

Customer Guidance for Electronic Certificates

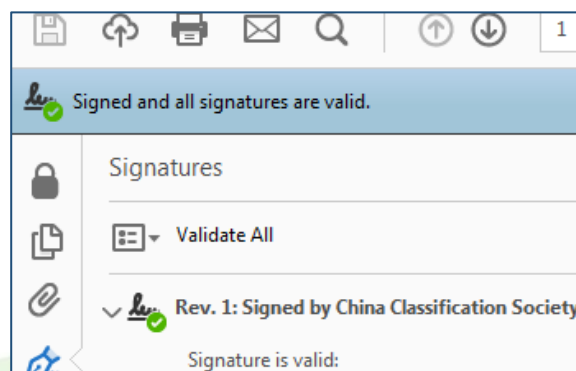
China Classification Society (hereinafter referred as "CCS") provides electronic certificate service to ships for the purpose of reducing the administrative burden on stakeholders caused by the reliance on traditional paper certificates, and promoting the efficiencies of ship-ship/ ship-shore information exchange and related formalities. Relevant documents, such as List of authorized flag States, Request for electronic certificate service on board, the Notice to be kept on board etc. can be obtained from CCS website <http://www.ccs.org.cn/electrocert>.

1 Introduction

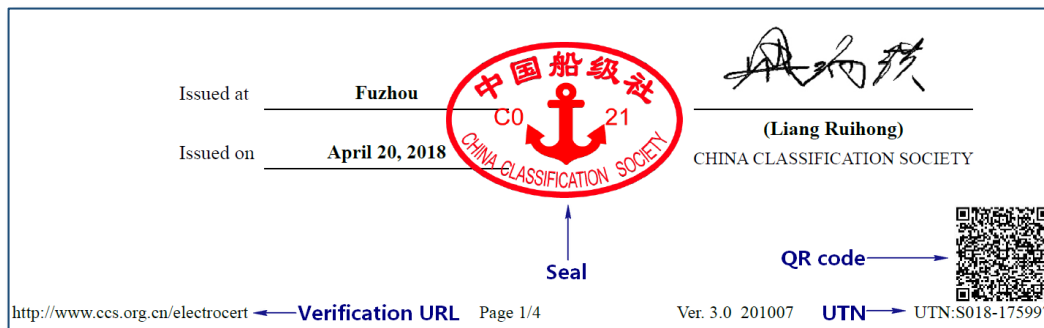
The electronic certificate issued by CCS is equally authentic as the hard copy, which is in compliance with the requirements of the Guidelines for the use of electronic certificates (FAL.5/Circ.39/Rev.2) adopted by the Facilitation Committee (FAL) of the International Maritime Organization (IMO) at the 40th session by the following features:

.1 the electronic certificate has the same format and content as required by the relevant international convention or instrument and contains a printable and visible electronic seal of CCS;

.2 a digital signature shown in signature panel and at the top of the document viewer, keeps the certificate securing from forgery or illegal tampering. To fully display the digital signature of an electronic certificate, methods in Appendix 1 are recommended to use. "Signed and all signatures are valid" indicates the certificate is certified by CCS and authentic. "Signed and all signatures are valid, but with unsigned changes after the last signature." indicates the certificate has been changed and is not authentic;



.3 a URL, a Quick Response (QR) code and a unique tracking number (UTN, example S018-123456) with a hyperlink are entered in the lower part of each page of the certificate for verification of its validity. The verification result of an electronic certificate will show it is "VALID" or "INVALID";



.4 the certificate is electronically issued or endorsed and could be downloaded or transmitted through internet.

2 Issuance of electronic certificates

Flag State's authorization or acceptance is a pre-requisite for CCS to issue electronic statutory certificates. CCS issues both paper and electronic certificates or only the electronic certificates replacing the traditional paper certificates according to the different requirements of flag State. The real-time updated list of authorized flag States and relevant requirements is provided in CCS website <http://www.ccs.org.cn/electrocert/doc/flag.html>.

Electronic certificate service may be initially requested by:

- .1 company: Transmit "Request for electronic certificate service on board" to CCS customer manager to request the issuance of electronic certificates for all your ships;
- .2 vessel: Remark in Request for surveys or audits to request the issuance of electronic certificates during the next survey or audit of the vessel.

