

## Explanatory Notes and Guidance for UK Civil Liability Certificates

Applicants are asked to refer these notes before completing the application form and are advised that **illegible entries, ambiguous information and/or incomplete application forms will be ignored**. An electronic version of the application form is available to download from the UK Ship Register Website at [www.ukshipregister.co.uk](http://www.ukshipregister.co.uk). Please make sure that you are using the most up-to-date form available.

For alternative formats please contact +44 (0) 23 8032 9110 or [clc@mcga.gov.uk](mailto:clc@mcga.gov.uk). An application form must be completed for each ship and the original hard copy of this must be sent to the address below. Evidence of insurance (normally in the form of a blue card issued by a P&I Club) and the appropriate fee, must accompany the application form.

Civil Liability Team 2/13  
Maritime and Coastguard Agency  
105 Commercial Road  
Southampton  
SO15 1EG  
United Kingdom

The fee of £16 per is to be **paid only in Pounds Sterling (£)**. Cheques must be made payable to: "The Maritime and Coastguard Agency", crossed and drawn on a UK bank only (Sort Code and a branch address must be present on each cheque). If you have a rolling account with the MCA and wish the MCA to debit your account please indicate your account number on the application form, in the space provided. Payment Via bank/wire/swift transfer is also permitted; please contact the Civil Liability Team (CLC) for more information. Payment via credit card is not permitted.

### Maritime and Coastguard Agency **Check List**

- 1) **Application form** - filled in accurately
- 2) **Blue Card** - available from your P&I insurer
- 3) **Payment or confirmation of payment** - Cheque or Swift (See details below)

Post 1, 2 & 3 to the address above. Note that the application form (1) must be the original signed version

## Terms and Conditions

### Cancellation of Convention Certificates

The attention of owners is drawn to Regulation 4 of the Oil Pollution (Compulsory Insurance Regulations) (SI 1997 1820) which provides that, where there is a change of ownership of a ship, the registered owner whose name appears on any certificate in force in respect of that ship is required to deliver it up forthwith for cancellation. Any change or early termination of the insurance cover or other financial security will invalidate the certificate; therefore the Maritime and Coastguard Agency must be notified immediately.

### Renewal of Convention Certificates

The United Kingdom does not issue convention certificates for periods exceeding twelve (12) calendar months from the date of commencement of the period of insurance or other security. Consequently, owners of ships carrying a convention certificate which could cease or expire in the course of a voyage should not delay in arranging for a replacement certificate to be put on board.

### Investigation

The issuing authority reserves the right to carry out detailed investigations, as may be deemed appropriate, in order to ensure the provider of financial security is approved by the United Kingdom's Financial Services Authority (FSA) or equivalent. The minimum period for conducting investigations is ten (10) working days, but may take longer. Following such investigation any applicant whose financial security provider is not approved will be refused a United Kingdom State Certificate.

### Electronic Copies of Certificates

The MCA will only issue electronic copies of certificates to UK registered vessels.

### Express Courier Service

It is strongly advised that any certificate required in a country outside Europe be sent via courier. If this is the case, please add £25 to cover the fee for this service. The CLC Team is not responsible for any delays incurred in transit when sent via express courier. The CLC Team is not responsible for any certificate lost in transit when express courier is **not** used and the destination is outside the UK.

### Customer Responsibility

It is the responsibility of the customer to make sure that any certificates required are applied for well in advance. This includes the time required to forward the certificate to each ship. The CLC Team is not in a position to expedite any application over other customers for any reason whatsoever.

### The MCA Responsibility

The MCA CLC Team's primary responsibility is to issue state certificates to customers on the UK flag and to provide advice on the two Civil Liability Conventions.

## APPLICATION GUIDANCE NOTES

### Vessel Details

- *Vessel Name, IMO Number, Distinctive Numbers/Letters, and Port of Registry* - Must be the same as on the blue card.
- *Flag State of Vessel* - Please check with the MCA before proceeding with an application from a flag other than the United Kingdom.
- *IMO Number* - Applications must include the ship's IMO Number.
- *Distinctive Numbers & Letters* - Call sign
- *Gross Tonnage (GT) (ITC 69)* - Applications must include the ship's gross tonnage under the ITC 69 regulations.

### Applicant

- **Name of Applicant** - The company name that is applying for certificates on behalf of the registered owner (if applicable).
- **Address of Applicant** - Contains the address of the applicant which will be used to return the certificates, unless otherwise stated.
- **Telephone Number & E-mail Address** - Very important, please make sure you included any area or country codes that precede the telephone number. For the e-mail address please enter the applicants individual work e-mail rather than a general company e-mail address, e.g. info@company.com.

### Type of Application

- Please indicate which application you are applying for. If your vessel is a tanker and requires both certificates then please type yes in both boxes. Remember that £16 GBP applies to each certificate rather than each vessel.

### Remittance

- A fee of £16.00 per certificate is payable in accordance with the Merchant Shipping (Fees) Regulations, which may be amended from time to time. Registered post is included in the £16.00 fee. If an international courier service is required MCA can post the certificates at a cost of £25.00 per address (this option is highly recommended for applicants outside the UK, especially in urgent cases).
- The available methods of payment are bank/wire transfer and cheque.
  - To pay via bank/wire transfer, please contact our finance team on +44 (0)23 80 839 627 to receive the bank details. Make sure that the applicants name is included with each transaction.
  - Cheques must be made out to "The Maritime and Coastguard Agency" and be drawn on a UK bank, with a sort code and branch address with each cheque.

### Registered Owner

- Please state the full name and address of the legal registered owner of the vessel.
- It should be noted, that under the terms of each convention, registered owners are legally responsible for ensuring that their ships are properly insured and certified by a State Party.
- The certificate will be printed with the owners address as indicated on the vessels blue card.
- Only one certificate can be issued with one address, even if there is more than one owner. If you would like more than one company name stated on the certificate, please contact the CLC Team before applying.

### Security Details

- **P&I Club / Insurance Company Name** - For example: North of England P&I Club
- **Address** - Please state the specific address of the branch that issued the vessels blue card, rather than the head quarters of the P&I Club / Insurance Company.
- **Duration of Security** - As per blue card - must not be more than 12 months (1 year)
- **Type of Security** - Applicants must provide details of the type of insurance or other financial security in place and whether the security is provided by one of the following:
  - (i) Protection & Indemnity (P&I) cover provided by one of the thirteen member Clubs of the International Group of P&I Clubs (must specify name of Club);
  - (ii) a Protection & Indemnity Club or Association, which is not a member of the International Group of P&I Clubs (contact MCA for more information);
  - (iii) Bank Guarantee, Compensation Fund Certificates or specify other form of security.

### Declaration

- Print name of person signing the declaration and sign underneath.

