



**MARINE DEPARTMENT MALAYSIA
SHIP REGISTRY DIVISION**

USER GUIDELINE FOR BOAT LICENSING

October 2020



MARINE DEPARTMENT MALAYSIA

USER GUIDELINE FOR BOAT LICENSING

DATE : OCTOBER 2020

1. INTRODUCTION

1.1 The legislation stipulated for the boat license in Malaysia as stated below :

- a. Section 473 to 485, Merchant Shipping Ordinance 1952 (MSO 1952); and
- b. Boat Rules, 1953 (L.N. 312/1953).

1.2 Every boat that plies in any port, river or place in Malaysia for the following purposes must be licensed :

- a. Trade or business;
- b. The transportation of any person other than for trade or business; or
- c. Sports, leisure or recreational activity.

2. COMPLIANCE REQUIREMENTS

This legislation applies to all boats not exceeding 500 GT (Gross Tonnage) and as specified under Section 473A and 473B, MSO 1952 with the following exceptions :

1. Any ship registered under Part IIA, MSO 1952; or
2. In relation to West Malaysia, any native sailing ship licensed under this Part; or
3. In relation to the State of Sabah, any vessel licensed under the MSO 1960 of Sabah; or
4. In relation to the State of Sarawak, any vessel licensed under the MSO 1960 of Sarawak.

3. REFERENCES

References can be made to :

1. Section 473 to 485, Merchant Shipping Ordinance 1952 (MSO 1952); and
2. Boat Rules, 1953 (L.N. 312/1953).

4. OWNERSHIP ELIGIBILITY

An individual or group of individuals or companies shall not be deemed to be boat owner unless owned by an individual or group of individuals or companies with the following information :

- a. Malaysian citizen; or
- b. Company established in Malaysia and owned by Malaysian citizens.



MARINE DEPARTMENT MALAYSIA

USER GUIDELINE FOR BOAT LICENSING

DATE : OCTOBER 2020

5. VALIDITY PERIOD OF BOAT LICENSE

Every Boat License issued must have a validity period not exceeding twelve (12) months from the date it is issued **AND** not exceeding the expiry date of the insurance policy*, whichever is the earliest.

**This condition does not apply to the Sabah and Sarawak.*

6. INSURANCE POLICY*

6.1 It is a mandatory requirement of insurance policy or financial security for all vessels in the waters of Peninsular Malaysia, the waters of the Federal Territory of Labuan and / or the Exclusive Economic Zone of Malaysia which has been in force since 01 March 2014 through the Merchant Shipping (Amendment and Extension) Act 2011 [Act A1393].


6.2 This mandatory requirement also applies to all vessels including Malaysian vessels and boats licensed under 300 GT operating in the waters mentioned above.

6.3 Boat owners should seek insurance policy or financial security from the institution that licensed or which is exempt from Bank Negara Malaysia in accordance with Section 127(1), Financial Services Act 2013.

6.4 Each insurance policy must contain / cover five (5) items :

- a. Crew abandonment, repatriation, illness, injury and loss of life; and
- b. Fixed and floating objects with the exception of ships; and
- c. Oil pollution liability; and
- d. Wreck removal; and
- e. Passenger liability.

**This condition does not apply to the Sabah and Sarawak.*

	MARINE DEPARTMENT MALAYSIA
	USER GUIDELINE FOR BOAT LICENSING
	DATE : OCTOBER 2020

7. METHOD OF APPLICATION

Application for Boat Licensing must be submitted to the Boat Licensing Office (Regional Marine Department).

Please visit the website of the Marine Department Malaysia : www.marine.gov.my
(Procedure →Ship →Boat Licensing →Boat Licensing Port)

for the Boat Licensing Office contact directory.

7.1 Fee Schedule

Please refer Twelfth Schedule, MSO 1952 at www.marine.gov.my
(Procedure →Ship →Boat Licensing →Fee For Boat Licensing)


7.2 List Of Forms

Boat Licensing forms can be download at www.marine.gov.my
(Services →Forms →Ship →Boat License Application)

7.3 New Application

The application shall be accompanied with the following documents :

- a. Application For Boat License form.
- b. Declaration Of Ownership (Individual Owner) form; **OR**
- c. Declaration Of Ownership On Behalf Of Body Corporate.
- d. Owner Identification Card (certified copy).
- e. Certified copy of Certificate / Declaration of builder's with name of the individual as buyer (New built); **OR**
- f. Certified copy of letter / receipt of Sales & Purchase (existing boat).
- g. Letter / Deletion Certificate (if boat previously registered / licensed under other country).
- h. Certified copy of Articles and Memorandum of Association of Company.
- i. Certified copy of Certificate of Registry under Registry of Business.
- j. Certified copy of Certificate of Incorporation under Companies Act.
- k. Letter of authorization if the owner appoint a representative for a license application.
- l. Certified Copy of Master's Certificate of Competency (COC) – **Malaysia citizen.**
- m. Certified Copy of Master's Seamen Card.

	MARINE DEPARTMENT MALAYSIA
	USER GUIDELINE FOR BOAT LICENSING
	DATE : OCTOBER 2020

- n. Picture of Boat/General Arrangement Plan/Safety Plan.
- o. Insurance Policy.

7.4 Renewal Application

An application to renew Bot License must be made within seven (7) days before the Bot License expires.