Note: To ensure effective transmission, please provide accurate e-mail address for receipt of the electronic certificates. Please consider the network traffic limitation on board the ship and when necessary, notify the vessel's e-mail address to CCS.

Normally the electronic certificates are to be initially issued upon the completion of new construction survey, survey for transfer of class, major conversion survey, the latest periodical survey or audit and the additional survey for change of ship's name or flag, etc., CCS will issue Declaration of issuance of electronic certificates to the ship. Electronic certificates will be issued subsequently, unless the ship changes the flag to that not authorizes CCS to issue electronic certificates, or the shipowner/ company itself requests to cancel the service.

CCS together with IMO and flag State Administrations unanimously encourage the use of electronic certificates on board. However, if you wish to cancel the service, please contact the CCS customer manager.

CCS Survey status and Audit status will show the mode of the certificates issued by CCS and UTN for each electronic certificate of the ship.

3 Obtain electronic certificates

Electronic certificates can be:

.1 received by e-mail;

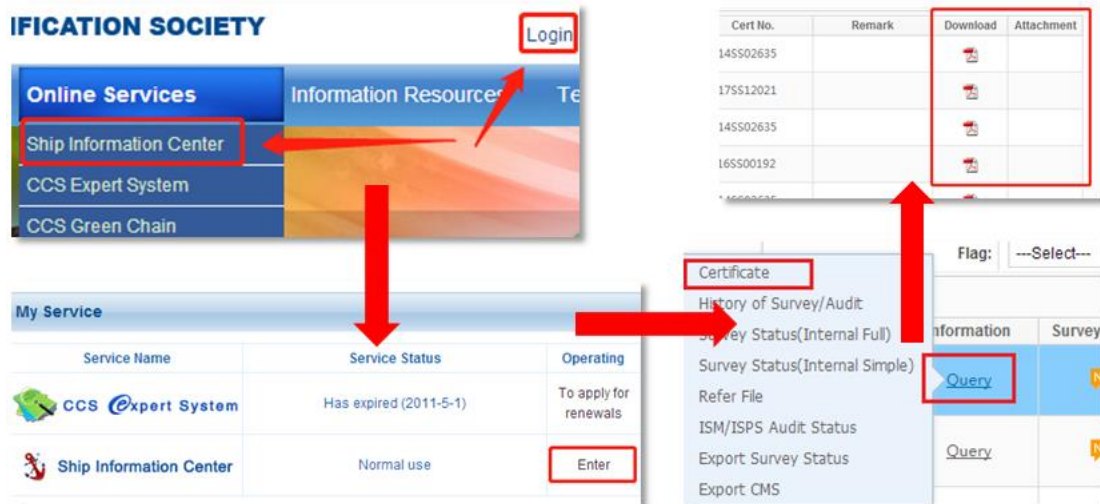
The surveyor or auditor will send the issued or endorsed electronic certificates to the e-mail address filled in the "Request for electronic certificate service on board" and that of the superintendent upon the completion of survey or audit.

.2 transmitted by store devices;

.3 downloaded from CCS website.

Access website <http://www.ccs.org.cn/ccswzen/>, click on **Online Services** and **Ship Information Center**. Log in with your username and password. Click **Enter** to access CCS Ship Information Center. Choose the vessel and click **Query**. Choose **Certificate** to view and download electronic certificates.

If you do not have a user account for CCS Ship Information Center, please click **Register** to create a user ID.

