

**REPUBLIC OF  
THE MARSHALL ISLANDS**



**Electronic Documents and Certificates**

**MARITIME ADMINISTRATOR**

Nov/2020

MN-1-109-1

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**REPUBLIC OF  
THE MARSHALL ISLANDS**  
**MARITIME ADMINISTRATOR**

**Marine Notice**

**No. 1-109-1**

**Rev. Nov/2020**

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**TO: ALL SHIPOWNERS, OPERATORS, MASTERS AND OFFICERS OF  
MERCHANT SHIPS, AND RECOGNIZED ORGANIZATIONS**

**SUBJECT: Electronic Documents and Certificates**

- References:**
- (a) **IMO Circular [FAL.2/Circ.131](#)**, *List of Certificates and Documents Required to be Carried on Board Ships 2017*, issued 19 July 2017 and as corrected by [FAL.2/Circ.131/Corr.1](#), issued 4 June 2018.
  - (b) **IMO Circular [FAL.5/Circ.39/Rev.2](#)**, *Guidelines for the Use of Electronic Certificates*, issued 20 April 2016 and as corrected by [FAL.5/Circ.39/Rev.2/Corr.1](#), issued 17 January 2017.
  - (c) **RMI Maritime Act ([MI-107](#))**
  - (d) **RMI Maritime Regulations ([MI-108](#))**
  - (e) **RMI Marine Notice [2-011-4](#)**, *Issuance and Use of Statutory Certificates*

**PURPOSE**

This Marine Notice (MN) establishes the requirements for electronic documents, certificates, and receipts issued by the Republic of the Marshall Islands (RMI) Maritime Administrator (the “Administrator”). It contains the conditions for their features, conveyance, and verification. The MN also identifies documents, certificates, and receipts previously issued by the Administrator that may be maintained in printed form. Appendix A contains a table for reference.

This MN supersedes version Jan/2019. It has been amended as follows:

- New Section C under Applicability to cover a Statement of Compliance issued under the European Union Ship Recycling Regulation No 1257/2013 (EU SRR) or the Hong Kong International Convention for the Safe and Environmentally Sound Recycling of Ships (Hong Kong Convention); and corresponding amendments to Appendix A.
- New Section D addressing electronic issuance of RMI Tonnage Tax Receipt; with corresponding amendments to Appendix A; and
- International Convention for the Prevention of Pollution from Ships (MARPOL) Electronic Record Book (ERB) Declaration(s) added to Appendix A.

## BACKGROUND

The International Maritime Organization (IMO) guidelines (IMO Circular FAL.5/Circ.39/Rev.2) contain electronic document and certificate features to enable stakeholders to verify authenticity. This facilitates the maritime sector's move toward the use and acceptance of electronic certificates. The Administrator's requirements for electronic documents and certificates are based upon the IMO guidelines.

The Administrator is working towards issuing all its documents and certificates electronically, in accordance with FAL.5/Circ.39/Rev.2. As additional RMI documents and certificates can be issued electronically, this notice will be amended.

The Administrator also works with its Recognized Organizations (ROs) on issuing electronic statutory and class certificates and survey reports. The Administrator has authorized their issuance electronically (per [MN-2-011-4](#)), "subject to prior review and acceptance in writing of the form of the certificates and the procedures an RO has in place." Electronic certificates issued by an RO must conform to IMO Circular [FAL.5/Circ.39/Rev2](#).

## APPLICABILITY

This Notice applies to vessels that have been issued RMI documents and certificates.

- A. Specimens of the following which have been issued after 15 June 2017, and that have been posted to the IMO's Global Integrated Shipping Information System (GISIS):

Certificates of Insurance or Other Financial Security in Respect of Civil Liability for Bunker Oil Pollution Damage (CLBCs)
Certificates of Insurance or Other Financial Security in Respect of Civil Liability for Oil Pollution Damage (CLCs)
Certificates of Insurance of Other Financial Security in Respect of Liability for the Death of and Personal Injury to Passengers (PLCs)
Certificates of Insurance or Other Financial Security in Respect of Liability for the Removal of Wrecks (WRLCs)
Minimum Safe Manning Certificates (MSMCs)
Provisional Certificates of Registry
Temporary Authority Ship Radio Station Licenses (TAs)

- B. Specimens of the following which have been issued after 12 November 2018, and that have been posted to GISIS:

Commercial Yacht Permanent Certificates of Registry
Construction Certificates of Registry
Continuous Synopsis Records (CSRs)
Passenger Yacht Permanent Certificates of Registry
Permanent Certificates of Registry
Private Yacht Certificates of Registry
Provisional Certificates of Bareboat Registry
Provisional Certificates of Extended Registry
Provisional Certificates of Intended Registry of Newbuilding During Construction at Builder's Yard
Provisional Certificates of Registry Commercial Yacht
Provisional Certificates of Registry Passenger Yacht
Provisional Certificates of Registry Under a Foreign Flag
Ship Radio Station Licenses

