



Maritime Authority of the Cayman Islands

Publication Scheme

*Produced in accordance with the Deputy Governor's Code of Practice
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1. About the Publication Scheme

Every public authority covered by the Freedom of Information Law has a legal duty to maintain a publication scheme.

The purpose of a publication scheme is to make information readily available to the public without the need for specific written requests. Schemes are intended to encourage authorities to proactively publish information, to develop a culture of openness and participation.

The publication scheme lists the information which is readily available to the public. The list is divided into seven (7) different categories of information, to help you find the documents you are looking for.

This publication scheme commits the Maritime Authority of the Cayman Islands to making information available to the public as part of its normal business activities.

The Maritime Authority of the Cayman Islands will:

- specify the information held by the authority, which falls within the seven (7) categories below;
- proactively publish or otherwise make routinely available, information which is held by the authority and falls within the categories below;
- describe the methods by which specific information is made available, so that it can be easily identified and accessed by members of the public;
- list any fees charged for access to information described in this scheme;
- publish or otherwise make information available, in accordance with the methods and fees stated in this scheme;
- make this publication scheme available to the public;
- regularly review and update the information made available under this scheme.

2. Information that may be withheld

The Maritime Authority of the Cayman Islands will generally not publish:

- information in draft form;
- information that is not held by the Maritime Authority of the Cayman Islands, or which has been disposed of in accordance with a legally authorised disposal schedule;
- information which is exempt under the FOI Law, or otherwise protected from disclosure – for example: personal information; or commercially sensitive information. Records containing exempt matter will be published in a redacted¹ form, where ever it is practical to do so, indicating which exemptions apply.

In maintaining this publication scheme, our aim is to be as open as possible.

However, there may be limited circumstances where information will be withheld from one of the categories of information listed in *section 7: Categories of information*.

Information will only be withheld where the FOI Law expressly permits it.

For example: where disclosure would breach the law of confidentiality, infringe personal privacy, harm the Maritime Authority of the Cayman Islands' (or another organisation's) commercial interests, or endanger the protection of the environment.

When ever information is withheld, we will inform you of this and explain why that information cannot be released. Even where information is withheld, it may be possible to provide a redacted copy, with the exempt matter edited out.

If you wish to complain about any information which has been withheld, please refer to *section 6: Complaints*.

3. Methods of access

Information available under our publication scheme will usually be accessible through the methods described below.

Section 7: Categories of information provides more details on the information available under the scheme.

Online

Many of our documents are published electronically on our website, <http://www.cishipping.com> and can be downloaded in PDF format.

If you have any trouble locating information, please contact foi.maci@gov.ky

Should you not have access to a computer or the internet the Maritime Authority of the Cayman Islands will provide access via an office computer. Please call and organise a visit at:

2nd floor, Strathvale House
90 North Church Street
George Town
Tel: +1 345-949-8831
Fax: +1 345-949-8849
Email: foi.maci@gov.ky
Monday – Thursday 8.30am – 5pm | Friday 8.30am to 4pm

Email

Some information listed in our publication scheme may not be published on our website. This may be an existing chargeable service or this information may be sent by email. You can email us at foi.maci@gov.ky to request information. Please provide a telephone number so that we can call you to clarify details if necessary.

¹ A copy of the record, with the exempt matter deleted in accordance with the National Archive's *Redaction Standard*.

Phone

Documents listed in the publication scheme can also be requested by telephone. Please call +1 345-949-8831.

Post

All information listed in the publication scheme may be available in hard copy. Requests may be addressed to:

Manager, Information - FOI
Cayman Maritime
PO Box 2256
Grand Cayman KY1-1107
Cayman Islands

In your request, please provide your name and address, full details of the information or documents you would like to receive. You may also wish to provide a telephone number so that we can call you to clarify details if necessary. For faster processing, please also include any applicable fee. (See *Section 4: Fees and charges* for further details)

Personal visits

If you are required or wish to make an appointment to view information in a physical format, please contact by email at foi.maci@gov.ky or by telephone on +1 345-949-8831.

Advice and assistance

If you experience any difficulty identifying the information you want to access, please contact by email at foi.maci@gov.ky or by telephone on +1 345-949-8831.

The Maritime Authority of the Cayman Islands will adhere to its obligations under section 10 of the FOI Law, and any requirements relating to disability or discrimination, when providing information in accordance with this publication scheme.

Information will be provided in the language in which it is held or in such other language that is legally required. Where the Maritime Authority of the Cayman Islands is legally required to translate any information, it will do so.

4. Fees and charges

The purpose of this scheme is to make the maximum amount of information readily available at minimum effort and cost to the public. The Maritime Authority of the Cayman Islands strives to ensure that fees and charges are clearly explained and kept to a minimum.

Information which is published online, downloaded through a website, or sent to you by email will be provided free of charge.

Fees may be charged for providing information in paper copy or on compact disc. Charges will reflect the actual costs of reproduction and postage.

Reproduction costs

Where fees apply, photocopied information will be charged at a standard rate of \$1.00 per page (black and white; any size) and \$1.50 per page (colour; any size).

Computer discs will be charged at a rate of \$2 per disc.

Please refer to *Freedom of Information (General) Regulation 2008, Schedule 3* for a complete list of fees.

Postage costs

The Maritime Authority of the Cayman Islands will pass on to the requester the actual costs of postage or courier delivery.

If a fee applies, you will be advised of the amount and how it has been calculated. Information will then be provided once the Maritime Authority of the Cayman Islands has received your payment.

Existing services

Fees will be charged for information that is already an existing service.