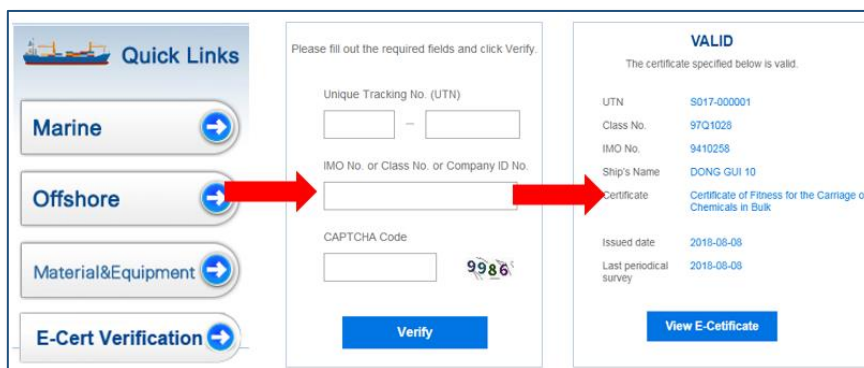


CCS provides temporary user account for you to share electronic certificates to stakeholders. Please provide the ship's name, IMO No. , validity of the temporary account to e-mail: mm@ccs.org.cn to request.

4 Verification

An electronic certificate may be verified the validity by any of the following methods:

- .1 access CCS website <http://www.ccs.org.cn/ccswzen/>, click on E-Cert Verification in Quick Links or access the <http://www.ccs.org.cn/electrocert>, enter the UTN and ship's IMO No. or CCS Class No. or Company Identification No. to verify.



- .2 scan the QR Code on the electronic certificate or printed version of electronic certificate to verify immediately.
- .3 click the UTN hyperlink of the electronic certificate to verify immediately.
- .4 in case of network restriction or other emergency circumstances, contact CCS office/branch, or direct to the headquarter 24/7 service e-mail and hotline at:

Electronic class and statutory certificate:

Classed Ship in Service Department cdwork@ccs.org.cn

Electronic audit certificate:

Certification Management Department samis@ccs.org.cn

24h Hotline: +86-10-58113599

The verification result of an electronic certificate will show it is "VALID" or "INVALID". Its validity is consistent with the principles of certificates validity specified in relevant international convention or instrument.

The screenshot displays the CCS E-Cert verification interface. On the left, a sample International Air Pollution Prevention Certificate (IAPP) is shown, issued by the China Classification Society (CCS) for a ship named "E CERT TEST" with the Unique Tracking No. (UTN) S018-449385. The certificate details include the ship's name, class number (10U0229), and port of registry (Hong Kong). The right pane shows the verification results. A yellow starburst labeled "AUTHENTICITY" highlights the first two items: "Signed and all signatures are valid." (checked) and "Signed and all signatures are valid, but with unsigned changes after the last signature." (unchecked). Another yellow starburst labeled "VALIDITY" highlights the "VALID" status and the "View E-Certificate" button. A "Verify" button is shown with a "1 or" label, and a "View E-Certificate" button with a "3 or" label. A URL "http://www.ccs.org.cn/electrocert" is highlighted at the bottom.

Verification result descriptions:

- **VALID:** The certificate specified is valid;
- **INVALID:** The certificate specified is invalid;
- **Last periodical survey date:** This item will be updated within 72 hours;
- **Certificate status:** This item will show "Not in use" or "In use" status for statutory certificates of laid-up vessel or status of multiple Load Line certificates, unless the flag State Administration allows master to change the load line mark;
- **Associated certificate:** This item will show the UTN of associated certificate or supplement.
- **View E- Certificate:** This button is available for access to the content of the electronic certificate, if required.

Annex 1

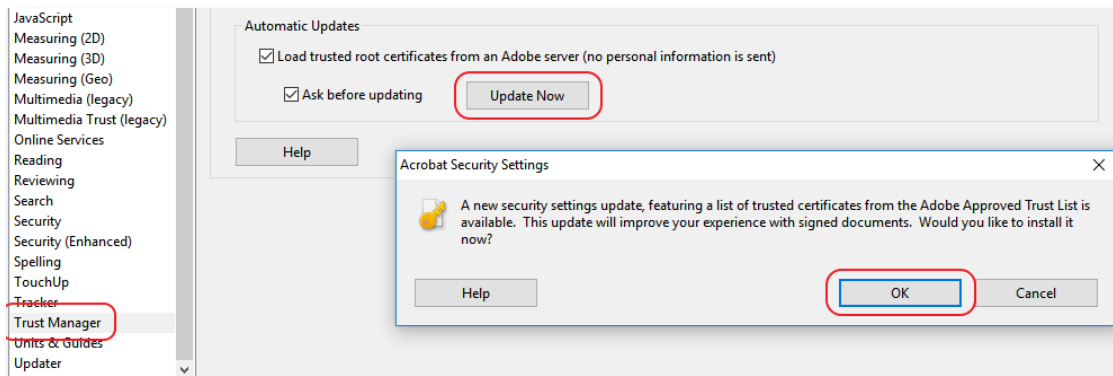
Digital Signature for Electronic Certificate

To fully display the digital signature of electronic certificate, it is recommended to use Adobe Reader. The Adobe Reader may need to "update the AATL" and the following methods could be used.

