



MIN 614 (M+F) Amendment 2

Coronavirus (COVID-19) – UK Ship Register approach to registration services for UK Vessels

Notice to all Ship operators, shipowners, managers, maritime authorities, masters, ships' officers and surveyors

[This MIN expires 24th March 2021]

Summary

This MIN provides information on how the UK Ship Register are undertaking registration services including Civil Liabilities Certificates and Continuous Synopsis Records due to the ongoing Coronavirus (COVID-19) outbreak.

The MIN has been revised as Amendment 1 to update the contact telephone number of the UK Ship Register in **More Information** to +44(0)20 381 72373.

The MIN has been revised as Amendment 2 to update Section 4 Civil Liability Certificate and the expiry date.

1. Introduction

- 1.1 The UK Ship Register has put in place contingency plans to mitigate disruption to essential ship registration activities during the current worldwide coronavirus pandemic.
- 1.2 In order to inform you of our plans and specifically how they may affect you during this period we have produced this information note for your reference.

2. Ship Registration

- 2.1 From the publication date of this MIN we ask those who are; registering, renewing registration or de-registering to make electronic copies of all required documents (including application forms) before submitting to the MCA. If the COVID-19 virus results in disruption to postal services or access to premises issuing certificates, it would then be possible to provide digital scans of all necessary documentation to facilitate the processing of your application.
- 2.2. UK Ship Register asks applicants to submit all their documents via email to the appropriate processing team. Full postal applications may be submitted but may incur a delay, therefore,



we ask for email applications to be the primary route of contact with the Registry. A contact email address for the processing teams can be found within the application forms and at the end of this MIN.

- 2.3 On receipt of digital copies of forms and ancillary documentation, the UK Ship Registry team will, providing the documents are verified and authenticated, issue electronic versions of the certificates with an accompanying letter of authentication signed by the Registrar General.
- 2.4 The teams will continue to process your applications and will issue hard copy certificates, unfortunately there may be a slight delay in processing during this period of disruption. Upon receipt of the hard copy certificate, these should replace the electronic versions and letter of authentication.

3. Continuous Synopsis Records

- 3.1 For those ships that require a Continuous Synopsis Record (passenger ships on international voyages, cargo ships of 500 GT and above on international voyages, Class A passenger ships operating domestic services within UK waters), we ask for documents to be submitted electronically and our team will process and issue initially an electronic version and will be followed up by issue of a hard copy record.
- 3.2 UK Ship Register as the Administration would like to confirm that we will follow IMO guidelines in issuing Continuous Synopsis Records. Noting that following the receipt of copies of one or more amendment forms, the Administration is required to issue a revised and updated CSR document as soon as practically possible but not later than three months from the date of the change.

4. Civil Liabilities Certification

- 4.1 Applications for Insurance Liability Certificates may be submitted as normal, via email, to CLCApplications@mcga.gov.uk. Applications will be processed as soon as possible, and electronic copies of certificates will be provided via email with an accompanying letter of authentication. There may be some delay in the provision of original copies of the issued certificates due to circumstances related to the Covid-19 outbreak.
- 4.2 Insurance Liability Certificates will be issued to reflect the duration of insurance cover and the validity will not be greater than 12 months. Where Certificates are due to expire, new applications should be submitted via email to CLCApplications@mcga.gov.uk.
- 4.3 In order to ensure any queries and cancellation notices are dealt with promptly, please can all correspondence related to Insurance Liability Certificates be sent via email to CLCEnquiries@mcga.gov.uk (or CLCFinance@mcga.gov.uk if the query is payment related). There may be a delay in response to communication received by other means.

5. Port State Control Officers and other authorised officials

- 5.1 In the event that verification of documents is required, the MCA may be contacted directly on:

Primary contact: +44 (0) 203 90 85200 – Office Hours (UK Time)

Out of office hours: +44 (0)781 05 28504 – Duty Surveyor, Out of Office Hours (UK Time)

6. Contact details and office hours



Registry of Shipping and Seamen
Anchor Court
Keen Road
Cardiff
CF24 5JW
Office Hours: Monday to Friday 07:30 to 18:00

Small Ships Register = ssr.registry@mcga.gov.uk, Tel: 0203 9085201
Fishing Vessel Register = fishing.registry@mcga.gov.uk, Tel: 0203 9085202
Part 1 Registration = part1.registry@mcga.gov.uk Tel: 0203 9085204
Part 1 Registration Commercial = comm.registry@mcga.gov.uk, Tel: 0203 9085203
Civil Liabilities Certification = clcenquiries@mcga.gov.uk, Tel: 0203 9085201

More Information

UK Ship Register
Maritime and Coastguard Agency
Bay 2/17
Spring Place
105 Commercial Road
Southampton
SO15 1EG

Tel: +44 (0) 203 8172373
e-mail: ukshipregister@mcga.gov.uk

Website Address: www.gov.uk/government/organisations/maritime-and-coastguard-agency

General Enquiries: infoline@mcga.gov.uk

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