



# ST. VINCENT AND THE GRENADINES

## MARITIME ADMINISTRATION

### CIRCULAR N° ISPS 020

#### CHANGE OF COMPANY'S NAME AND/OR ADDRESS

**TO:** **SHIPOWNERS, SHIPS' OPERATORS AND MANAGERS, RECOGNIZED ORGANIZATIONS**

**APPLICABLE TO:** **ALL VESSELS**

**EFFECTIVE AS FROM:** Date of this Circular

Monaco, 9<sup>th</sup> May 2012

When a Company's name and/or Company's address changes, the Recognized Organization (RO) should check the same on site and re-issue a Document of Compliance with the same expiry date as the previous one.

If a ship in the Company's fleet is in possession of an Interim or a Short Term Safety Management Certificate (SMC) / International Ship Security Certificate (ISSC), the RO should re-issue these Certificates indicating the changes. If this Administration has already issued a Full Term SMC/ISSC, they will be re-issued showing the changes.

The changes will also affect the Minimum Safe Manning Document (MSM) and the Continuous Synopsis Record (CSR).

This Administration will issue the documents reflecting the changes upon receipt of:

- 1) The Document of Compliance (DoC) evidencing the new Company's name and/or Company's address;
- 2) A copy of the existing Full Term SMC/ISSC (all pages);
- 3) An Application Form for the issue, change or renewal of a Safety Management Certificate (SMC) or International Ship Security Certificate (ISSC);
- 4) An International Safety Management (ISM) Code Declaration of Company.
- 5) An International Ship and Port Facility Security (ISPS) Code Declaration of Company Security Officer.
- 6) A Declaration of Designated Person.
- 7) An Application for Change of Ship's Manager/Ship Operator (or existing Ship's Manager/Ship Operator Details);

- 8) RO's record of the verification on site which indicates that the overall organization and Company's staff remained the same or RO's written statement indicating the same;
- 9) An Application for the issue, change or renewal of a Minimum Safe Manning Certificate;
- 10) The CSR Form 2 evidencing the changes in the Company's name and/or Company's address.

All the above-mentioned Forms may be downloaded on our website [www.svg-marad.com](http://www.svg-marad.com)