Existing services may be viewed on our website:

http://www.cishipping.com/portal/page?_pageid=1307,1684580&_dad=portal&_schema=PORTAL

SHIP AND MORTGAGE REGISTRATION AND RELATED SERVICES

SERVICE/ACTIVITY	FEE PAYABLE CI\$	FEE PAYABLE US\$
SHIP REGISTRATION:		
(1) Registration of ships- <ul style="list-style-type: none">o First registration of a ship;o Registration of a Demise Chartered ship transferred IN;o Registration Anew or re-Registration of a ship;o Interim Registration of a ship¹; oro Transfer of Registration of a ship between British Registers-<ul style="list-style-type: none">of gross tonnage up to 150:of gross tonnage over 150 and up to 400:of gross tonnage over 400 and up to 1500:of gross tonnage of over 1500:	328.00 492.00 697.00 984.00	400.00 600.00 850.00 1200.00
(¹ There will be an additional charge for the issue of the final Certificate of Registry- see item A.(14)).		
(2) Registration under the issue of a Provisional Certificate of Registry ¹ : (¹ There will be an additional charge for the issue of the final Certificate of Registry see Item A.13)	205.00 per hour or part thereof	250.00
(3) Registration of a ship under construction:	246.00	300.00

<p>(4) Registration of Transfer or Transmission of Ownership of a ship of gross tonnage-</p> <p style="text-align: right;">up to 150:</p> <p style="text-align: right;">over 150 and up to 400:</p> <p style="text-align: right;">over 400 and up to 1500:</p> <p style="text-align: right;">Over 1500:</p>	<p>246.00</p> <p>328.00</p> <p>369.00</p> <p>492.00</p>	<p>300.00</p> <p>400.00</p> <p>450.00</p> <p>600.00</p>
<p>(5) Registration of-</p> <ul style="list-style-type: none"> o Alterations to a registered ship: o Change of Name of a registered ship: or o Change of Address or of other particulars of a Registered Owner, other than Change of Owner, including the re-issuance of the Certificate of Registry. 	<p>164.00 for each alteration or change</p>	<p>200.00 for each alteration or change</p>
<p>(6) Authorisation of a “Declaration of Lifeboats and Tenders Attached to a Ship”, where applied for other than at the time of initial Registration of the parent ship:</p>	<p>82.00</p>	<p>100.00</p>
<p>(7) Re-issuance of a Certificate of Registry to a ship and recording of changes in the Register with respect to a pleasure yacht changing status from private to commercial use or <i>vice versa</i>:</p>	<p>246.00</p>	<p>300.00</p>
<p>(8) Processing and approval of application for reservation of a name for a ship-</p> <p>where application has been made and fees paid for the registration of the ship for which the name is being requested²:</p> <p style="text-align: right;">where application is otherwise made²:</p> <p>⁽²⁾ <i>In either case the name reservation is held for a maximum period of 12 months)</i></p>	<p>No additional charge</p> <p>492.00</p>	<p>No additional charge</p> <p>600.00</p>
MORTGAGE REGISTRATION:		
<p>(9) Registration of-</p> <ul style="list-style-type: none"> o A mortgage; o The transfer of a mortgage; o The Transmission of a Mortgage; or o The discharge of a mortgage- <p style="text-align: right;">In relation to a ship of up to 499 gross tonnage:</p> <p style="text-align: right;">In relation to a ship of over 499 gross tonnage:</p>	<p>246.00</p> <p>369.00</p>	<p>300.00</p> <p>450.00</p>
<p>(10) Recording of a Priority Notice regarding a Mortgage:</p>	<p>164.00</p>	<p>200.00</p>
TONNAGE MEASUREMENT AND ANNUAL TONNAGE FEE:		
<p>(11) Survey for tonnage measurement and issue of appropriate Tonnage Certificate under the Tonnage Regulations-</p> <p style="text-align: right;">Under 24 metres in length³:</p> <p style="text-align: right;">24 metres in length³ and over:</p> <p>³ <i>“length” means the “TL” as defined in Paragraph 2.</i></p>	<p>369.00</p> <p>738.00</p>	<p>450.00</p> <p>900.00</p>
<p>(12) Annual Tonnage Fee⁴-</p> <p>(a) For Merchant Ships of any Tonnage⁶:</p> <p style="text-align: right;">Minimum Annual Fee:</p> <p style="text-align: right;">For the first 2500 GT:⁵</p> <p style="text-align: right;">The remainder will be charged at US\$0.11 per unit gross tonnage:</p>	<p>820.00</p> <p>820.00</p> <p>0.0902</p>	<p>1000.00</p> <p>1000.00</p> <p>0.11</p>

	Per unit GT	Per unit GT
<p>⁴ Where, at the discretion of the Authority or otherwise, an Annual Tonnage Fee is refunded, in whole or in part, a service charge of \$123 will be applied.</p> <p>⁵ The initial Fee will be pro-rated on a monthly basis for commercial ships of over 250 gross tonnage from the month of registration to the end of December for ships coming on to the Register after 31 January.</p> <p>⁶ For all vessels on the Register prior the 31st December 2011, any ATF payable to the 31st December 2011 will be computed at the applicable rate to the period in which the ATF was due.</p>		
(b) For Pleasure Yachts (Including Pleasure Yachts engaged in		
Minimum Annual Fee ⁸ :	328.00	400.00
For the First 1000 GT:	492.00	600.00
The remainder will be charged at US\$0.20 per unit GT:	0.164	0.20
	Per Unit GT	Per Unit GT
<p>⁶ Includes Yachts registered as Commercial Vessels</p> <p>⁸ For vessels up to 500GT</p>		
TRANSCRIPTS, DELETIONS AND MISCELLANEOUS SERVICES:		
(13) Issuance of a-		
<ul style="list-style-type: none"> o Transcript of Register (Existing): o Deletion Certificate; o Duplicate Certificate of Registry to replace Lost or Damaged Certificate; o New Certificate of Registry following the lapse of a Provisional Certificate of Registry; o New Certificate of Registry to extend or replace an Interim Certificate of Registry; o Certified Copy of a Document relating to the Registration of a Ship or Mortgage; o Issuance of Certified copies of Documents relating to the Registration of a ship 	164.00 Per item	200.00 Per item
(14) Transcript of Register (Closed):	287.00	350.00
(15) Inspection of Register Book (per inspection)	82.00	100.00
(16) Re-processing of a Document not executed within the specified time frame (e.g. a Carving and Marking Note)	82.00	100.00
(17) Out of Office Hours Service Surcharge in addition to the normal applicable fee:	205.00 per hour or part thereof	250.00 per hour or part thereof
(18) 24 Hour Service Rush Fee in addition to the normal applicable fee:	75% of the normal applicable fee	
(19) Over-the-Counter Service Surcharge in addition to the normal applicable fee	100% of the normal applicable fee	