- C. The following electronic documents and certificates which have been issued after 10 July 2020:

Statement of Compliance (SoC) for the EU SRR
SoC for the Hong Kong Convention

- D. Tonnage Tax Receipt

As of November 2020, the electronic Annual Tonnage Tax Receipt (MI-294B) and Initial Tonnage Tax Receipt (REG-03) have the features described in §1.0. The tonnage tax receipt must be kept onboard the vessel with the Certificate of Registry. This receipt will be automatically emailed to the Designated Person Ashore (DPA).

Electronic Tonnage Tax Receipts are verifiable until the Administrator issues a subsequent one for the next year.

- E. Hard copy documents and certificates with electronic signatures as provided in §4.0 below.

## REQUIREMENTS

### 1.0 Electronic Document Features

Below are the unique features contained in electronic documents, certificates, and receipts issued by the Administrator:

- .1 a Quick Response (QR) Code in the upper right-hand corner;
- .2 a Unique Tracking Number (UTN) on the bottom left-hand corner;
- .3 a Document or Certificate Number in the upper right-hand corner;
- .4 an electronic signature of either a Special Agent or Deputy Commissioner; and
- .5 the Deputy Commissioner or Special Agent seal, dependent on the authority of the signer.

### 2.0 Conveyance

All documents and certificates issued electronically by the Administrator must be able to be printed out onboard the vessel when required.

Conveying electronic documents and certificates is by email to the DPA. This person is identified to the Administrator at registration or on the [MI-330](#), *Update of Billing Information*. All relevant materials must be passed to new manager during a change of management.

### 3.0 Verification

- 3.1 RMI electronic documents and certificates with an electronic signature must be considered valid originals.
- 3.2 Documents and certificates, either in printed or electronic form may be verified online in two ways:
  - .1 by using the QR Code found in their upper right corner; or
  - .2 if no QR Code reader is available verifying them online at <https://verify.register-iri.com> by entering:
    - a. the UTN located in the bottom left corner; or
    - b. the Document or Certificate Number, the Official Number, and the Document or Certificate issue date.
- 3.3 Questions on verification may be addressed as per Appendix A below or by contacting any Regional Office..

#### 4.0 **Original, Hard Copy Documents and Certificates**

##### 4.1 Verification with Document or Certificate Number

Those documents and certificates issued to RMI-flagged vessels prior to 15 June 2017 and 12 November 2018 in hard copy, original form with an electronic signature, which have a document or certificate number, may also be verified online, at <https://verify.register-iri.com> by entering the:

- .1 Document or Certificate Number;
- .2 IMO Number; and
- .3 Issue Date; or
- .4 Expiration Date, with respect to CLBCs, CLCs, WRLCs, and PLCs.

Tonnage Tax Receipts are an exception to this. Those issued prior to 01 December 2020, will not contain document numbers.

##### 4.2 Electronic Signatures

The listings in Appendix A contain electronic signatures, which:

- .1 may still be maintained in original hard copy onboard vessels;
- .2 must show the characteristics in Appendix A; and
- .3 may be validated online if it has a Document or Certificate Number (see §4.1, above).

#### 5.0 **Seafarer Document or Certificate Verification**

Verification of a seafarer document or certificate may be made by using the QR Codes, emailing [Seafarers@Register-iri.com](mailto:Seafarers@Register-iri.com), or using the website, [www.register-iri.com](http://www.register-iri.com), and the [Officer/Seafarer Verification](#) section for:

Certificates of Receipt of Application (CRAs)
Officers' Certification - Certificates of Competency (CoCs), Certificates of Endorsement (CoEs)
Seafarers' Identification and Record Books (SIRBs)
Special Qualifications (SQC)
Urgent Authorizations (UAs)

## 6.0 **Surrendering Electronic Documents and Certificates**

Electronic documents and certificates issued by the Administrator are considered surrendered and returned to the Administrator, in accordance with the RMI Maritime Act ([MI-107](#)), upon the acceptance by the registered owner, operator, or vessel representative of new, updated, or replacement electronic documents and/or certificates.

## 7.0 **Surrendering Vessel Documents Upon Cancellation of Registry**

The acceptance by the registered owner, operator, or vessel representative of a Certificate of Cancellation issued by the Administrator constitutes a surrender of the applicable lapsed vessel documents in accordance with the RMI Maritime Act (MI-107).



## APPENDIX A – Documents and Certificates with Electronic Signature

*This is not an exhaustive list.*

The documents and certificates with an electronic signature in this appendix are those:

- issued before 15 June 2017 or 12 November 2018; and
- now currently issued as Electronic Documents and Certificates.

