows 1, 2, 3, 4, or 5		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Call/Text or Personally appear at the MAO for an appointment for actual fishing boat inspection and admeasurement	2. Set a schedule for fishing boat inspection and admeasurement	None	2 Minutes	<i>Office Staff</i> Municipal Agriculture Office
2. Present the fishing boat for actual inspection and admeasurement	3. Inspect and measure the fishing boat	None	15 Minutes	<i>Admeasuring Officer</i> Municipal Agriculture Office
3. Get the application form and checklist of the requirements	3. Give the application form and checklist of the requirements	None	3 Minutes	<i>Office Staff</i> Municipal Agriculture Office
4. Fill-out and submit the accomplished application form together with all the required documents for completeness	4. Receive and assess the requirements  4.1 If the requirements are complete, issue an Order of Payment  4.2 If the requirements are incomplete, the client should secure the lacking documents	None	5 Minutes	<i>Office Staff</i> Municipal Agriculture Office
5. Proceed to Municipal Treasury Office for payment of fees	5. Start processing the registration	PHP 300.00	5 Minutes	<i>Collection Clerk</i> Municipal Treasury Office
6. Go back to Municipal Agriculture Office and present the official receipt	6. Check and record the official receipt	None	2 Minutes	<i>Office Staff</i> Municipal Agriculture Office

7. Wait for three (3) days for the issuance of Certificate of Registration and Permit to Operate	7. Forward the Certificate of Registration and Permit to Operate for Mayor's signature	None	3 Days	<i>Office Staff</i> Municipal Agriculture Office  <i>Municipal Mayor</i> Mayor's Office
8. Claim Certificate of Registration and Permit to Operate/Acknowledge receipt	8. Issue the Certificate of Registration and Permit to Operate and let the client sign in the logbook	None	3 Minutes	<i>Office Staff</i> Municipal Agriculture Office
<b>TOTAL:</b>		<b>PHP300.00</b>	<b>3 Days, 35 Minutes</b>	