OTHER SERVICES

SERVICE/ACTIVITY	FEE PAYABLE CI\$	FEE PAYABLE US\$
CREW COMPLIANCE AND SAFE MANNING:		
(1) Assessment of Application for and initial issuance of a Minimum Safe Manning Document (MSMD)- For a vessel of less than 500 gross tonnage: For a vessel of 500 gross tonnage or more: For a sister ship or near sister ship of less than 500 gross tonnage: For a sister ship or near sister ship of 500 gross tonnage or more:	328.00 492.00 164.00 246.00	400.00 600.00 200.00 300.00
(2) Assessment of Application to vary and re-issue an existing MSMD or the renewal of a MSMD upon its expiration, as appropriate- For a vessel of less than 500 gross tonnage: For a vessel of 500 gross tonnage or more:	164.00 246.00	200.00 300.00
(3) Assessment of Application for an Endorsement or Licence recognising a Certificate of Competence for service in a Cayman Islands ship and the issuance of an Endorsement or Licence as appropriate:	246.00	300.00
(4) Processing of Application for a Seaman's Discharge Book or other Seafarer's Document:	82.00	100.00
(5) Verification of sea service upon request from a seafarer who has served on board a Cayman Islands ship:	82.00	100.00
SUPPLY OF DOCUMENTS AND FLAGS ETC.		
<i>The following Documents and Publications are available at current prices which can be obtained from the Authority's website (www.cishipping.com) or direct from any of the Authority's offices.</i>		
(1) Official Log Book	41.00	50.00
(2) GMDSS Radio Log Book	41.00	50.00
(3) Articles of Agreement	Free	
(4) Oil Record Book (Non-Tankers)	41.00	50.00
(5) Oil Record Book (Tankers)	41.00	50.00
(6) Cargo Record Book (NLS)	41.00	50.00
(7) Garbage Record Book	41.00	50.00
(8) Cayman Islands Merchant Shipping Legislation	Varies	
(9) Cayman Islands Ensign (6 feet by 3 feet)	123.00	150.00
(10) Cayman Islands Ensign (8 feet by 4 feet)	164.00	200.00
(11) Cayman Islands Ensign (10 feet by 5 feet)	205.00	250.00
(12) Cayman Islands Ensign (12 feet by 6 feet)	287.00	350.00
MISCELLANEOUS ADMINISTRATIVE CHARGES		
(1) Faxing of Registration documents overseas (per document)	41.00	50.00
(2) Sending of documents by courier- Where courier costs paid by the Authority: Otherwise (per package):	Cost + 10% \$20.50 Admin. Charge	Cost + 10% \$25.00 Admin. Charge

5. Request for information outside the Publication Scheme

Information held by the Maritime Authority of the Cayman Islands that is not published under this scheme can be requested in writing and should be addressed to:

Manager, Information - FOI
Cayman Maritime
2nd floor, Strathvale House
90 North Church Street, George Town
PO Box 2256
Grand Cayman KY1-1107
Cayman Islands

Fax: +1 345-949-8849
Email: foi.maci@gov.ky

Monday – Thursday 8.30am – 5pm | Friday 8.30am to 4pm

Requests will only be accepted in writing and can be sent via fax, email, post or hand delivered. Please include a name, mailing or email address. Kindly indicate the format in which you wish to receive the information you have requested, e.g. photocopies or scanned copies. Your request will be considered in accordance with the provisions of the FOI Law.

See: <http://www.cishipping.com/FOI/Making a Request>

6 Complaints

The Maritime Authority of the Cayman Islands aims to make our publication scheme easy to use, and to ensure our information is accessible to the public.

If you wish to complain about any aspect of this publication scheme you may contact our Information Manager who will try to resolve your complaint as quickly as possible. Also, if you are dissatisfied with our response, you are entitled to an internal review. Please contact:

Physical address:

Manager, Information - FOI
Cayman Maritime
2nd floor, Strathvale House
90 North Church Street,
George Town

Mailing address:

Manager, Information - FOI
Cayman Maritime
PO Box 2256
Grand Cayman KY1-1107
Cayman Islands

Tel: +1 345-949-8831
Fax: +1 345-949-8849
Email: foi.maci@gov.ky

Monday – Thursday 8.30am – 5pm | Friday 8.30am to 4pm

Please also see http://www.cishipping.com/portal/page?_pageid=1307,3520679&_dad=portal&_schema=PORTAL for our complaints process

You have legal rights to access information under this scheme, and a right to complain to the Information Commissioner if you are dissatisfied with our response.

