



**REPUBLIC OF
THE MARSHALL ISLANDS**
MARITIME ADMINISTRATOR

Marine Notice

No. 1-000-2

Rev. 10/14

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

SUBJECT: Official and Other Forms and Publications.

PURPOSE:

There are a number of sources for publications and forms familiar to the industry that are used or relied upon daily. Where to obtain these publications and forms, however, may not be so readily known. This Notice provides information on obtaining publications and forms integral to the industry. This Notice supersedes Rev. 7/14 and reflects the replacement of the reference to the revoked form TCMI-01 with the online payment link in section 2.2.

APPLICABILITY:

This general Notice is for everyone's attention.

DESCRIPTION:

1.0 Republic of the Marshall Islands (RMI) Maritime Publications and Forms

Most RMI publications and forms are available from the website, www.register-iri.com. Those that are not are generally available for only a postage and handling fee; however, in some cases, an additional fee is specified. These publications may be ordered as follows:

1.1 In quantity or otherwise from:

Marshall Islands Maritime and Corporate Administrators, Inc.
Attn: Publications
11495 Commerce Park Drive
Reston, Virginia 20191-1506 USA
Tel: +1-703-620-4880
Fax: +1-703-476-8522
Email: publications@register-iri.com

1.2 Single copies from the nearest Regional Office listed in RMI Marine Notice 1-002-1, List of Office and Service Locations.

2.0 Payment of Fees

- 2.1 Orders should be accompanied by the required fee. Fees will only be invoiced against an appropriately authorized purchase order.
- 2.2 The fees may be paid by check, MasterCard, VISA or American Express. Checks should be made payable to *The Trust Company of the Marshall Islands, Inc.* and must be in US Dollars drawn upon a US bank or the US branch of an international bank. Do not send cash. Fees may also be paid online by credit card at <https://www.tcmi-inc.com/miPayments/>. Prices are subject to change without notice.
- 2.3 Please send checks to the following address:
- The Trust Company of the Marshall Islands, Inc.
Attention: Accounting Department
P. O. Box 2095
Reston, Virginia 20195-0095 USA
Fax: +1-703-476-8522
- 2.4 Fees for the publications listed in Sections 7 through 9 may be obtained by contacting the appropriate organization.

3.0 Combined Publications Folder, MI-300

An order for the Combined Publications Folder (CPF) automatically places a subscription for the updating service to all of the publications listed below. Every one (1) to two (2) years a CD is sent to all subscribers containing the current version of the MI-300. If changes are made during the year, subscribers are notified by email of the changes and they may download whatever they need from the website, www.register-iri.com. (NOTE: If subscribers do not provide an email address, they will not be able to receive the updated information.)

FORM NO.	NAME OF PUBLICATION
MI-300	Combined Publications Folder (CPF); \$75.00 NOTE: The CPF contains the following RMI publications which are also available on the website:
MI-100	Vessel Registration Requirements and Mortgage Recording Procedures
MI-103	Yacht Code
MI-107	Maritime Act
MI-108	Maritime Regulations
MI-118	Requirements for Seafarer Certification
MI-118E	Requirements for Seafarer Certification by Examination
MI-260	Rules for Marine Investigations
MI-264	Rules for Marine Administrative and Adjudicatory Proceedings
MI-293	Mobile Offshore Unit Standards
MN X-XXX-X	Marine Notices
MG X-XX-X	Marine Guidelines

4.0 RMI Publications not available on the website

PUB. NO.	NAME OF PUBLICATION
MI-110	Official Articles of Agreement (one set of three each): \$15.00/set
MI-332	Oil Record Book for Tankers and Non-Tankers (MARPOL 73/78, as amended): \$15.00/each
MI-333	Cargo Record Book for Ships Carrying Noxious Liquid Substances in Bulk: \$15.00/each
MI-333A	Instructions available from website, www.register-iri.com

5.0 RMI Forms available on the website

FORM NO.	NAME OF FORM
MI-101A	Application for Official Number, Call Sign and Registration of Vessel
MI-101B	Application for Official Number, Call Sign and Provisional Certificate of Registration of Newbuilding, During Construction at Builders Yard
MI-101BCR	Application for Official Number, Call Sign and Registration of Bareboat Charter Vessel
MI-101C	Application for Official Number, Call Sign and Construction Certificate of Registry
MI-101M	Application for Official Number, Call Sign and Registration of Self-propelled MOU
MI-101MN	Application for Official Number, Call Sign and Registration of Non-self-propelled MOU
MI-101PY	Application for Official Number, Call Sign and Registration of Private Yacht
MI-104	Application for Ship Radio Station License
MI-105	Application for Endorsement of Officer Certificate of Competence
MI-105E	Application for Original Officer Certificate of Competence by Examination
MI-105M	Physical Examination Report Form
MI-105MR	Injury and Illness Medical Record
MI-106A	Affirmation Re-Markings
MI-109	Report of Vessel Casualty or Accident
MI-109-1	Report of Personal Injury or Loss of Life
MI-109-2	Report of Acts of Piracy and/or Armed Robbery Against Ships
MI-111	Report on Alleged Inadequacy of Port Reception Facilities
MI-116	Affidavit of Lost or Destroyed License or Certificate

