



Maritime Circular No.42

To:

All member States, Ship-Owners/ Managers/ Operators, Registration Officers (RegOffs), Recognised Organisations, P&I Clubs, Radio Accounting Authorities (RAA), IMO, ILO, Paris MoU, Abuja MoU, Mediterranean MoU, Black Seas MoU, USCG, Tokyo MoU, Riyadh MoU, Caribbean MoU, Indian Ocean MoU, All parties concern

Subject:

Information and guidelines on the use of electronic Certificates issued by the Republic of Sierra Leone

Date:

21st April 2020

References:

FAL.5/Circ.39/Rev.2 - Guidelines for the use of Electronic Certificates
IMO Circular Letter No.3715

Purpose

To provide information and guidelines on the use of electronic Certificates issued by Sierra Leone.

Application

1. From 1st of April 2017, Sierra Leone has started issuing electronic, system generated, ship Certificates to all vessels flying the Sierra Leone Flag.
2. As per section 4.1 of FAL.5/Circ.39/Rev.2, all Electronic Certificates issued by Sierra Leone will have the following features:
 1. consistency with the format provided by all applicable Conventions;
 2. the Sierra Leone coat of arms;
 3. digital signature and stamp;
 4. a unique official authorization number (VHQ-XXX-XX-XXXX).
3. Section 7 of FAL.5/Circ.39/Rev.2, provides that all port state control officers and other stakeholders should accept electronic certificates containing the features identified in section 4 in FAL.5/Circ.39/Rev.2.
4. The following Certificates¹ will be issued in electronic format:

- Certificate of Registry	- Temporary Permit
- Minimum Safe Manning Certificate	- DMLC Part I
- Ship Station License	- Attestation Letter
- Deletion Certificate	- Authorization Letter
- Continuous Synopsis Record	- Certificate of Non-Encumbrance

¹ The list of Sierra Leone's electronic Certificates can be found under the relevant module in the IMO Global Integrated Shipping Information System (GISIS) < <https://gisis.imo.org/Members/> >

- Transcript of Registry
 - Bunker's Liability Certificate
 - Civil Liability Certificate
 - SOLAS Exemption
 - Load Line Exemption
 - Certificate of Endorsement
 - MARPOL Exemption
 - Dispensation Letter
 - Extension Letter
 - Letter of Consent
 - Single Voyage Permit
 - Wreck Removal Certificate
 - Confirmation of Receipt Application
5. Only in special cases of a potential service delay due to system downtime, this Administration may authorize the issuance of any of the above said certificates in paper format, until the system is repaired. These Certificates, as well as any other Certificate/Letter which is not mentioned in this correspondence will have a different unique official authorization number (SLR-XXX-XX-XXXX).
6. All Certificates shall be accepted at all times in electronic format (on a screen), or in a printed colored format and all Certificates (electronic or not) can be verified through our website at www.slmarad.com or by contacting the Sierra Leone Maritime Administration by email at info@slmarad.com. All verification copies are digitally protected from alteration or tampering.

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

Revision Status

Date	Revision	Comments - Changes
21/04/2020	0	Initial - Adopted