Physical address:

Information Commissioner's
Office,
2nd Floor, Elizabethan Square,
Building 1
George Town, Grand Cayman

Mailing address:

Information Commissioner's
Office,
PO Box 1375
Grand Cayman KY1-1108
Cayman Islands

Tel: +1 345 747 5402
Fax: + 1 345 949 2026
Email: appeals@ico.gov.ky

Monday to Friday, 9:30am - 4:00pm

7. Categories of information

- About us
- Strategic Management
- Finance & Administration
- Policies & Procedures
- Decisions & Recommendations
- Our Services & FAQ

ABOUT US

The Maritime Authority of the Cayman Islands (MACI) is a statutory corporation formed as a separate legal entity under the Maritime Authority of the Cayman Islands Law (2005) which came into effect on July 1, 2005. The Authority is wholly-owned by the Government of the Cayman Islands but governed by a Board of Directors appointed by the Governor of the Cayman Islands.

Ministry

Ministry of Finance, Tourism & Development.

Principal officer and Key staff

Chief Executive Officer: A Joel Walton

Divisional Heads:

Director of Global Operations:	Kenrick Ebanks
Director of Global Commercial Services:	Alfred Powery
Director of Global Safety and Compliance:	Greg Evans

Information manager

Information Manager: Nicola Moore-Gothár

Designate: Glenda Dilbert-Davis

Organisation and functions

As the national maritime administration for the Cayman Islands, Maritime Authority of the Cayman Islands (MACI) facilitates the development of Cayman as an international maritime centre and helps foster a dynamic environment that supports its clients' efforts to maximise their respective stakeholders' growth opportunities and returns in global shipping; whilst promoting compliance with international standards, regional agreements, and Cayman's legislation in the areas of maritime safety and security, marine environmental pollution prevention, and social responsibility, particularly in respect to seafarers' welfare.

Global Network of Offices

Head Office – Grand Cayman	Representative – London
European Regional Office – Southampton	Representative – Japan
Representative Office – Greece	Representative – Hong Kong
Representative Office – Ft. Lauderdale, U.S.A.	Representative – Singapore
Representative Office – Monaco	

Boards and committees

Please request information relating to boards and committees in writing. Your request will be considered in accordance with the provisions of the FOI Law see:

http://www.cishipping.com/portal/page?_pageid=1307,3497406&_dad=portal&_schema=PORTAL

Name	Meetings
Cayman Islands Ship-owners Advisory Committee	Annually
Cayman Island Yacht-owners Advisory Committee	Annually
Marine Patrol Strategy Workgroup	Bi annually
Maritime (Shipping) Sector Consultative Committee	Quarterly
Maritime Authority Board of Directors	Quarterly
National Maritime Security Council	Quarterly
Red Ensign Group	Annually

STRATEGIC MANAGEMENT

Administering the authority's operations at the organisational level; developing business plans and corporate policy; setting long-term goals and objectives; evaluating the agency's overall performance and progress towards established targets; managing programs to improve business processes and ensure consistent service delivery; preparing or revising laws and other regulatory instruments that affect the authority's functions and responsibilities; obtaining legal advice from external sources.

Copies of all Laws and Regulations available at cost from Cayman Registry.

- Companies Law (2009 Revision)
- Freedom of Information Law (2007 Revision)
- The Maritime Authority Law (2008 Revision)
- The Merchant Shipping Law (2008 Revision)
- The Merchant Shipping (Marine Pollution) Law, 2001
- The Merchant Shipping (Returns of Births and Deaths) Regulations, 2004
- The Merchant Shipping (Classes of Ships) Regulations, 2002
- The Merchant Shipping (Carriage of Packaged Irradiated Nuclear Fuel Etc.) (INF Code) Regulations, 2003
- The Merchant Shipping (Certification of Ships' Cooks) Regulations, 2004
- The Merchant Shipping (Prevention of Collisions and Use of Distress Signals) Regulations, 2003
- The Merchant Shipping (Counting and Registration of Persons on Board Passenger Ships) Regulations, 2002
- The Merchant Shipping (Entry into Dangerous Spaces) Regulations, 2004
- The Merchant Shipping (Registration Fees) Regulations, 2006
- The Merchant Shipping (Guarding Of Machinery and Safety of Electrical Equipment) Regulations, 2004
- The Merchant Shipping (Load Line) Regulations, 2002
- The Merchant Shipping (Certification, Safe Manning, Hours of Work and Watchkeeping) (Amendment) Regulations, (2004 Revision)
- The Merchant Shipping (Marine Pollution) Regulations, 2004
- The Merchant Shipping (Means of Access) Regulations, 2004
- The Merchant Shipping (Medical Examination) Regulations, 2002
- The Merchant Shipping (Carriage of Nautical Publications) Regulations, 2002
- The Merchant Shipping (Port State Control) Regulations, 2003
- The Merchant Shipping (Registration of Ships) Regulations, 2002
- The Merchant Shipping (Marine Pollution) (Reporting of Incidents Involving Harmful Substances) Regulations, 2004
- The Merchant Shipping (Safety of Navigation) Regulations, 2004
- The Merchant Shipping (Tonnage) Regulations, 2002
- The Merchant Shipping (Vessels in Commercial Use for Sport or Pleasure) Regulations, 2002
- The Merchant Shipping (Maritime Security) Regulations, 2007
- The Merchant Shipping (Control of Pollution by Noxious Liquid Substances in Bulk) (Cayman Islands) Regulations, 1988
- The Merchant Shipping (BCH Code) (Cayman Islands) Regulations, 1988