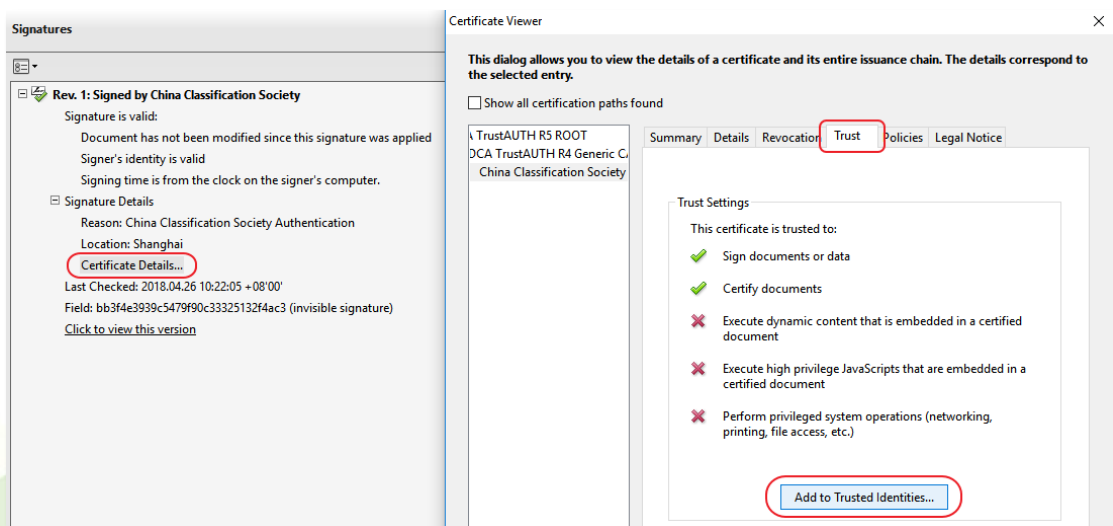
Method 1

Use Adobe Acrobat 9.0 and above to manually load the AATL trusted root certificate.

- **Update the trust certificate.** Update the trusted root certificate immediately by clicking **Edit > Preferences > Trust manager** in the Adobe Reader.

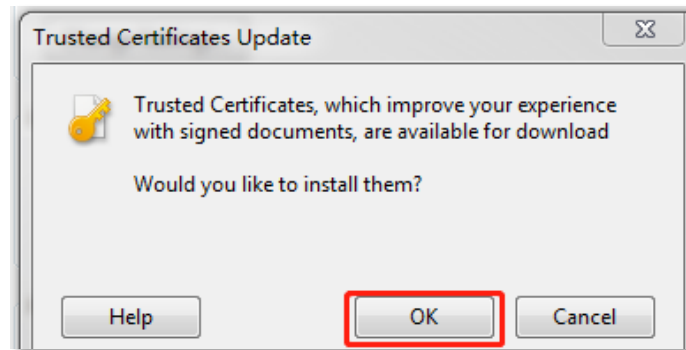


- **Add China Classification Society signature to Trust.** Open CCS electronic certificate, click **Certificate details**, manually load trusted certificate.



Method 2

Install Adobe Reader DC online and update the AATL trusted certificate. The software is available from <http://get.adobe.com/reader/> for free.



Method 3

Download and install Adobe Reader DC, and update the AATL trusted certificate online.

The installation package is available from <http://get.adobe.com/reader/enterprise> (about 130M). After installing, you need to connect the computer to the internet, click **Edit > Preferences > Trust manager** in the Adobe Reader, select **Load trusted root certificates from an Adobe server (no personal information is sent)** and click **Update Now** to update (about 2M).

