



31 March 2017

**Department**  
**MEMORANDUM CIRCULAR**  
**Number** 2017-001

**SAFETY, SECURITY AND ENVIRONMENTAL NUMBERING (SSEN) SYSTEM  
FOR ALL PHILIPPINE REGISTERED VESSELS AND/OR WATERCRAFTS**

**I. AUTHORITY:**

- A. Republic Act No. 9993 and its IRR s. 2011
- B. Office of the President of the Philippines Memo Order No.04 dated 26 September 2016
- C. Articles 21 and 24 of the United Nations Convention on Law of the Sea (UNCLOS)
- D. Suppression of Unlawful Acts (SUA) Convention

**II. PURPOSE:**

This circular provides for the establishment of a Safety, Security and Environmental Numbering (SSEN) System for all Philippine registered vessels/watercrafts, to be administered by the Philippine Coast Guard, by assigning a unique identification number for each vessels and/or watercrafts, in order to enhance marine environmental protection, maritime security and safety within the Philippine Maritime Domain by preventing the use of vessels/watercrafts in various maritime infractions particularly piracy and terrorism.

**III. SCOPE:**

This shall apply to all types of Philippine registered ships/watercrafts operating within Philippine waters regardless of size, utilization and propulsion except vessels of the Philippine Coast Guard, Armed Forces of the Philippines, Philippine National Police, Bureau of Fisheries and Aquatic Resources, National Mapping and Resources Information Authority and other vessels that may be exempted by the competent authority of the PCG.

**IV. GUIDELINES:**

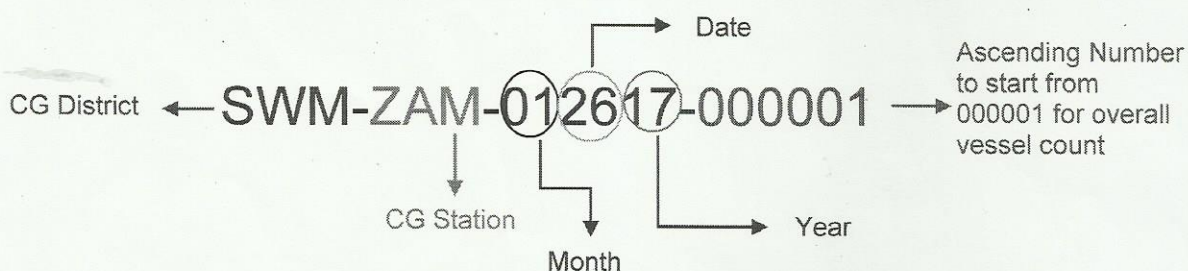
- A. All owners, operators and/or charter parties shall register their vessels/watercrafts under the Safety, Security and Environmental Numbering (SSEN) System to the Coast Guard Unit where they are home ported.
- B. SSEN body number and plate number shall be issued to all vessels/watercrafts registered under SSEN System. Vessels/watercrafts registered with MARINA or IMO and issued with the corresponding MARINA or IMO



Registration Numbers would adopt such numbers as the SSEN body and plate numbers of the vessel/watercraft.

