CCS Circular

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To: CCS surveyors, Auditors, Marshall Islands Ship owners and Ship managers

Notice of Guideline for validity of electronic documents or certificates

containing electronic signature

It has come to the Administration's attention that some port state authorities are denying the

validity of certain documents and certificates electronically issued by the Republic of the

Marshall Islands Maritime Administrator (the "Administrator"). The Administration released

Marine Guideline No. 1-109-1 Rev. 8/11 Electronic Documents and Certificates, details

as follows:

1. There are a number of documents and certificates that the Administration issues

electronically that contain electronic signatures of RMI duly authorized officials.

2. A chart has been provided (see chart 1) to assist authorities in determining the

validity of a document or certificate issued by the Administrator that contains an

electronic signature. It is important to note that this chart is not exhaustive, but

addresses those documents that are most frequently at issue.

3. Although the Administrator requires countersignatures to be provided in blue ink (the

details please refer chart 1), a countersignature in black ink does not necessarily mean

that the signature is not original or that the document is invalid. It may simply indicate

that directions were not followed.

4. Should there be any question regarding the authenticity of any RMI document or certificate,

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a request for verification should be directed as follows:

- Seafarer document/certificate: Email Seafarers@Register-iri.com or use our website, http://www.register-iri.com.
- Vessel document/certificate: Email DutyOfficer@Register-iri.com.

Otherwise, RMI documents with electronic signature should be considered valid originals.

**Chart 1: Documents with Electronic Signature** 

Document or	Electronic	Counter-Signa	Seals on Document	Notes
Certificate	Signature	ture(s)		
	(in black ink)	(in blue ink)		
Certificate of	Senior Deputy	Special Agent	Deputy Commissioner	
Registry (CR)	Commissioner	or Deputy	or Special Agent Seal	
		Commissioner	stamped in green ink;	
			RMI seal in black ink in	
			the upper-left corner;	
			and	
			RMI seal as a	
			watermark within the	
			background of the	
			document.	
Continuous	Senior Deputy	Master	RMI seal in black ink in	No facsimiles
Synopsis	Commissioner		the upper-left corner;	allowed.
Record (CSR)			and	
				No special seal
			RMI seal as a	or chop required
			watermark within the	on an
			background of the	electronically
			document.	transmitted CSR
				document.
Civil Liability	Senior Deputy	No additional	RMI seal in black ink in	
Certificate	Commissioner	signatures	the upper-left corner;	
(CLC)	or	required.	and	
	Deputy		RMI seal as a	
	Commissioner		watermark within the	
	or		background of the	
	Special Agent		document	

Civil Liability	Senior Deputy	No additional	RMI seal in black ink in	
Bunker	Commissioner	signatures	the upper-left corner;	
Certificate	or	required.	and	
(CLBC)	Deputy			
	Commissioner		RMI seal as a	
	or		watermark within the	
	Special Agent		background of the	
			document	
Minimum Safe	Deputy	No additional	An original MSMC	Certificate shall
Manning	Commissioner	signatures	shall contain an RMI	contain date of
Certificate		required.	seal in green.	issue and any
(MSMC)	or			expiry date of
				the document.
	Deputy			
	Commissioner			The MSMC
	by original			may be issued
	signature			with electronic
				signature or
				may contain an
				original
				signature of an
				RMI Deputy
				Commissioner,
				depending upon
				issuing office.
Seafarer	Deputy	Master and	RMI seal in black ink in	
Certificate of	Commissioner	Certificate	the upper-left corner.	
Receipt of		Holder		
Application				
(CRA)				
Seafarer	Deputy	Master and	RMI seal in black ink in	
Urgent	Commissioner	Certificate	the upper-left corner.	
Authorization		Holder		
(UA)				
			L	

Surveyors/auditors of this society are requested to pay due attention to this notice when conducting surveys/audits involving verification of vessels seafarers certificates issued by the administration.

**Appendix:** Marine Guideline No. 1-109-1 Rev. 8/11Electronic Documents and Certificates

Please contact Classed Ship in Service Dept. of the Headquarters in case of any unclarity during the implementation of this Circular.