- The Merchant Shipping (IBC) Code) (Cayman Islands) Regulations, 1988
- The Merchant Shipping (Crew Accommodation) (Cayman Islands) Regulations, 1988
- The Merchant Shipping (Prevention of Pollution by Garbage) (Cayman Islands) Regulations, 1989
- The Merchant Shipping (Submersible Craft Construction, Equipment and Survey) (Cayman Islands) Regulations, 1991
- The Merchant Shipping (Submersible Craft Operations) (Cayman Islands) Regulations, 1991
- The Merchant Shipping (Provisions and Water) (Cayman Islands) Regulations, 1989
- The Merchant Shipping (Repatriation) (Cayman Islands) Regulations, 1989
- The Merchant Shipping (Crew Agreements, List of Crew and Discharge of Seamen) Regulations, 1992

Corporate management

http://www.cishipping.com/portal/page?_pageid=1307,4163079&_dad=portal&_schema=PORTAL

http://www.cishipping.com/portal/page?_pageid=1307,4568246&_dad=portal&_schema=PORTAL

Annual report

Press Releases

Audit reports

Statistics

Plans for business continuity

Disaster recovery

Minutes of meetings

FINANCE & ADMINISTRATION

Administering the authority's internal functions and managing its resources efficiently and effectively. Includes the management of monetary resources; material resources; human resources; information resources; and relationships with clients, the public and other government agencies.

Financial management

Documents relating to the administration of the authority's monetary resources – including projected and actual income and expenditure; tendering; procurement; and contracts.

http://www.cishipping.com/portal/page?_pageid=1307,1684241&_dad=portal&_schema=PORTAL

Annual budget

Credit Card Authorisation

Public Management and Finance Law (2005 Revision)

Public Management and Finance (Amendment) Law, 2009

Copies of all Laws and Regulations available at cost from Legislative Assembly.

Administration

Documents relating to other administrative functions carried out within the authority – including buildings, equipment & vehicles; communications; human resources; information & technology management.

Disposal schedule (Draft only)

Records Management file plan (Draft only)

Copies of these documents will not be available until final.

POLICIES & PROCEDURES

Current written protocols used by the authority for carrying out functions, activities and delivering services.

Complaints-handling procedure

Employee and Office Policies Handbook

Cayman Maritime Employment Application

Information Management policy

DECISIONS & RECOMMENDATIONS

This information is covered under MACI Corporate.

LISTS & REGISTERS

Information held on the Register, including mortgage details, is considered to be available, for a fee, to anyone. Persons may inspect the Register at Head Office (George Town) between normal office hours or we can provide the information in the form of a document called a "Transcript of Registry".

Shipping Registry

Statistics

Specialized reports can be created to collate specific information when necessary

OUR SERVICES

The maritime Authority of the Cayman Islands (MACI) is a statutory corporation formed as a separate legal entity under the Maritime Authority of the Cayman islands Law, 2005, which came into effect on 1 July, 2005.

Below is a list of Publications available listed under MACI Divisions

http://www.cishipping.com/portal/page?_pageid=1307,1684544&_dad=portal&_schema=PORTAL

Shipping Notices

Registration

Serving both pleasure yachts and commercial shipping interests

http://www.cishipping.com/portal/page?_pageid=1307,1684241&_dad=portal&_schema=PORTAL

http://www.cishipping.com/portal/page?_pageid=1307,4568246&_dad=portal&_schema=PORTAL

A Guide to Vessel registration

Cayman Registry a brief Overview Presentation

Vessel Name Proposal and Reservation

Appointment of an Authorised Person

Vessel Registration in the Cayman Islands

Application for Miscellaneous Services

Crew Compliance

Ensuring that a ship is safely manned and the crew properly trained, certified and medically fit to work on Cayman ships.

http://www.cishipping.com/portal/page?_pageid=1307,1684241&_dad=portal&_schema=PORTAL

Endorsement Application

Seaman's Discharge Book

Safe Manning Application (Ships)

Safe Manning Application (Yachts)

Survey and Certification

Professional survey services to Cayman-registered vessels globally, and to new builds of another Flag, to ensure these ships are built and maintained in accordance with international and domestic legislation

http://www.cishipping.com/portal/page?_pageid=1307,1684241&_dad=portal&_schema=PORTAL

Request for Services

Request for the issue of a Continuous Synopsis Record

Shipping Notices

http://www.cishipping.com/portal/page?_pageid=1307,1684544&_dad=portal&_schema=PORTAL

Further Information is available on the Maritime Authority of the Cayman Islands' website:

<http://www.cishipping.com>

Should you not have access to a computer or the internet, the Maritime Authority of the Cayman Islands will provide access via an office computer. Please call and organise a visit:

Tel: +1 345 949-8831

Fax: +1 345 949-8849

Manager, Information - FOI

Cayman Maritime

2nd floor, Strathvale House

90 North Church Street, George Town

Monday – Thursday 8.30am – 5pm | Friday 8.30am to 4pm

All other information can be purchased through Cayman Registry.

FREQUENTLY ASKED QUESTIONS

http://www.cishipping.com/portal/page?_pageid=1307,1684138&_dad=portal&_schema=PORTAL
REGISTRATION

Can I have an Official Number and Call Sign allocated before vessel registration?

Yes, provided that Cayman is in receipt of the application forms and relevant fees. This facilitates the simultaneous marking of a vessel, the submission of an application for Ship Radio Station Licence, and other related items.

Can you complete the registration of a vessel with a copy of evidence of title documents such as a Bill of Sale for an existing vessel or a Builder's Certificate for a new vessel?

Yes. All registration documentation may be provided either in original form or in faxed form accompanied by an Undertaking to deliver the originals to Cayman within 7 days.

How long does the vessel registration process take?

Under normal circumstances, transactions are completed within 2 working days of receipt of all of the forms, required documentation and applicable fees. For an additional service charge transactions may be completed on a "rush" basis within 24 hours, on the next working day. E-mail client.relationships@cishipping.com and use express fax # 1-345-946-7822.