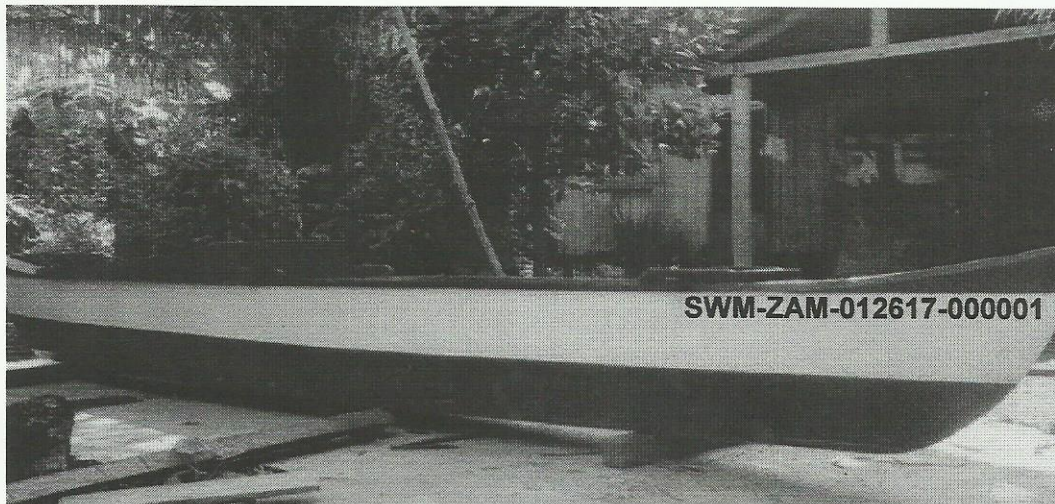
- C. For vessels 35 GT and below, body number shall be painted on the port and starboard side freeboards or in any place deemed appropriate as determined by the Station/Sub-Station Commander.
- D. For vessels 35 GT and below, SSEN plate number shall be attached and displayed to a permanent structure inside the vessel as determined by the Station/Sub-Station Commander.
- E. Other vessels of more than 35 GT but below the Convention size shall display the SSEN body number on the port and starboard sides of their freeboards but would just display their SSEN Plate number at their Pilot House.
- F. Convention size vessels with IMO Registration Numbers displayed outside their Pilot House would adopt the IMO Registration Numbers as their SSEN Number and need not display it on the port and starboard sides of their freeboards but still display their SSEN Registration Plate Number inside the Pilot House.
- G. SSEN Certificate shall be issued by Coast Guard District to all vessels/watercrafts registered under the SSEN System as proof of compliance and a copy must be available on board the vessel at all times for inspection.
- H. Database shall be maintained by the Coast Guard District where the vessels/watercraft is registered and a National database by Coast Guard Weapons, Communications, Electronic and Information System (CGWCEIS) who shall also act as the Administrator of the System.
- I. Below is the sample of SSEN:

In the SSEN sample below (SWM-ZAM-012617-000001), the first six digit numbers determines the date of first registration. Example, number **01** refers to the month, **26** refers to the day and number **17** refers to the year.



- J. Photo below is a sample of an SSEN compliant vessel (below 3 GT) with SSEN body number displayed on its freeboard:





- K. Photo below is a sample of SSEN plate number which shall be attached and displayed to a permanent structure inside the vessel as determined by the Station/ Sub-Station Commander.





## **V. PROCEDURE:**

A. The owner or his representative shall apply to nearest Coast Guard Station/Sub-Station for the registration of his vessel/watercraft under the SSEN System and present the following requirements:

1) For Vessels of 3GT and below: (LGU or MARINA Registered)

- a. Proof of Ownership;
- b. Official Receipt of Engine procurement (for new built vessel);
- c. One (1) valid government issued identification card;
- d. Photo of the vessel with the owner.

2) For vessels of more than 3GT: (MARINA registered)

- a. Certificate of Ownership (CO);
- b. Certificate of Vessel Registry (CVR);
- c. One (1) valid government issued identification card; and
- d. Photo of the vessel with the owner.

B. Coast Guard Station/Sub-Station shall validate and check the correctness of entries of the accomplished Application Form and the submitted supporting documents for the SSEN registration;

C. Coast Guard Station shall process the application including the assignment of SSEN and endorse the same to the Coast Guard District for encoding to the database and approval of such application; and thereafter return the approved application to the Coast Guard Station/Sub-Station for its release to the owner;

D. Before the release of the approved application, Coast Guard Station/Sub-Station shall take a picture of the owner with his SSEN marked vessels/watercrafts. The installation of the SSEN plate on the vessel shall be supervised by the Coast Guard Station/Sub-Station personnel.

## **VI. DUTIES AND RESPONSIBILITIES:**

### **A. OWNER/OPERATOR:**

1. Shall ensure that owned/operated vessels/watercrafts shall be registered under the SSEN System.
2. Transfer of ownership or any major alterations which includes but not limited to change of body color and engine shall be reported to the Coast Guard unit where the vessel is registered.



