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Ref. T1/14.01

Circular letter No.2554
24 June 2004

To: All IMO Member States
Contracting Governments to the International Convention for the Safety of Life at Sea, 1974
United Nations and Specialized Agencies
Intergovernmental Organizations
Non-governmental Organizations in consultative status

Subject: **Implementation of IMO Unique Company and Registered Owner Identification Number Scheme (resolution MSC.160(78))**

1 The IMO Unique Company and Registered Owner Identification Number Scheme was introduced in 2004 through adoption of resolution MSC.160(78), as a measure to enhance maritime safety, security and environmental protection, and to facilitate the prevention of maritime fraud. Its purpose is to assign a permanent number for identification purposes to each company and/or registered owner managing ships of 100 gross tonnage and above engaged on international voyages. Additionally, Administrations are invited to participate in the scheme to the extent they desire by assigning an IMO Unique Company and Registered Owner Identification Number (hereinafter, referred to as “Number”) to each company and/or registered owner managing ships of 100 gross tonnage and above not engaged on international voyages.

2 “Company” has the same meaning as in SOLAS regulation IX/1. “Registered owner” is the owner specified on a ship’s certificate of registry issued by an Administration.

3 The Number will remain unchanged upon transfer of a company and/or registered owner’s ship to another flag and will in the future be included on a ship’s certificate as detailed in resolution MSC.160(78). The Number will remain unchanged, but unused, in the event a company and/or registered owner sells, or otherwise disposes, of its ship(s) and does not begin operating new ship(s). The Number will remain unchanged in the event the company and/or registered owner, after having sold or otherwise disposed of its ships, renews ship management at a future time.

4 Lloyd’s Register-Fairplay (LR-F) will maintain a full history audit trail of changes to company and/or registered owner information, with the date of each change recorded. When companies and/or registered owners merge, LR-F will assign the Number of the larger company and/or registered owner to the new amalgamated entity, while the Number of the smaller entity will be frozen and not re-used. LR-F will maintain the history of companies and/or registered owners of ships on its database.

5 The Number is a LR-F number, allocated at the time of issuance of the documents detailed in paragraph 6 of the Annex to resolution MSC.160(78) or registration of a ship not required to have these documents. The Number will begin with the letters IMO followed by either “Company” or “Registered Owner”, and seven digits assigned by LR-F. The Number for companies and/or

registered owners can be obtained by contacting the national ship registry of the State, the flag of which their ships are entitled to fly or LR-F at the following address:

Lloyd's Register – Fairplay Ltd
Lombard House
3 Princess Way, Redhill,
Surrey, RH1 1UP, UK
Telephone: (+44) 1737 379000
Fax : (+44) 1737 379001
Web : www.lrfairplay.com
EMAIL: owners-data-feedback@lrfairplay.com

6 New companies and/or registered owners managing ships covered by the scheme will be assigned a Number when their ship is registered with a participating Administration. For existing companies and/or registered owners, the Number should be assigned at an early convenient date, such as when any document detailed in paragraph 6 of the Annex to resolution MSC.160(78) is issued or renewed.

7 The IMO Unique Company and Registered Owner Identification Number Scheme will be managed in parallel with the IMO Ship Identification Number Scheme (resolution A.600(15)) without charge by LR-F. The IMO Unique Company and Registered Owner Identification Number Scheme may assign numbers to companies and/or registered owners of ships not required to have IMO ship identification numbers.

8 Original information about a company and/or registered owner will be collected by the Administration at the time of registration. The information collected is that which Administrations ordinarily collect during the registration process, namely:

- .1 company/registered owner name-styles;
- .2 country/State of incorporation (registration);
- .3 date of incorporation; and
- .4 full address (operational address) and contact details.

9 During registration, the Administration will contact LR-F to determine the Number to be assigned to the company or registered owner. Additionally, LR-F will accept both paper and electronic request forms (appendices 1 and 2) from Administrations for companies or registered owners who have not previously been assigned a Number. Companies or registered owners also may use the form to update their information. LR-F will confirm updated company information with the appropriate Administration.

10 LR-F will also accept both paper and electronic request forms (appendix 1) from recognized organizations that undertake Safety Management Certificate (SMC) and Document of Compliance (DOC) audits, for companies who have not previously been assigned a Number.

11 The Administration will transfer company and/or registered owner information to LR-F in a standardized electronic format (e.g. spreadsheet) as agreed to by the Administration and LR-F. The registration data fields that will need to be interchanged in a standardized electronic format are listed in appendix 3. The frequency of updates will be as agreed to by the Administration.