To verify the following documents, contact <a href="mailto:YesDoc@Register-IRI.com">YesDoc@Register-IRI.com</a>				
Document or Certificate	Electronic Signature (in blue ink)	Counter Signature(s) (in blue ink)	Seals on Document	Notes
<b>Certificates of Registry</b>  <i>Issued electronically after 12 November 2018</i>	Deputy Commissioner or Special Agent	None required	<b>Green ink:</b> Stamped Deputy Commissioner or Special Agent seal  <b>Black ink:</b> RMI seal - upper-left corner  <b>Watermark:</b> RMI seal in the document background	Document must contain the issue and expiry dates, as applicable
<b>CLBC</b>  <i>Issued electronically after 15 June 2017</i>	Deputy Commissioner or Special Agent	None required	<b>Green ink:</b> Stamped Deputy Commissioner or Special Agent seal  <b>Black ink:</b> RMI seal - upper-left corner  <b>Watermark:</b> RMI seal in the document background	Document must contain the issue and expiry dates, as applicable
<b>CLC</b>  <i>Issued electronically after 15 June 2017</i>	Deputy Commissioner or Special Agent	None required	<b>Green ink:</b> Stamped Deputy Commissioner or Special Agent seal  <b>Black ink:</b> RMI seal - upper-left corner  <b>Watermark:</b> RMI seal in the document background	Document must contain the issue and expiry dates, as applicable

To verify the following documents, contact [VesDoc@Register-IRI.com](mailto:VesDoc@Register-IRI.com)

Document or Certificate	Electronic Signature (in blue ink)	Counter Signature(s) (in blue ink)	Seals on Document	Notes
<b>Continuous Synopsis Record (CSR)</b>  <i>Issued electronically after 12 November 2018</i>	Deputy Commissioner or Special Agent	Master	<b>Green ink:</b> Stamped Deputy Commissioner or Special Agent seal  <b>Black ink:</b> RMI seal - upper-left corner  <b>Watermark:</b> RMI seal in the document background	No facsimiles allowed
<b>PLC</b>  <i>Issued electronically after 15 June 2017</i>	Deputy Commissioner or Special Agent	None required	<b>Green ink:</b> Stamped Deputy Commissioner or Special Agent seal  <b>Black ink:</b> RMI seal - upper-left corner  <b>Watermark:</b> RMI seal in the document background	Certificate must contain the issue and expiry dates, as applicable
<b>WRLC</b>  <i>Issued electronically after 15 June 2017</i>	Deputy Commissioner or Special Agent	None required	<b>Green ink:</b> Stamped Deputy Commissioner or Special Agent seal  <b>Black ink:</b> RMI seal - upper-left corner; and  <b>Watermark:</b> RMI seal in the document background	Certificate must contain the issue and expiry dates, as applicable  Can be issued upon request to non-RMI flagged vessels

To verify the following documents, contact [ERecordBooks@Register-IRI.com](mailto:ERecordBooks@Register-IRI.com)

Document or Certificate	Electronic Signature (in blue ink)	Counter Signature(s) (in blue ink)	Seals on Document	Notes
<b>Declaration of MARPOL ERB</b>  <i>Issued electronically after 10 May 2020</i>	Deputy Commissioner	None required	<b>Green ink:</b> Stamped Deputy Commissioner seal  <b>Black ink:</b> RMI seal - upper-left corner  <b>Watermark:</b> RMI seal in the document background	Declaration must contain issue date on the document

To verify the following documents, contact [RegulatoryAffairs@Register-IRI.com](mailto:RegulatoryAffairs@Register-IRI.com)

Document or Certificate	Electronic Signature (in blue ink)	Counter Signature(s) (in blue ink)	Seals on Document	Notes
<b>DMLC Part I</b>  <i>Issued electronically after 24 February 2020</i>	Deputy Commissioner or Special Agent	None required	<b>Green ink:</b> Stamped Deputy Commissioner or Special Agent seal  <b>Black ink:</b> RMI seal - upper-left corner	Declaration must contain issue date on the document
<b>National Statement of Compliance (NSoC)</b>  <i>Issued electronically after 24 February 2020</i>	Deputy Commissioner	None required	<b>Green ink:</b> Stamped Deputy Commissioner seal over signature	Document must contain the issue date

To verify the following documents, contact [IHM@Register-IRI.com](mailto:IHM@Register-IRI.com)