3. Any vessel who intends to change her homeport shall apply clearance from the Coast Guard unit where she is registered.
4. Shall ensure the integrity of the SSEN plate and body number and immediately report the loss or damage of the said plate to the nearest Coast Guard unit.
5. Shall be responsible for any illegal use of his vessel bearing the SSEN Plate and Body numbers.

**B. COAST GUARD DISTRICTS:**

1. Ensure the production of SSEN plate number.
2. Responsible for the issuance of the SSEN certificate.
3. Maintain the database of all SSEN compliant vessels/watercrafts operating within their respective Area of Responsibility.
4. Intensify campaign for the registration of vessel/watercraft under the SSEN system within their respective area of responsibility.

**C. COAST GUARD STATIONS/SUBSTATIONS:**

1. Ensure that all vessels/watercrafts operating within their respective area of responsibility are registered under the SSEN System.
2. Shall be responsible for the acceptance and screening of registration application of vessels/watercrafts applying for SSEN System.
3. Ensure the regular submission of updates to the District database of vessels registered within its Area of Responsibility.
4. Intensify campaign for the registration of vessels/watercrafts under the SSEN system within their Area of Responsibility through the conduct of information drive and mobile registration.
5. Supervise the proper markings of SSEN and the installation of the SSEN plate on the vessels/ watercrafts.

**D. COAST GUARD WEAPONS, COMMUNICATIONS, ELECTRONICS AND INFORMATION SYSTEMS COMMAND:**

1. Monitor the compliance of CG Districts/Stations/Sub-stations with regards to the proper implementation of this Memorandum Circular.

2. Establish, operate and maintain an exclusive website or domain for the SSEN system of all Philippine vessels/watercrafts operating within the Philippine Maritime Domain.
3. Act as the administrator of the exclusive website or domain for the SSEN system of all Philippine vessels operating within the Philippine Maritime Domain.
4. Establish, operate and maintain the SSEN National Database System, servers and its peripheral equipment for the SSEN system of all Philippine vessels/ watercrafts.

**VII. VALIDITY:**

- A. The SSEN shall be permanently assigned to the vessels/watercrafts.
- B. The SSEN Certificate is valid for three (3) years and is renewable.
- C. Any transfer of ownership or major alterations done on the vessels/watercrafts shall immediately be reported within five (5) days of actual transfer to the nearest Coast Guard Station/ Sub-Station for updating vessel profile.

**VIII. PENALTIES AND SANCTIONS:**

VIOLATION	PENALTY
a. For failure to register under SSEN upon notification	First Offense: Written warning shall be issued to the offender and a corresponding affidavit of undertaking should be submitted to concerned Coast Guard unit prior release.
	Second Offense: Detention and release only upon compliance
b. For failure to renew	First Offense: Written warning shall be issued to the offender and a corresponding affidavit of undertaking should be submitted to concerned Coast Guard unit prior release.



	Second Offense: Detention and release only upon compliance
c. Tampering of SSEN plate	First Offense: Written warning
	Second Offense: Detention for non-compliance and release only upon replacement of the new SSEN plate. Offender shall bear the cost of the replacement SSEN plate.
d. Tampering of SSEN body number	First Offense: Written warning
	Second Offense: Detention for non-compliance and release only upon correction of SSEN body number. Offender shall bear the cost of the correction of SSEN body number.
d. Failure to report change of ownership	Detention and released only upon presenting the proof of change of ownership.
d. Failure to report major alteration	Detention and released only upon correction of database information.
e. Failure to report change of homeport	Detention and released only upon correction of database information, SSEN plate number and body number as necessary.

## IX. EFFECTIVITY

This circular shall take effect fifteen (15) days after publication in the Official Gazette or in any two (2) newspapers of general circulation and upon filing of three (3) certified copies thereof with the University of the Philippines Law Center.

**ARTHUR P. TUGADE**  
Secretary, DOTr



DOTC-OSEC OUTGOING 17-00617

## ANNEX: SPECIFICATION OF SSEN PLATE



Font Style: ARIAL BOLD

Font Size: 60

Logo Diameter: 30 mm

Material: Acrylic/Plastic