## REPUBLIC OF THE MARSHALL ISLANDS

**Marine Guideline** 

No. 1-109-1

# OFFICE OF THE MARITIME ADMINISTRATOR

Rev. 8/11

TO: ALL SHIPOWNERS, OPERATORS, MASTERS AND OFFICERS OF MERCHANT SHIPS, AND RECOGNIZED ORGANIZATIONS

**SUBJECT: Electronic Documents and Certificates.** 

#### **PURPOSE:**

It has come to the Administration's attention that some port state authorities are denying the validity of certain documents and certificates electronically issued by the Republic of the Marshall Islands Maritime Administrator (the "Administrator"). The purpose of this Guideline is to clarify and provide guidance on when certain electronic documents containing electronic signature should be treated by authorities as valid. This Guideline supersedes the original issue of 2/10 and reflects the updating of sections 4.0 and 6.0.

#### **APPLICABILITY:**

To all vessels registered in and seafarers documented/certified under the laws of the Republic of the Marshall Islands (RMI).

#### **RECOMMENDATIONS:**

- 1.0 There are a number of documents and certificates that the Administration issues electronically that contain electronic signatures of RMI duly authorized officials.
- 2.0 A chart has been provided (see 6.0, below) to assist authorities in determining the validity of a document or certificate issued by the Administrator that contains an electronic signature. It is important to note that this chart is not exhaustive, but addresses those documents that are most frequently at issue.
- 3.0 Although the Administrator requires countersignatures to be provided in blue ink, a countersignature in black ink does not necessarily mean that the signature is not original or that the document is invalid. It may simply indicate that directions were not followed.
- 4.0 Should there be any question regarding the authenticity of any RMI document or certificate, a request for verification should be addressed to the Administrator. Certificates and documents may also be verified on our website, <a href="https://www.register-iri.com">www.register-iri.com</a>. Otherwise, RMI documents with electronic signature should be considered valid originals.

## **5.0** Requests for verification should be directed as follows:

- Seafarer document/certificate: Email <u>Seafarers@Register-iri.com</u> or use our website, <u>http://www.register-iri.com</u>, to verify a seafarer Certificate of Receipt of Application (CRA).
- Vessel document/certificate: Email <u>DutyOfficer@Register-iri.com</u>.

### **6.0** Chart of Documents with Electronic Signature

Document or	<b>Electronic</b>	Counter-	Seals on	Notes
Certificate	Signature	Signature(s)	Document	
	(in black ink)	(in blue ink)		
Certificate of	Senior Deputy	Special Agent or	Deputy	
Registry (CR)	Commissioner	Deputy	Commissioner or	
		Commissioner	Special Agent	
			Seal stamped in	
			green ink;	
			RMI seal in	
			black ink in the	
			upper-left corner;	
			and	
			RMI seal as a	
			watermark within	
			the background	
			of the document.	
Continuous	Senior Deputy	Master	RMI seal in	No facsimiles
Synopsis Record	Commissioner		black ink in the	allowed.
(CSR)			upper-left corner;	
			and	No special seal
				or chop required
			RMI seal as a	on an
			watermark within	electronically
			the background	transmitted CSR
			of the document.	document.
Civil Liability	Senior Deputy	No additional	RMI seal in	
Certificate (CLC)	Commissioner	signatures	black ink in the	
		required.	upper-left corner;	
	or		and	
	Deputy		RMI seal as a	
	Commissioner		watermark within	
			the background	
	or		of the document	
	Special Agent			

Document or Certificate	Electronic Signature	Counter- Signature(s)	Seals on Document	Notes
	(in black ink)	(in blue ink)		
Civil Liability Bunker Certificate	Senior Deputy Commissioner	No additional signatures required.	RMI seal in black ink in the upper-left corner;	
(CLBC)	or	required.	and	
	Deputy Commissioner		RMI seal as a watermark within the background	
	or		of the document	
	Special Agent			
Minimum Safe Manning Certificate	Deputy Commissioner	No additional signatures required.	An original MSMC shall contain an RMI	Certificate shall contain date of issue and any
(MSMC)	or Deputy		seal in green.	expiry date of the document.
	Commissioner by original signature			The MSMC may be issued with electronic signature or may contain an original signature of an RMI Deputy Commissioner, depending upon issuing office.
Seafarer Certificate of Receipt of Application (CRA)	Deputy Commissioner	Master and Certificate Holder	RMI seal in black ink in the upper-left corner.	<u> </u>
Seafarer Urgent Authorization (UA)	Deputy Commissioner	Master and Certificate Holder	RMI seal in black ink in the upper-left corner.	