

GIBRALTAR MARITIME ADMINISTRATION
(Ministry of Maritime Affairs)



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Shipping Information Notice – No. 028
Gibraltar Maritime Administration – Changes to Accounting Procedures (Updated)

To: Ship Owners, Operators, Masters, Officers, Local Representatives

All Clients

1. You are required to note the following procedures for accounting purposes, which are being introduced as from the 6th July 2015:

Payment for new Registrations and other Ship Transactions

2. From 6th July 2015 no scanned copies of documents will be made available to agents via email upon completion of a transaction. Original documents may be collected from our offices upon payment of the invoice.

Deposits for Surveys / Audits of Gibraltar-registered vessels and ISM Companies

3. When a deposit has been requested by a GMA Marine Surveyor, evidence will be required that the Bank Transfer has been completed; this would be a scanned or fax copy of the Bank Transfer Form (note: not a Deposit Declaration Form) to:

a) Fax No. +350 200 47770

Or

b) Email: maritime.registry@gibraltar.gov.gi

Or receipt of the deposit funds via the GMA's account statements, whichever is sooner. The GMA's Surveyors will not travel unless this information has been received.

Surveyors Hourly Fees

4. For the purposes of clarification, the Survey Division will charge hourly fees at the following rates:

- a) Surveyor's Hourly Fee - Travel Rate and / or Domestic Survey Rate **£65**
- b) Surveyor's Hourly Fee - Survey (Normal Working Hours – 8am-8pm) **£95**
- c) Surveyor's Hourly Fee – Survey (Outside Normal Working Hours – 8:01pm-7:59am, **including any hours on weekends / public holidays in Gibraltar**) **£110**

5. The Maritime Administrator reserves the right to reconsider any requirements with regard to the above Accounting Procedures, on a case-by-case basis.

6. If there are any queries regarding this Notice, you are kindly requested to contact the GMA on email:

maritime.registry@gibraltar.gov.gi

Richard Montado
Maritime Administrator

Issue date: 1st July 2010 (updated: 1st July 2015)

All notices are available through www.gibraltarship.com

This copy of the Administrative Instruction has been sent electronically and does not carry a signature or official stamp. A signed and stamped copy will be available upon request