Document or Certificate	Electronic Signature (in blue ink)	Counter Signature(s) (in blue ink)	Seals on Document	Notes
<b>Exemption Certificate</b>  <i>Issued electronically after 04 October 2020</i>	Deputy Commissioner or Special Agent	None required	<b>Green ink:</b> Stamped Deputy Commissioner or Special Agent seal  <b>Black ink:</b> RMI seal - upper-left corner  <b>Watermark:</b> RMI seal in the document background	Certificate must contain date of issue and any expiry date on the document
<b>SoC EU SRR; and SoC Hong Kong Convention</b>  <i>Issued electronically after 10 July 2020</i>	Deputy Commissioner or Special Agent	None required	<b>Green ink:</b> Stamped Deputy Commissioner or Special Agent seal over signature  <b>Black ink:</b> RMI seal - upper-left corner  <b>Watermark:</b> RMI seal in the document background	SoCs must contain the issue and expiry dates, as applicable

To verify the following documents, contact [Seafarers@Register-IRI.com](mailto:Seafarers@Register-IRI.com)

Document or Certificate	Electronic Signature (in blue ink)	Counter Signature(s) (in blue ink)	Seals on Document	Notes
<b>MSMC</b>  <i>Issued electronically after 15 June 2017 and 12 November 2018</i>	Deputy Commissioner or Deputy Commissioner <i>by original signature</i>	None required	<b>Green ink:</b> Stamped Deputy Commissioner or Special Agent seal  <b>Black ink:</b> RMI seal - upper-left corner  <b>Watermark:</b> RMI seal in the document background	Document must contain the issue and expiry dates, as applicable  The MSMC may be issued with electronic signature or may contain an original signature of an RMI Deputy Commissioner or Special Agent, depending upon the issuing office

To verify the following documents, contact <a href="mailto:Seafarers@Register-IRI.com">Seafarers@Register-IRI.com</a>				
Document or Certificate	Electronic Signature (in blue ink)	Counter Signature(s) (in blue ink)	Seals on Document	Notes
<b>Officer Certification (CoC/CoE)</b>	Deputy Commissioner	Certificate Holder		Certificate must contain the issue and expiry dates, as applicable
<b>Seafarer CRA</b> <i>Issued via email</i>	Deputy Commissioner or Special Agent	Master and Certificate Holder	<b>Green ink:</b> Stamped Deputy Commissioner or Special Agent seal	Certificate must contain the issue and expiry dates, as applicable
<b>Seafarer UA</b> <i>Issued via email</i>	Deputy Commissioner or Special Agent	Master and Certificate Holder	<b>Green ink:</b> Stamped Deputy Commissioner or Special Agent seal	Certificate must contain the issue and expiry dates, as applicable
<b>SIRB</b>	Deputy Commissioner	Certificate Holder		Certificate must contain the issue and expiry dates, as applicable
<b>SQC</b>	Deputy Commissioner	Certificate Holder	<b>Green ink:</b> Stamped Deputy Commissioner <b>Black ink:</b> RMI seal - upper-left corner	Document must contain the issue and expiry dates, as applicable

To verify the following documents, contact <a href="mailto:Radio@Register-IRI.com">Radio@Register-IRI.com</a>				
Document or Certificate	Electronic Signature (in blue ink)	Counter Signature(s) (in blue ink)	Seals on Document	Notes
<b>Radio Station License</b> <i>Issued electronically after 12 November 2018</i>	Deputy Commissioner	None required	<b>Green ink:</b> Stamped Deputy Commissioner seal over signature <b>Black ink:</b> RMI seal - upper-left corner <b>Watermark:</b> RMI seal in the document background	Certificate must contain the issue and expiry dates, as applicable

To verify the following documents, contact [Radio@Register-IRI.com](mailto:Radio@Register-IRI.com)

Document or Certificate	Electronic Signature (in blue ink)	Counter Signature(s) (in blue ink)	Seals on Document	Notes
<b>Temporary Authority Radio Station License</b>  <i>Issued electronically after 12 November 2018</i>	Deputy Commissioner or Special Agent	None required	<b>Green ink:</b> Stamped Deputy Commissioner or Special Agent seal  <b>Black ink:</b> RMI seal - upper-left corner  <b>Watermark:</b> RMI seal in the document background	Certificate must contain the issue and expiry dates, as applicable

To verify the following documents, contact [Accounting@Register-IRI.com](mailto:Accounting@Register-IRI.com)

Document or Certificate	Electronic Signature (in blue ink)	Counter Signature(s) (in blue ink)	Seals on Document	Notes
<b>Tonnage Tax Receipt</b>  <i>Issued electronically after 01 December 2020</i>	Deputy Commissioner Or Special Agent	None required	<b>Green ink:</b> Stamped Deputy Commissioner or Special Agent seal  <b>Black ink:</b> RMI seal - upper-left corner  <b>Watermark:</b> RMI seal in the document background	Receipt must include period start and end dates  Electronic Tonnage Tax Receipts are verifiable until the Administrator issues a subsequent tonnage tax receipt for the next year.