



# Kiribati Ship Registry

Singapore Operations Office:

10 Anson Road #25-14, International Plaza, Singapore 079903

Tel: +65 6225 0555 Fax: +65 6225 0550 Email: info@kiribaship.com Website: www.kiribaship.com

## **MARINE CIRCULAR 37/2017**

1 February 2017

**TO : Ship Owners, Ship Managers, Charterers, Ship Master, Recognised Organisation (Classification Societies), Port State Control Authorities and the Shipping Community**

**SUBJECT : Recognition of Documents Issued in Electronic Format and Scanned Colour Copies of Originals**

### **PURPOSE**

This Circular is to notify the shipping community regarding the recognition of documents issued in electronic format and scanned colour copies of the originals. The recognition of documents in scanned colour copies of the originals reduces the undue delays while waiting for the original documents to be delivered on board the vessel.

### **APPLICATION**

This Circular is applicable to all Kiribati vessels.

### **CONTENT**

#### **1) Electronic Format Issued Documents**

The following documents are only issued under Electronic Format:

- (a) Provisional Certificate of Endorsement (PCOE)
- (b) Attestation and Dispensation Letters

#### **2) Scanned Colour Copies of Original Documents**

The following Scanned Colour Copies of Original Documents are considered to be valid for thirty (30) days from the date of issue:

- (a) Provisional and Permanent Certificate of Registry
- (b) Provisional and Permanent Minimum Safe Manning Certificate
- (c) Provisional and Permanent Ship Radio Station Licence
- (d) Permanent Certificate of Endorsement for Officers (COE)
- (e) Continuous Synopsis Record (CSR)

- (f) Special Voyage Permit (SVP)
- (g) Bunker Convention Certificate (BCC)
- (h) Civil Liability Certificate (CLC)
- (i) Interim and Full-Term Statutory Certificates (where applicable)

### 3) Verification of documents

Please note the following means for verifying the documents:

(a) For verification of documents via email, please submit the document to [ops@kiribaship.com](mailto:ops@kiribaship.com) which will be verified within 1 working day.

(b) Please find the following website links for verification of the respective documents:

- (i) Certificate of Endorsement: [http://www.kiribaship.com/EN/services/COE\\_verification.aspx](http://www.kiribaship.com/EN/services/COE_verification.aspx)
- (ii) Ship Registry Certificates: [http://www.kiribaship.com/EN/services/registration\\_certificate.aspx](http://www.kiribaship.com/EN/services/registration_certificate.aspx)

Please do not hesitate to contact this Administration for any assistance or clarification.

Yours sincerely,

Deputy Registrar  
Kiribati Ship Registry