

**REPUBLIC OF
THE MARSHALL ISLANDS**



Electronic Documents and Certificates

MARITIME ADMINISTRATOR

Oct/2023

MN 1-109-1

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**REPUBLIC OF
THE MARSHALL ISLANDS**
MARITIME ADMINISTRATOR

Marine Notice

No. 1-109-1

Rev. Oct/2023

**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.133](#); [MEPC.1/Circ.902](#); [MSC.1/Circ.1646](#); [LEG.2/Circ.4](#), *List of certificates and documents required to be carried on board ships 2022*, issued 27 June 2022
 - (b) **IMO Circular** [FAL.5/Circ.39/Rev.2](#), *Guidelines for the use of electronic certificates*, issued 20 April 2016; as corrected by [FAL.5/Circ.39/Rev.2/Corr.1](#), issued 17 January 2017
 - (c) **RMI Maritime Act 1990** ([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 the previous version May/2023. It was amended to reflect that Initial Tonnage Tax Receipts (REG-03) are now issued electronically, with all the features in §1.0.

BACKGROUND

The International Maritime Organization (IMO) guidelines (IMO Circular [FAL.5/Circ.39/Rev.2](#), as corrected), 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](#). When 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 certificates and survey reports. The Administrator has authorized their issuance, review, and acceptance electronically in MN [2-011-4](#). 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) The following, which have been issued after 5 October 2016:

Safety Management Certificate (SMC)
International Ship Security Certificate (ISSC)
Maritime Labour Certificate (MLC)

- b) The following, which have been issued after 15 June 2017, specimens of which 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)

- c) The following, which have been issued after 12 November 2018, specimens of which that have been posted to GISIS:

Documents and Certificates 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

Documents and Certificates Posted to GISIS
Provisional Certificates of Registry Commercial Yacht
Provisional Certificates of Registry Passenger Yacht
Provisional Certificates of Registry Under a Foreign Flag
Ship Radio Station Licenses

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

Statement of Compliance (SoC) for the European Union (EU) Ship Recycling Regulation (SRR)
SoC for the Hong Kong Convention

- e) Tonnage Tax Receipt

All Tonnage Tax Receipts are now available electronically. The Initial Tonnage Tax Receipt (REG-03) and the Annual Tonnage Tax Receipt (MI-294B) have all the features described in §1.0.

The valid Receipt must be kept onboard the vessel with the Certificate of Registry. It will be automatically emailed to the Designated Person Ashore (DPA).

Electronic Tonnage Tax Receipts are verifiable until the Administrator issues a subsequent Tonnage Tax Receipt.

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

REQUIREMENTS

1.0 Electronic Document Features

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

- 1.1 a QR Code in the upper right-hand corner;
- 1.2 a UTN on the bottom left-hand corner;
- 1.3 a Document or Certificate Number in the upper right-hand corner;
- 1.4 an electronic signature of either a Special Agent or Deputy Commissioner; and
- 1.5 the Deputy Commissioner or Special Agent seal, dependent on the authority of the signer.

2.0 Conveyance

- 2.1 All documents and certificates issued electronically by the Administrator must be able to be printed onboard the vessel when required.
- 2.2 Conveying electronic documents and certificates is by email to the DPA. This person is identified to the Administrator at registration or on the [MI-297B, Combined Declaration Form](#). All relevant materials must be passed to the 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. They are **not** required to contain the additional features in the next sections **or** Appendix A.
- 3.2 Documents and certificates, may be verified online by:
 - .1 clicking on the QR Code found in their upper right corner, which links a user directly to the verification site (<https://www.register-iri.com/maritime/vessel-document-verification/>);
 - .2 using a smartphone's camera to scan the QR Code; or
 - .3 verifying online at <https://www.register-iri.com/maritime/vessel-document-verification/> 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 a Regional Office.

4.0 Original, Hard Copy Documents and Certificates

- 4.1 Verification with Document or Certificate Number
 - .1 Those documents and certificates issued to RMI-flagged vessels before 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://www.register-iri.com/maritime/vessel-document-verification/> by entering the:
 - a. Document or Certificate Number;
 - b. IMO Number; and

- c. Issue Date; or
- d. Expiration Date, with respect to CLBCs, CLCs, WRLCs, and PLCs.

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, or using the website, www.register-iri.com with the [Officer/Seafarer Verification](#) section for:

Certificates of Receipt of Application (CRAs)
Officers' Certifications: <ul style="list-style-type: none"> • Certificates of Competency (CoCs) or • Certificates of Endorsement (CoEs)
Seafarers' Identification and Record Books (SIRBs)
Special Qualifications (SQC's)
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 1990 (hereinafter the "[Maritime Act](#)"), 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 Maritime Act.