FORM NO.	NAME OF FORM
MI-126	Acceptance of Certificate of Tonnage Measurement
MI-127CC	Declaration of Intent to Maintain Commercial Compliance
MI-127PAXY	Declaration of Intent to Maintain Passenger Yacht Compliance
MI-127PY	Declaration of Private Use – Not for Hire
MI-127PYLC	Declaration of Private Use with Intent to Engage in Limited Charter
MI-203	Amendments to the Continuous Synopsis Record (CSR)
MI-204	Index of Amendments to the Continuous Synopsis Record (CSR)
MI-245	Affidavit re: Confirmation of Class
MI-273	Application for Seafarers' Identification and Record Book and Special Qualifications
MI-273I	Instructions for Application for Seafarers' Identification and Record Book and Special Qualifications
MI-295B	Garbage Record Book
MI-296	International Ship and Port Facility Security (ISPS) Code Declaration of Company
MI-297A	International Safety Management (ISM) Code Declaration of Company
MI-297B	International Safety Management (ISM) Code Declaration of Designated Person Ashore
MI-297G	Declaration of Designated Person for Yachts and Other Vessels Not Subject to the ISM Code
MI-330	Update of Billing Information
MI-336	Application for Minimum Safe Manning Certificate
MI-336MOU	Application for Minimum Safe Manning Certificate – MOU
MI-336Y	Application for Minimum Safe Manning Certificate –Yacht
MSD 252	Report of Operational Safety Inspection
MSD 252COY	Report of Compliance Verification for All Commercial Yachts (CYs), Private Yachts Limited Charter (PYLCs) and Passenger Yachts (PAXYS)
MSD 252SUPP	Operational Safety Inspection Supplement
MSD 252MOU	Report of Operational Safety Inspection – MOU
MSD 252 LGC	Supplementary Report of Safety Inspection for Liquefied Gas Carrier
MSD 252 PRE-REG	Report of Pre-Registration Inspection
MSD 293A	Contravention Citation, Officer Certification
MSD 293B	Contravention Citation, Seafarers' Identification and Record Books
MSD 293C	Contravention Citation, Special Qualifications Certification

FORM NO.	NAME OF FORM
MSD 338	Operation Safety Checklist for SOLAS 74/78
MSD 339MI	Verification of Fire, Emergency, Abandon Ship Drill
MSD 400A	Declaration of Maritime Labour Compliance (DMLC) – Part I
MSD 400B	Declaration of Maritime Labour Compliance (DMLC) – Part II
SICD-100	Table of Shipboard Working Arrangements
SICD-101	Records of Hours of Rest
SICD-281	Filing Agent Authorization Form
TCMI-03	Order/Shipping/Billing Information Form
TEC-02	Application for Service Extension / Dispensation

6.0 Marshall Islands Publications available on the website

PUB NO.	NAME OF PUBLICATION
MI-105A	Familiarization with National Maritime Legislation
MI-280	Filing Agents Manual
MI-319	Guidelines for Deck Officer Examinations
MI-319A	Guidelines for Deck Officers' Refresher Examinations for Certificate Renewal
MI-319I	Guidelines for OICNW Examination – Third Mate
MI-319Y	Guidelines for Deck Officers' Examinations
MI-320	Guidelines for Engineer Officer Examinations
MI-320A	Guidelines for Engineer Officers' Refresher Examinations for Certificate Renewal
MI-322	Guidelines for Deck Ratings' Examinations
MI-323	Guidelines for Engine Room Ratings' Examinations
MI-325	Guidelines for MOU Officers' Examinations
MI-326	Guidelines for MOU Ratings' Examinations
MI-333A	Cargo Record Book Instructions
MSD 255	Guidelines for Nautical Inspectors

7.0 International Maritime Organization (IMO) Publications

In addition to the major international conventions and mandatory codes dealing with safety and pollution prevention, a series of other useful publications are available from IMO at <http://www.imo.org/Publications/Pages/Home.aspx>. Publications may also be purchased from IMO Publishing by email (sales@imo.org), telephone (+44 (0)20 7735 7611) or fax (+44 (0)20 7587 3241).

8.0 International Chamber of Shipping (ICS), International Shipping Federation (ISF) and Oil Companies International Marine Forum (OCIMF)

Publications can be ordered from either the ICS & ISF website (link: <http://www.marisec.org/>), (click on “Publications” on the horizontal bar at the top of the homepage), or the OCIMF website (link: <http://www.ocimf.com/Library/Books>) or purchased from the printer:

Witherby Publishing Group.
4 Dunlop Square
Livingston
Edinburgh EH54 8SB
UNITED KINGDOM
Tel: +44 (0)1506 463 227
Fax: +44 (0)1506 468 999

or

Marisec Publications
12 Carthusian Street
London EC1M 6EB
UNITED KINGDOM
Tel: +44 (0)20 7417 8844
Fax: +44 (0)20 7417 8877

9.0 Miscellaneous Publications

Publications may be obtained from:

- 9.1 International Telecommunications Union (ITU)
Place des Nations 1211
20 Geneva
SWITZERLAND

Website link: <http://www.itu.int/home/> (click on “Publications” on the horizontal bar at the top of the homepage).

- 9.2 World Health Organization (WHO)
Publications Center
49 Sheridan Avenue
Albany, New York USA

Website link: <http://www.who.int/pub/en/> .

- 9.3 The Stationery Office (TSO)
P.O. Box 29
Norwich NR3 1GN
UNITED KINGDOM
Tel (Customer Service): +44 (0)870 600 5522

Website link: <http://www.tso.co.uk/bookshop> (enter below title in search box).

“Code of Safe Working Practices for Merchant Seamen”

(NOTE: Company-provided instructions are acceptable in lieu of the above.)