Can the Shipping Registry transaction be done today?

Yes. By pre-arrangement, and for an additional service charge, we also offer an "over-the-counter" service whereby transactions may be completed "on-the-spot" by presenting, in person, the required forms, supporting documentation and applicable fees to Cayman. E-mail client.relationships@cishipping.com and use express fax # 1-345-946-7822.

Can vessel and mortgage registrations be done at any time other than within normal opening hours?

Yes. Cayman can provide a 24-hour registration and mortgage registration service for all vessels such as tankers, bulk carriers, and commercial yachts, by pre-arrangement with Cayman. For this "out-of-office service", available outside normal office hours, there is an additional fee. E-mail client.relationships@cishipping.com and use express fax # 1-345-946-7822.

Is the Certificate of Survey from a previous Shipping Registry acceptable for vessel registration purposes?

Yes, provided that it has all of the information required by Cayman and that it has been issued by one of the seven Classification Societies authorised by Cayman.

Can I inspect the Shipping Register?

Yes. All information held on the Register, including mortgage details, is considered to be available, for a fee, to anyone. Persons may inspect the Register at Head Office (George Town) between normal office hours or we can provide the information in the form of a document called a "Transcript of Registry".

Can I have a copy of the Certificate of Registry for a vessel?

The documentation held on a vessel registration file is available only to the registered owner (or his/her authorised representatives) therefore no such documentation is available to third parties except for a "Transcript of Registry"

Can I submit vessel registration forms, supporting documentation and mortgage documents at locations other than Head Office?

Yes. All can be faxed to 1-345-946-7822 and supported by a notarised Undertaking to deliver the originals to Cayman within 7 days of the date of registration. Additionally, mortgages and their related documents may be physically delivered at four other depositories worldwide.

CREW COMPLIANCE

How do I apply for a Cayman Islands Endorsement and what is the supporting documentation that is required?

See Applying for an endorsements.

http://www.cishipping.com/portal/page?_pageid=1307,1684629&_dad=portal&_schema=PORTAL

How long does it take for the application for an Endorsement to be processed?

If all required supporting documents and the relevant fees have been included it may take up to 5 working days from the day an application has been received.

I have a Yachtmaster Offshore/Ocean ticket, what documents am I required to submit in order to obtain a Cayman Endorsement?

We do not issue a STCW endorsements in recognition of the Yachtmaster Offshore/Ocean certificates of competency since these are not certificates awarded in accordance with the STCW 1978, as amended. However, we can recognise them as certificates to serve on Cayman vessels up to a certain gross tonnage (for deck watch ratings up to 3,000 GT, unlimited; Master up to 200 GT for less than 150 miles from a safe haven; Chief Mate up to 500 GT for less than 150 miles from a safe haven; and Officer of the Watch up to 500 GT, unlimited distance from a safe haven). In addition, you will need a Seaman's Discharge Book (SDB) and therefore you will need to apply for a SDB in order to obtain the recognition of your certificate.

May I obtain a Cayman Seaman's Discharge Book (SDB)?

Yes. A bona-fide seaman may be issued with a Cayman Seaman's Discharge Book to serve on Cayman-registered ships including yachts.

See Applying for a SDB.

http://www.cishipping.com/portal/page?_pageid=1307,1684614&_dad=portal&_schema=PORTAL

Where should I send my completed application for a Cayman Endorsement, Seaman's Discharge Book, Minimum Safety Manning Document or Dispensation?

Head Office processes all Crew Compliance and related applications.

The ship I am going to join has been issued with a Minimum Safe Manning Document which requires a Second Engineer holding a R.III/2 (Y2) Certificate of Competency. May I obtain some form of dispensation since I possess a MCA C/Eng Y4 (III/3) Certificate of Competency.

Article VIII of the STCW Convention 1978, as amended, regulates the issue of a dispensation by a Flag State, however, the Convention stresses "in circumstances of exceptional necessity" and therefore a continuing difficulty to crew a vessel with fully-qualified personnel does not qualify for dispensation.

IMPLEMENTATION OF THE INTERNATIONAL SHIP AND PORT FACILITY SECURITY CODE

How do I submit the Ship Security Plans (SSP) for my vessels for approval?

The Ship Security Plan, and the Ship Security Assessment (SSA) on which it is based, should be submitted to the Cayman Islands Shipping Registry (CISR) in George Town. The SSP and SSA can be submitted either as a hard and electronic copy or purely as an electronic submission. If a hard copy is submitted it will be stamped after approval and returned to the company. If only electronic copies are submitted, the title, index and revision status pages will be printed and stamped and returned to the company for inclusion in the copy of the SSP that is to be forwarded to the vessel. The CISR will only retain an electronic copy of the approved SSP and the SSA. Any additional hard copies that have been submitted will be destroyed by secure shredding after the approval process is complete.

How long should records relating to security be retained onboard?

The CISR requires records to be retained onboard for three years. This is to ensure that all records that have been made since the last verification are available at the next verification.

How will the CISR keep companies informed of the current Security Level applicable to ships?

Current security levels will be available via www.cishipping.com . In addition, when the Security Level changes the company will be informed by email of the change.

What security officer training will be accepted by the CISR?

Although the CISR will not be approving individual training courses, we will accept security officer training that is approved, accepted or recognized by any Administration on the STCW "White List" as meeting the requirements of the relevant IMO Model Course. It should be noted that the CISR auditors will verify the effectiveness of this training during the onboard verifications.

What is the minimum evidence a CISR auditor will need to see in order to issue an International Ship Security Certificate (ISSC)?