APPENDIX A – Documents and Certificates with Electronic Signatures

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

To verify the following documents, contact Registrations@Register-IRI.com

Document or Certificate	Electronic Signature (in blue ink)	Counter Signature(s) (in blue ink)	Seals on Document	Notes
CLC <i>Issued electronically after 15 June 2017</i>	Deputy Commissioner or Special Agent	None required	Green ink: Stamped Deputy Commissioner or Special Agent seal Black ink: RMI seal - upper-left corner Watermark: RMI seal in the document background	Document must contain the issue and expiry dates, as applicable
CSR <i>Issued electronically after 12 November 2018</i> <i>See MN 2-011-19 for CSRs issued prior to 12 November 2018.</i>	Deputy Commissioner or Special Agent	Master	Green ink: Stamped Deputy Commissioner or Special Agent seal Black ink: RMI seal - upper-left corner Watermark: RMI seal in the document background	No facsimiles allowed
PLC <i>Issued electronically after 15 June 2017</i>	Deputy Commissioner or Special Agent	None required	Green ink: Stamped Deputy Commissioner or Special Agent seal Black ink: RMI seal - upper-left corner Watermark: RMI seal in the document background	Certificate must contain the issue and expiry dates, as applicable

To verify the following documents, contact Registrations@Register-IRI.com

Document or Certificate	Electronic Signature (in blue ink)	Counter Signature(s) (in blue ink)	Seals on Document	Notes
WRLC <i>Issued electronically after 15 June 2017</i>	Deputy Commissioner or Special Agent	None required	Green ink: Stamped Deputy Commissioner or Special Agent seal Black ink: RMI seal - upper-left corner; and Watermark: 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

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

To verify the following documents, contact RegulatoryAffairs@Register-IRI.com

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

To verify the following documents, contact RegulatoryAffairs@Register-IRI.com

Document or Certificate	Electronic Signature (in blue ink)	Counter Signature(s) (in blue ink)	Seals on Document	Notes
National Statement of Compliance (NSoC) <i>Issued electronically after 24 February 2020</i>	Deputy Commissioner	None required	Green ink: Stamped Deputy Commissioner seal over signature	Document must contain the issue date

To verify the following documents, contact IHM@Register-IRI.com

Document or Certificate	Electronic Signature (in blue ink)	Counter Signature(s) (in blue ink)	Seals on Document	Notes
Exemption Certificate <i>Issued electronically after 4 October 2020</i>	Deputy Commissioner or Special Agent	None required	Green ink: Stamped Deputy Commissioner or Special Agent seal Black ink: RMI seal - upper-left corner Watermark: RMI seal in the document background	Certificate must contain date of issue and any expiry date on the document
SoC EU SRR; and SoC Hong Kong Convention <i>Issued electronically after 10 July 2020</i>	Deputy Commissioner or Special Agent	None required	Green ink: Stamped Deputy Commissioner or Special Agent seal over signature Black ink: RMI seal - upper-left corner Watermark: 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

Document or Certificate	Electronic Signature (in blue ink)	Counter Signature(s) (in blue ink)	Seals on Document	Notes
MSMC <i>Issued electronically after 15 June 2017 and 12 November 2018</i>	Deputy Commissioner or Deputy Commissioner <i>by original signature</i>	None required	Green ink: Stamped Deputy Commissioner or Special Agent seal Black ink: RMI seal - upper-left corner Watermark: 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
Officer CoC or CoE	Deputy Commissioner	Certificate Holder		Certificate must contain the issue and expiry dates, as applicable
Seafarer CRA <i>Issued via email</i>	Deputy Commissioner or Special Agent	Master and Certificate Holder	Green ink: Stamped Deputy Commissioner or Special Agent seal	Certificate must contain the issue and expiry dates, as applicable
Seafarer UA <i>Issued via email</i>	Deputy Commissioner or Special Agent	Master and Certificate Holder	Green ink: Stamped Deputy Commissioner or Special Agent seal	Certificate must contain the issue and expiry dates, as applicable
SIRB	Deputy Commissioner	Certificate Holder		Certificate must contain the issue and expiry dates, as applicable
SQC	Deputy Commissioner	Certificate Holder	Green ink: Stamped Deputy Commissioner Black ink: RMI seal - upper-left corner	Document must contain the issue and expiry dates, as applicable

To verify the following documents, contact Radio@Register-IRI.com

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

Document or Certificate	Electronic Signature (in blue ink)	Counter Signature(s) (in blue ink)	Seals on Document	Notes
Initial or Annual Tonnage Tax Receipt <i>Issued electronically</i>	Deputy Commissioner or Special Agent	None required	Green ink: Stamped Deputy Commissioner or Special Agent seal Black ink: RMI seal - upper-left corner Watermark: 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.

To verify the following documents, contact Audits@Register-IRI.com

Document or Certificate	Electronic Signature (in blue ink)	Counter Signature(s) (in blue ink)	Seals on Document	Notes
Safety Management Certificate <i>Issued electronically after 5 October 2016</i>	Deputy Commissioner or Special Agent	None required	Green ink: Stamped Deputy Commissioner or Special Agent seal Black ink: RMI seal - upper-left corner Watermark: RMI seal in the document background	Certificate must contain the issue and expiry dates, as applicable
International Ship Security Certificate <i>Issued electronically after 5 October 2016</i>	Deputy Commissioner or Special Agent	None required	Green ink: Stamped Deputy Commissioner or Special Agent seal Black ink: RMI seal - upper-left corner Watermark: RMI seal in the document background	Certificate must contain the issue and expiry dates, as applicable
Maritime Labour Certificate <i>Issued electronically after 5 October 2016</i>	Deputy Commissioner or Special Agent	None required	Green ink: Stamped Deputy Commissioner or Special Agent seal Black ink: RMI seal - upper-left corner Watermark: RMI seal in the document background	Certificate must contain the issue and expiry dates, as applicable