



**MARINE DEPARTMENT MALAYSIA
SHIP REGISTRY DIVISION**

USER GUIDELINE FOR SHIPPER REGISTRATION

October 2020



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1. INTRODUCTION

Enforcement of this shipper registration has started on 01 July 2016 through Malaysia Shipping Notice (MSN) 02/2016.

On this MSN to inform on the recent amendment to SOLAS Regulation VI/2 and the adoption of MSC.1/Circ.1475 on 'Guideline Regarding The Verified Gross Mass Of A Container Carrying Cargo'.

Shippers are required to determine the method used for obtaining the accurate gross mass based on the guidelines through the application of shipper registration to the Shipper Registration Office, Marine Department Malaysia nearest.

Failure of the shipper to meet the requirements stated above will result in the cargo container not being allowed to load on a vessel subject to SOLAS regulation.

2. COMPLIANCE REQUIREMENTS

SOLAS chapter VI, part A, regulation 2.

3. REFERENCES

References can be made to :

1. Malaysia Shipping Notice (MSN) 02/2016,
2. MSC.1/Circ.1475.

4. METHOD OF APPLICATION

Application for Shipper Registration must be submitted to the Shipper Registration Office (Regional Marine Department)

Please visit the website of the Marine Department Malaysia : www.marine.gov.my
(Procedure →Port →Contact Directory For Shipper Registration Office)

or at <http://shipper.marine.gov.my> for the contact directory of Shipper Registration Office.

4.1 Fee Schedule

No fees are charged.



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4.2 List Of Forms

1. Shipper Registration Form (Rev. 2).

This form can be download at www.marine.gov.my
(Services →Forms →Ship →Shipper Registration Form)

or at <http://shipper.marine.gov.my>

4.3 New Application

The application shall be accompanied with the following documents :

No	List Of Documents
Method-1	
1	Shipper Registration Form (Rev. 2)
2	A copy of Company's Registration Certificate
3	A copy of MyCard of Duly Authorised Person
4	A copy of Form D* of weigh equipment for obtaining the gross mass of the packed container (if not using Port Terminal Facilities equipment)
Method-2	
1	Shipper Registration Form (Rev. 2)
2	A copy of Company's Registration Certificate
3	A copy of MyCard of Duly Authorised Person
4	A copy of Form D* of weigh equipment for obtaining the gross mass of the packed container
5	A copy of Quality Management System (QMS) Certificate
<i>*Form D is a document issued by Metrology Corporation Malaysia Sdn. Bhd.</i>	

The validity period of registration is for two (2) years will be given to the shipper who choose Method-1 which only uses weighing station at the Port Terminal Facilities only.

If using your own weighing station, the validity period of registration is according to the validity period of Form D.

While for shipper who choose Method-2, the validity period of registration is according to the validity period of Form D.



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4.4 Renewal Application

The application shall be accompanied with the following documents :

- Shipper Registration Form (Rev. 2) (if there is no amendment of the information).
- If there is an amendment of the information, attach the complete document according to para 4.3.

4.5 Application For Changes

The application shall be accompanied with the following documents :

- Shipper Registration Form (Rev. 2).
- Attach the complete document according to para 4.3.

4.6 Application For Deletion

The application shall be accompanied with the following documents :

- Shipper Registration Form (Rev. 2).

4.7 Clients Charter

Process and issue Shipper Registration Slip within 3 working days after complete application is recieved.

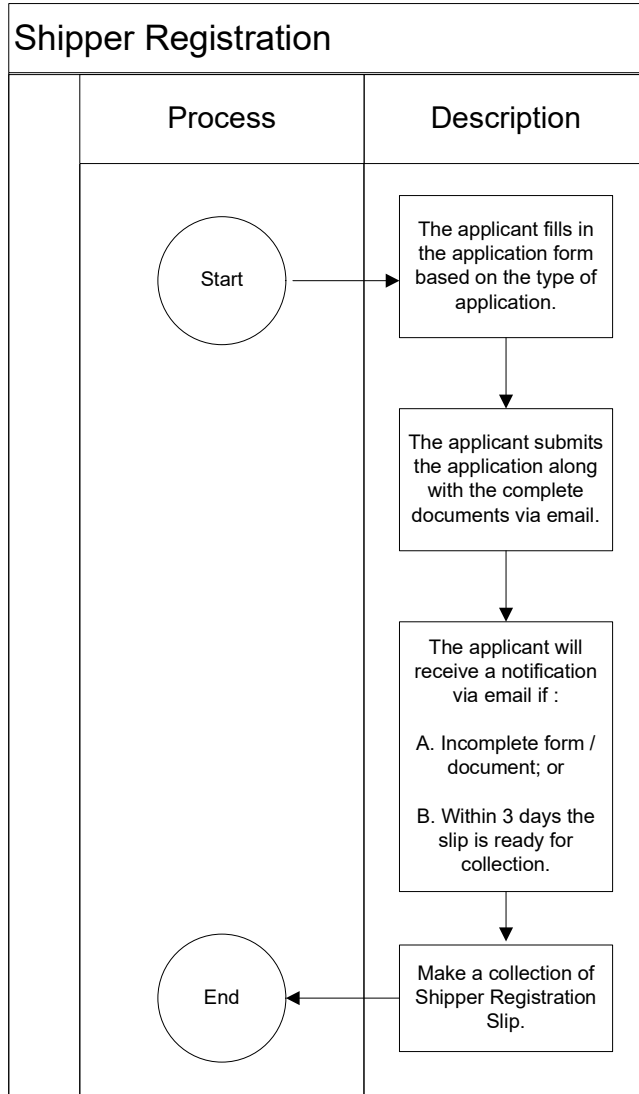


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4.8 Flow Chart



The Marine Department Malaysia will review the information submitted, however it is the responsibility of the shipper to ensure that all the information stated in the application form is accurate. Any inaccurate information will cause delays in the application process or the slip issued is inaccurate.