

GIBRALTAR MARITIME ADMINISTRATION
(Ministry of Maritime Affairs)



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Shipping Information Notice – No. 039
Gibraltar Maritime Administration – Changes to Accounting Procedures

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

All Clients

1. Please note the following procedures for accounting purposes, were introduced as from April 2012:

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

2. 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 2004 7770

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

3. 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**

Surveyors Fees for the use of a Surveyor stationed outside Gibraltar

Issue of Safe Manning Document SMD (standard fee)	150
Issue of Exemption certificate	150
Issue of other Survey/Audit Certificates (e.g. SEC, ISM: SMC, ISSC)	150
Issue of Continuous Synopsis Record CSR	150
Surveyor's Hourly Fee – Travel Rate	90
Surveyor's Hourly Fee – Survey (Normal Working Hours – 8.00 am – 8.00 pm)	130
Surveyor's Hourly Fee – Survey (Outside Normal Working Hours – 8.01 pm – 7.59 am)	150

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: October 2014

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 sign and stamped copy will be available upon request