Because of the short time scale ships have to comply with the ISPS Code, the CISR is not requiring a minimum implementation period before an ISSC can be issued. Up until 1 July 2004, the CISR will issue an ISSC if there is satisfactory objective evidence that:

1. All onboard have received appropriate instruction and training and are fully conversant with their roles and responsibilities related to ship security.
2. Both the master and the SSO are fully conversant with all aspects of the Ship Security Plan (SSP).
3. The SSP is onboard and has been approved by the CISR.
4. There are plans to conduct an internal audit within 3 months of the SSP being implemented onboard (if an internal audit has not already been carried out).
5. At least one security drill specified in the SSP has been carried out and any identified corrective action implemented.
6. Security equipment has been included in the ships maintenance system and has been maintained in accordance with the requirements of that system.
7. All security equipment is operational and is fit for its intended service.
8. All security measures indicated for the current security level are being implemented and that the ship is able to implement the security measures for all security levels.

The ISPS Code talks of “security and surveillance” equipment. What equipment is classed as “security and surveillance” equipment?

If the operation of any equipment is necessary to fulfill a requirement of the SSP or the ISPS Code it will be classed as “security equipment” for the purposes of the ISPS Code. This will include “dual use” equipment, even when the equipment’s primary function is not related to security. As an example, deck lighting will probably be classed as security equipment as it is required to effectively monitor deck areas during the hours of darkness. Similarly, communications equipment will be classed as security equipment if it is used for security related communications. Conversely, an internal door lock would not normally be classed as security equipment unless, say, it was also used to control access to a restricted area.

Section 9 of the ISPS Code calls for many procedures to be included in the SSP. What constitutes an acceptable procedure?

A procedure is not a simple restatement of the requirements of the Code; rather it describes how you will meet these requirements. What is to be done? Who does it? How is it done? What controls do you have in place to ensure it is done? Draw on the experience you have gained in complying with the ISM Code. A simple statement that “internal audits will be carried out annually by persons independent of the area being audited” would not be accepted as an internal audit procedure for ISM, and similarly it would not be considered acceptable as an internal audit procedure for the ISPS Code.

Do I need to duplicate work I have already done to comply with the ISM Code?

No! You already conduct internal audits, perform management reviews and prepare for emergencies related safety; it makes sense to employ this knowledge and experience in complying with the ISPS Code. A word of warning though; your existing procedures and practices may need revising to fully meet the requirements of the ISPS Code. One important difference between the ISM and ISPS Codes is that the SSP requires formal approval. When you submit your SSP for approval it must be complete. Common ISM / ISPS procedures and contingency plans must be included in full. The SSP can not state “internal audits will be conducted in accordance with ISM Procedure XXX” unless the full procedure is included in the SSP.

When should I submit SSPs for approval and offer ships for verification?

The simple answer is “as soon as possible”. Regardless of the Administration your ships are registered with, or if your Administration has delegated to a RSO, the number of ships to be verified is far in excess of the number of qualified auditors to conduct the verifications. If every ship requires verification in the last few weeks before 1 July 2004, the demand for verifications will outstrip the global capacity to supply the qualified auditors. As well as being a SOLAS requirement, recent reports suggest that failure to obtain an ISSC by the due date will invalidate P&I cover.

How do I obtain a Continuous Synopsis Record?

Application forms for the CSR can be obtained from www.cishipping.com

Does the Ship Identification Number required by SOLAS XI-1/3 require the prefix “IMO” or is just the seven figure number acceptable?

The ship identification number must include the prefix “IMO”. That is, the number should be in the form “IMO 1234567” and not just “1234567”. This was decided by IMO at MSC 77 in June 2003. The reasoning lies in IMO Assembly Resolution A.600(15) which covered the adoption of Ship Identification Numbers by IMO. The number “1234567” is legally a “Lloyd’s Register Number”, while “IMO 1234567” is the Ship Identification Number as adopted by IMO.

What are the acceptable methods for marking the Ship Identification Number on large yachts?

The CISR will accept marking of the external Ship Identification Number in line with the requirements for passenger ships. That is, the external marking may be on a horizontal surface visible from the air, providing the marking is clear of awnings and other obstructions. For yachts, transfers will be considered an acceptable method for externally marking the Ship Identification Number; provided these are clearly visible, clear of any other markings on the hull and of a contrasting colour to the hull.

When marking the Ship Identification Number internally in the machinery space, the following methods are considered acceptable:

Steel Hull

Raised lettering by welding or centre punching.

Aluminium Alloy Hull

Raised lettering by welding or centre punching.

GRP / FRP Hull

Raise lettering mechanically fastened to the ships structure by means of bolts, screws etc or laminated.

The size of the markings shall be in accordance with SOLAS XI-1/3.

Do yachts over 300 GT require AIS in accordance with SOLAS V/19?

AIS is to be provided on all yachts which have been issued with a Certificate of Compliance for a Large Charter Yacht, regardless of whether they operate in a purely private capacity. Further, the CISR recommends the fitting of AIS to all yachts engaged on international voyages.

Where can I get more information and advice?

Although CISR is not delegating any responsibilities under the ISPS Code to Classification Societies or other Recognized Security Organizations, most of these organizations have help and advice on their websites. The websites of the major Classification Societies can be found at www.iacs.org.uk. Advice from CISR can be obtained from survey@cishipping.com, please ensure you include details of your Cayman Islands registered ships with your enquiry so we can offer the most relevant advice.

MERCHANT SHIP SURVEY AND AUDIT

How can I contact a surveyor?

Call Head Office number (+1 345 949 8831) or send an e-mail to survey@cishipping.com.

What if I have an emergency?

Call Head Office number (+1 345 949 8831). Outside of normal office hours, on weekends and public holidays a recorded message will give details of how to contact a Cayman surveyor on duty.

