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MEPC.1/Circ.910
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**FORMATS FOR MANDATORY REPORTING UNDER ARTICLE 12 OF
THE HONG KONG CONVENTION**

1 The Marine Environment Protection Committee (MEPC), at its eighty-first session (18 to 22 March 2024), approved the *Formats for the mandatory reporting under article 12 of the Hong Kong Convention*, as set out in the annex to this circular.

2 Member States are invited to submit to the Organization the information on ship recycling facilities and the two annual lists of ships required to be reported in accordance with sub-paragraphs 1, 4 and 5 of article 12 of the Hong Kong Convention. The required information should be submitted using the formats set out in parts 1, 4 and 5 of the annex.* Until the development of a dedicated ship recycling module within the Global Integrated Shipping Information System (GISIS) is finalized, Member States are requested to submit the information via email to med@imo.org.

3 For the purpose of dissemination, the submitted information on ship recycling facilities and the lists of ships will be published as a downloadable pdf file on the IMO website (<https://www.imo.org/en/Ourwork/Environment/pages/ship-Recycling.aspx>).

4 MEPC agreed to keep the reporting formats under review, with a view to updating them as necessary in the light of experience gained with their use.

* The information in parts 2, 3 and 6 of the annex should be reported to the Organization, in addition to the information in parts 1, 4 and 5, once the Hong Kong Convention enters into force.

ANNEX

FORMATS FOR MANDATORY REPORTING UNDER ARTICLE 12 OF THE HONG KONG CONVENTION

PART 1

LIST OF SHIP RECYCLING FACILITIES (SRF) AUTHORIZED

Purpose: To provide a list of ship recycling facilities authorized in accordance with this Convention and operating under the jurisdiction of the Party (article 12.1).

Reporting country:

Name, address, and contact details (telephone number, email address) of the facility	Distinctive recycling company ID No.	Ship recycling capability (length/breadth/lightweight)	DASR ² issued by and valid until	Name, address and contact details (telephone number, email address) of ship recycling company, if different from SRF	Note ³

² Document of Authorization to Conduct Ship Recycling (DASR).

³ In particular, any situation specified in regulation 16.6.

PART 2

CONTACT DETAILS FOR THE COMPETENT AUTHORITY(IES)

Purpose: To provide contact details for the Competent Authority(s), including a single contact point, for the Party (article 12.2).

Reporting country:

Name, full address and contact details (telephone, email) of Competent Authority(s)/Single contact point⁴

⁴ Indicate with an asterisk which entry is the single contact point for the purposes of the Hong Kong Convention.

PART 3

LIST OF THE RECOGNIZED ORGANIZATIONS AND NOMINATED SURVEYORS

Purpose: To provide a list of the recognized organizations and nominated surveyors which are authorized to act on behalf of the Party in the administration of matters relating to the control of ship recycling in accordance with this Convention, and the specific responsibilities and conditions of the authority delegated to the recognized organizations or nominated surveyors (article 12.3).

Reporting country:

Section 1 – List of recognized organizations and nominated surveyors (Administration)

Name and full address	Contact details (telephone number, email address)	Authorized by	Functions delegated by the Administration and, if any, conditions

Section 2 – List of recognized organizations and nominated surveyors (Competent Authority)

Name and full address	Contact details (telephone number, email address)	Authorized by	Functions delegated by Competent Authority and, if any, conditions

PART 4

**ANNUAL LIST OF SHIPS FLYING THE FLAG OF THE PARTY TO WHICH AN
INTERNATIONAL READY FOR RECYCLING CERTIFICATE HAS BEEN ISSUED**

Purpose: To provide an annual list of ships flying the flag of the Party to which an International Ready for Recycling Certificate has been issued, including the name of the Recycling Company and location of the Ship Recycling Facility, as shown on the certificate (article 12.4).

Reporting country:

Reporting period: from [DD/MM/YY] to [DD/MM/YY]

Name of ship	Ship type	Date of construction	GT	IMO No.	Name and full address of shipowner	Name and full address of SRF

PART 5

ANNUAL LIST OF SHIPS RECYCLED WITHIN THE JURISDICTION OF THE PARTY

Purpose: To provide an annual list of ships recycled within the jurisdiction of the Party (article 12.5).

Reporting country:

Reporting period: from [DD/MM/YY] to [DD/MM/YY]

Name of ship	Flag State	Ship type	GT	IMO No.	Name of SRF	Completion date of ship recycling

PART 6

INFORMATION CONCERNING VIOLATIONS OF THIS CONVENTION AND ACTIONS TAKEN TOWARDS SHIPS AND SHIP RECYCLING FACILITIES UNDER THE JURISDICTION OF THE PARTY

Purpose: To summarize the violation cases referred to flag State or SRF's Competent Authorities for investigation or proceedings, to report to IMO and to Parties reporting violation cases, actions taken by flag State or Competent Authorities upon the case submissions, to summarize the results of investigation into or proceedings of alleged violation cases (articles 12.6 and 12.7).

Section 1 – Enforcement report on alleged violations (ships)

Purpose: To summarize ship's violation cases⁵ referred by other States to flag States for investigation or proceedings and to IMO for information; and to summarize actions taken towards the ship concerned.

1	2	3	4	5	6	7	8	9
Date of occurrence	Date of receipt of notification by IMO	Reporting State	Name of ship	Flag State	GT	IMO No.	Name and address of shipowner	Date of construction

⁵ Also include the cases where Material Declaration and Supplier's Declaration of Conformity are detected by market surveillance to be inaccurate (resolution MEPC.222(64), paragraph 5.2).

10	11	12
Summary of alleged violations	Action taken by the flag State including investigation or proceedings	Comments by the reporting State, if any

Section 2 – Enforcement report on alleged violations (ship recycling facility) (SRF)

Purpose: To summarize SRF's violation cases referred by a Party to SRF's Competent Authority for investigation or proceedings and to IMO for information; and summarize actions taken by Competent Authority towards the SRF concerned.

1	2	3	4	5	6	7
Date of occurrence	Date of receipt of notification by IMO	Reporting State	Name of SRF	Full address of SRF	Name of ship recycling company, if different from SRF	SRF'S Competent Authority

8	9	10
Summary of alleged violations	Investigation or proceedings/action taken by Competent Authority	Comments by the reporting State, if any