12 LR-F will establish a free website, which will allow Administrations to look up Numbers as well as communicate correct company details on existing records. By participating in the IMO Unique Company and Registered Owner Identification Number Scheme, Administrations assume no duty to examine, correct, change, alter, or modify information contained on the LR-F free website, or to notify LR-F of incorrect information contained on the website. Administrations shall not be liable for mistakes or errors in the information on the website. This website will also be available to companies and/or registered owners, who may use it to complete the continuous synopsis record (CSR) (resolution A.959(23)). Alternatively, these Numbers are available on the Equasis free public website.

13 LR-F operates under ISO 9001:9002 quality assurance and is ISO certified for the provisions of publishing and information services to the shipping industry. In order to maintain the integrity of the Numbers in circulation amongst the maritime community, the Administrations should, to the extent allowed by their law, not publish these Numbers, or allow the Numbers to be viewed or downloaded from their websites, other than on a company-by-company basis.

14 SOLAS Parties retain the right to assign the management of the system to another organization in the future or manage it by itself. If LR-F cannot continue to maintain the scheme for any reason, all related information acquired from the scheme should be transferred to the Organization.

Appendix 1

REQUEST FOR COMPANY IDENTIFICATION NUMBER

LLOYD'S REGISTER - FAIRPLAY
 Lombard House
 3 Princess Way
 Redhill
 SURREY RH1 1UP

TELEPHONE +44 1737 379061
 INTERNATIONAL FAX +44 1737 379001
 EMAIL: owners-data-feedback@lrfairplay.com

TO ENABLE ASSIGNMENT OF A COMPANY IDENTIFICATION NUMBER, PLEASE PROVIDE THE FOLLOWING DETAILS:

CURRENT COMPANY NAME (required) -----

FORMER NAME(S) (if known) -----

Please indicate if:

This is a newly established Company

This is a Change of Company Name (please give former name above)

This is a Company Merger please give former names of all companies above)

DATE OF INCORPORATION -----

COUNTRY OF INCORPORATION -----
(REGISTRATION)

FULL STREET ADDRESS (required) -----

TELEPHONE ----- FAX -----

E-MAIL ----- WEBSITE -----

| **IF KNOWN** PARENT COMPANY -----

IMO ship identification number(s) or if not available other ship details -----
(please supply at least one IMO ship identification number in the current fleet. This helps in the identification of company records)

SENDER NAME: -----

SENDER FAX NUMBER: -----

SENDER EMAIL: -----

Reply:

IMO Company No. -----

Appendix 2

REQUEST FOR REGISTERED OWNER IDENTIFICATION NUMBER

LLOYD'S REGISTER - FAIRPLAY
Lombard House
3 Princess Way
Redhill
SURREY RH1 1UP

TELEPHONE +44 1737 379061
INTERNATIONAL FAX +44 1737 379001
EMAIL: owners-data-feedback@lrfairplay.com

TO ENABLE ASSIGNMENT OF A REGISTERED OWNER IDENTIFICATION NUMBER, PLEASE PROVIDE THE FOLLOWING DETAILS:

CURRENT COMPANY NAME (required) -----

FORMER NAME(S) (if known) -----

Please indicate if:
This is a newly established Company
This is a Change of Company Name (please give former name above)
This is a Company Merger (please give former names of all companies above)

DATE OF INCORPORATION -----

COUNTRY OF INCORPORATION -----
(REGISTRATION)

FULL STREET ADDRESS (required) -----

TELEPHONE ----- FAX -----
E-MAIL ----- WEBSITE -----

IF KNOWN PARENT COMPANY ----- |

IMO ship identification number(s) or if not available other ship details -----
(please supply at least one IMO ship identification number in the current fleet. This helps in the identification of company records)

SENDER NAME: -----

SENDER FAX NUMBER: -----

SENDER EMAIL: -----

Reply:

IMO Registered Owner No. -----

Appendix 3

DATA TO BE INTERCHANGED BETWEEN LR-F AND FLAG ADMINISTRATIONS ON SHIPS FLYING THEIR FLAGS

IMO ship identification number

Date of registry

Ship's name

Previous ship's name(s)

Port of registry

Call sign

Maritime Mobile Service Identity (MMSI) number

Official number

Gross tonnage

Deadweight

Net tonnage

Date of build

Place of build

Type of ship

Length overall

Length between perpendiculars

Extreme breadth

Moulded depth

Moulded breadth

Draught

Unique IMO registered owner number

Registered owner

Registered owner's address

Registered owner's country of registration

Registered owner's date of incorporation

Unique IMO company number

DOC Company

DOC Company's address

DOC Company's country of registration

DOC Company's date of incorporation

SMC date of issuance

SMC expiry date

DOC date of issuance

DOC expiry date

Frequency: Monthly or quarterly by complete replacement, by agreement between Administrations and LR-F.

Format: Excel or Access. The field format will be agreed with the IMO and will be the same for all Administrations.