Does our commercial vessel require to be surveyed prior to registration?

Yes. Prior to accepting a commercial vessel for registration, a Merchant Ship Flag-in Matrix "scoring" system is used by Cayman to ensure that the vessel meets minimum safety and operational standards. Generally vessels over 15 years old or those vessels with a medium to high score may require a pre-registration survey, depending on the particular case.

What surveys and audits can be carried out by the vessel's classification society at Flag-in?

Providing the vessel has a low Merchant Ship Flag-in Matrix score (50 or less) surveys and audits at flag-in may be delegated to the relevant classification societies.

Can “Class” carry out Cargo Ship Safety Equipment and Cargo Ship Safety Radio annual, intermediate or renewal surveys?

Yes. For those vessels that are not in the Alternative Compliance Scheme (ACS) these surveys may be delegated to classification societies but only after a written request has been made to Cayman by the owner (or authorised representative), manager or master. These requests for delegation are reviewed immediately and approved on a case-by-case basis.

Can a classification society surveyor/auditor carry out ISM and/or ISPS Code audits on my Company or ships?

Only in very exceptional circumstances will Cayman authorise classification societies to carry out these audits. Cayman endeavours to carry out all such audits using its own fully trained and experienced auditors.

How much does a survey cost?

See Survey Fees.

Does Cayman issue Ship Radio Station Licences?

Ship Radio Station Licences for Cayman-registered ships are all issued by the Cayman Islands Information & Communications Technology Authority (ICTA). On-island assistance with your application for a Ship Radio Station Licence is also available from client.relationships@cishipping.com.

Do I need to report an accident to my vessel?

Yes. Under Section 159 of The Merchant Shipping Law (2005 Revision) the Owner or Master is required to report any accident resulting in loss of life or serious injury to any person. Also, the Owner or Master is required to report any material damage to the vessel which may affect its seaworthiness.

Do I need to keep an official log book?

Yes. Under Section 140 (1) of The Merchant Shipping Law (2005 Revision) all Cayman ships are required to keep an official log book. An official log book can be obtained by shopping online or by contacting our Head Office or our European Regional Office in the UK.

Where can I get an official log book?

An official log book can be obtained by shopping online or by contacting our Head Office or our European Regional Office in the UK. In addition to the official log book, we also supply oil record books, garbage record books, and GMDSS log books. We do not supply deck log books or engine room log books but these can be purchased from various maritime documentation suppliers.

LARGE COMMERCIAL YACHT AND SURVEY AND AUDIT

What is the Code of Practice for Safety of Large Commercial Sailing and Motor Vessels?

This Code of Practice was introduced in 1998 (as an equivalent approach) to address the requirements of SOLAS, International Load Line Convention (LL 66) and the STCW Convention in a yacht-specific manner. IMO Circular letter 1966 dated 27th July 1997 gave effect to the Code as equivalence on an international basis.

How does the Code of Practice for Safety of Large Commercial Sailing and Motor Vessels relate to the term LY1 and LY2?

LY1 is the abbreviated term used to refer to the original Large Commercial Yacht Code which came into effect in December 1998. LY2 is the abbreviated term for the revised Code, which came into effect in September 2004. When do I need to comply with the Code of Practice for Safety of Large Commercial Sailing and Motor Vessels?

When the yacht is engaged in trade/commercial activities, such as chartering-out.

Can I comply with the Code of Practice for Safety of Large Commercial Sailing and Motor Vessels on a voluntary basis?

Yes, many owners will build to the Code or bring their yachts into the Code, for a number of reasons, including the peace of mind of knowing their yacht complies with an internationally recognised safety standard. Other reasons include vessel resale value maximisation and risk management issues such as risk mitigation.

What International Conventions apply to Yachts?

See Matrix of International Conventions Applicable to Yachts.

http://www.cishipping.com/portal/page?_pageid=1307,1684570&_dad=portal&_schema=PORTAL

What are the requirements for maintaining Large Commercial Yacht Certificates once these are issued?

Large Commercial Yacht Certificates are valid for a maximum of 5 years subject to periodic inspections followed by a renewal survey at the end of the 5 years.

What happens if the periodical vessel inspections are not carried out?

The periodic inspections can be carried out within 3 months either side of the anniversary date, which corresponds to the expiry date of the certificate otherwise the certificate becomes invalid.

Does the yacht have to be on the Commercial Vessel Register to be able to Charter?

No, the vessel may remain on the Pleasure Yacht Register, but the yacht must have valid Large Commercial Yacht Certificates appropriate to the size of the vessel and be manned in accordance with Cayman Manning Regulations and LY2 requirements.

Can a yacht switch between Commercial Vessel and Pleasure Yacht Registration on a regular basis?

Yes. However, a yacht can only be issued with one Certificate of Registry at a time. In order for the yacht to be registered as a commercial vessel it must be in possession of valid certificates appropriate to its size. For yachts over 500 GT, this includes, but is not limited to, a Safety Management Certificate, an International Ship Security Certificate, a Continuous Synopsis Record and a Minimum Safe Manning Document. These Certificates must remain valid for the duration of the period that the yacht remains registered as a commercial vessel. The Certificate of Registry which is not in current use must be returned to Cayman but can then be re-issued on application.

Does the MARPOL Convention apply to Yachts?

Yes, MARPOL applies to all vessels, commercial and pleasure, however only yachts over 400 GT are required to be certificated.

Is the COLREG applicable to Yachts?

Yes, the Convention on the International Regulations for Preventing Collisions at Sea (COLREG), prescribes safe measures for visibility, navigation and sound signalling to ensure safe navigation for all users of the world's oceans.