The application shall be accompanied with the following documents :

- a. Application For Renewal Of Boat License form.
- b. Certified Copy of Master's Certificate of Competency (COC) – **Malaysia citizen.**
- c. Certified Copy of Master's Seamen Card.
- d. Insurance Policy.

7.5 Application For Change Of Owner Information / Change Of Ownership / Amendment To Ownership Rights

The application shall be accompanied with the following documents :

- a. Change Of Owner Information / Change Of Ownership / Amendment To Ownership Rights form.
- b. Declaration Of Ownership (Individual Owner) form; **OR**
- c. Declaration Of Ownership On Behalf Of Body Corporate.
- d. Owner Identification Card (certified copy).
- e. Certified copy of letter / receipt of Sales & Purchase; **OR**
- f. Bill of Sale (Individuals or Joint Owner) (Marine 237); **OR**
- g. Bill of Sale (Body Corporate) (Marine 236).
- h. Certified copy of Articles and Memorandum of Association of Company.
- i. Certified copy of Certificate of Registry under Registry of Business.
- j. Certified copy of Certificate of Incorporation under Companies Act.
- k. Letter of authorization if the owner appoint a representative for a license application.
- l. Original Boat License.
- m. Insurance Policy.



MARINE DEPARTMENT MALAYSIA

USER GUIDELINE FOR BOAT LICENSING

DATE : OCTOBER 2020

7.6 Application For Change Of Master

The application shall be accompanied with the following documents :

- a. Application For Change Of Master form.
- b. Certified Copy of Master's Certificate of Competency (COC) – **Malaysia citizen.**
- c. Certified Copy of Master's Seamen Card.
- d. Original Boat License.

7.7 Application For Transfer Boat Licensing Port

The application shall be accompanied with the following documents :

- a. Application For Transfer Boat Licensing Port form.

7.8 Application For Change Boat Particulars

The application shall be accompanied with the following documents :

- a. Application For Change Boat Particulars form.
- b. Replacement engine information (**with receipt**).
- c. Original Boat License.
- d. Insurance Policy.

7.9 Application For Deletion Of Boat License

The application shall be accompanied with the following documents :

- a. Application letter for deletion of Boat License.
- b. Authorization letter – if the owner appoint an individual / agent to apply for deletion of Boat License.
- c. Original Boat License.

7.10 Clients Charter

Process and issue Boat License within 3 working days after obtaining confirmation / approval of inspection report along with complete supporting documents.

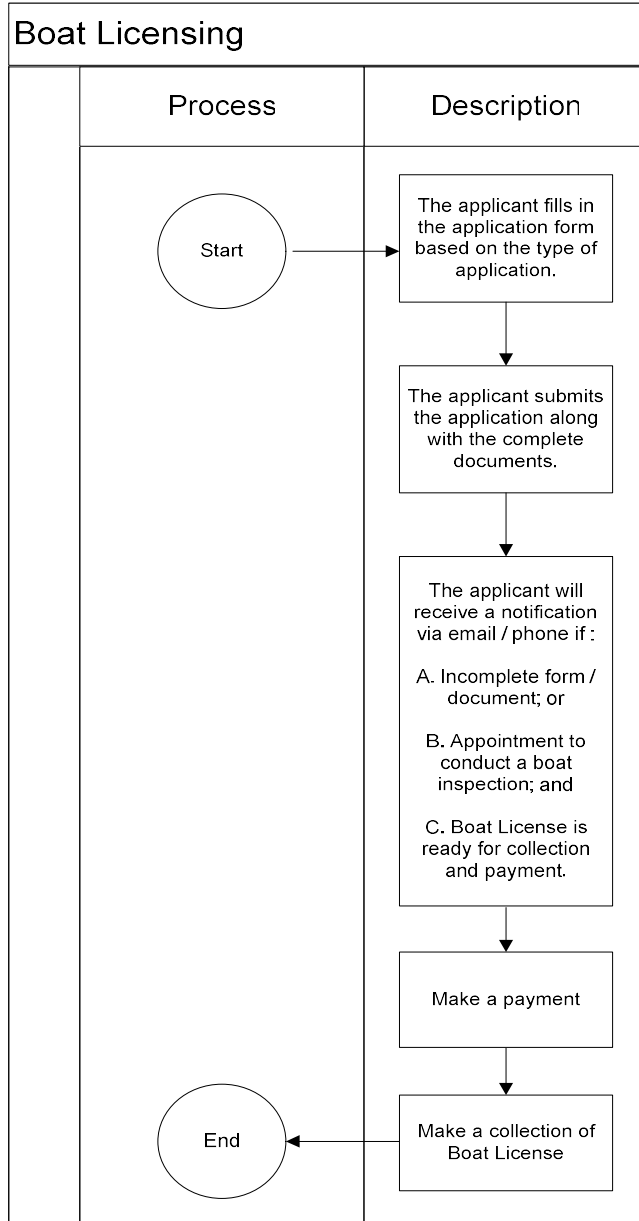


MARINE DEPARTMENT MALAYSIA

USER GUIDELINE FOR BOAT LICENSING

DATE : OCTOBER 2020

7.11 Flow Chart



The Marine Department Malaysia will review the information submitted, however it is the responsibility of the boat owner to ensure that all the information stated in the application form is accurate. Any inaccurate information will cause delays in the process of issuing a Boat License.