



Maritime Circular No.34

To:

Registration Officers (RegOffs), SLMARAD Departments (All)

Subject:

Blank Certificates with CP Number

Date:

17th January 2017

References:

N/A

Purpose

To inform Registration Officers about the procedure relating to the Blank Certificates with CP Numbers.

Application

1. This Circular applies to all Authorised Registration Officers.
2. For each newly appointed Registration Officer, a number of Blank Certificates with CP numbers will be provided (usually 50). The blank certificates are required to enable Registration Officers to print the relevant certificates (registration, seafarers etc.).
3. Each blank Certificate will indicate a unique CP Number, for traceability and monitoring purposes. Therefore, each Registration Officer is duly responsible for the blank Certificates bearing the CP Number, assigned to him/her.
4. At the first day of each month, all Registration Officers shall submit the "AD-DOC-05 - RegOff monthly report for CP Serial numbers" indicating all used Certificates. In case no certificates used in a month, then the Registration Officer shall again notify the Administration accordingly.
5. In cases where a Blank Certificate with CP Number is destroyed or mistakenly printed/used, then that certificate shall be posted back to the Administration immediately.
6. Failure to follow above instructions can result to further actions to be taken by this Administration.
7. The above will enter into effect as of 17th January 2017.

For additional information please contact SLMARAD at info@slmarad.com

Revision Status

Date	Revision	Comments - Changes
17/01/2017	0	Initial - Adopted