



Office of
Deputy Commissioner
Of Maritime Affairs

THE REPUBLIC OF LIBERIA
LIBERIA MARITIME AUTHORITY

Marine Notice

RAD-003

Rev. 04/25

TO: ALL SHIPOWNERS, OPERATORS, MASTERS AND OFFICERS OF MERCHANT SHIPS, AUTHORIZED CLASSIFICATION SOCIETIES, APPROVED ACCOUNTING AUTHORITIES, AND SATELLITE SERVICE PROVIDERS

SUBJECT: Maritime Mobile and Maritime Mobile Satellite Services Providers - Approval and Operating Procedures

Reference:

- (a) **Maritime Regulation 6.180**
- (b) **ITU Radio Regulation S58**
- (c) **ITU-T Recommendation D.90 (03/95)**
- (d) **List of Approved Accounting Authorities**
- (e) **List of Approved Inmarsat SafetyLink Providers**
- (f) **List of Approved Iridium Service Providers**
- (g) **Marine Notice RAD-011**
- (h) **Marine Advisory 02/2022**

Supersedes: Marine Notice RAD-003, dated 09/22

The following changes have been included:

- a. Introduced rules for approval of Inmarsat SafetyLink Providers
- b. Revised rules for approval of Iridium Service Providers

PURPOSE:

This Notice explains the approval process required by Liberian Maritime Regulations and provides the Office of the Deputy Commissioners (DCO) procedures and criteria for approving and monitoring maritime mobile and maritime mobile satellite services radio Accounting Authorities including Inmarsat SafetyLink Providers and Iridium Service Providers.

APPLICABILITY:

This Notice applies to all Liberian flag vessels equipped with ship radio stations, recognized maritime mobile satellite service ship earth stations and to all entities requesting approval or approved as an

Accounting Authority, all entities acting as or requesting to act as an SafetyLink Provider or SafetyLink Billing Party or Iridium service provider

REQUIREMENTS:

- 1.0 The International Telecommunication Union (ITU) Convention currently in force provides for Accounting Authorities to settle maritime radio communication accounts for ships licensed by the Administration.
- 1.1 The Office of the Deputy Commissioner of Maritime Affairs through its agent (LISCR, LLC) is responsible for approving Accounting Authorities, SafetyLink Providers and Iridium Service Providers that wish to provide settlement services for Liberian registered ships. These providers are collectively referred to in this document as Satellite Service Providers. The Rules for application, approval, and certification are provided at Annex I of this Marine Notice.
- 2.0 For all Liberian flagged vessels except for vessels equipped only with Iridium maritime mobile satellite service ship earth stations, it is mandatory that all international maritime radio traffic charges for radio communication from ship to shore, both terrestrial and satellite, shall be settled either by an approved radio Accounting Authority (AA) or an authorized SafetyLink Provider which has the legal contract with the owner of the vessel.
- 2.1 For Liberian flagged vessels equipped with Iridium maritime mobile satellite service ship earth stations, it is mandatory that all international maritime radio traffic charges for radio communication from ship to shore, both terrestrial and satellite, broadcaster or received via the Iridium equipment shall be settled via an approved Iridium service provider which has the legal contract with the owner of the vessel.
- 3.0 Except for vessels equipped only with Iridium maritime mobile satellite service ship earth stations, no ship is entitled to be registered or to maintain registration under the Liberian Flag unless the owner shall have entered into a valid contract with either a radio Accounting Authority or SafetyLink Provider approved by the Administration.
- 3.1 Vessels equipped with an Iridium marine mobile satellite service ship earth station in order to register or maintain registration under the Liberian flag shall have entered into a valid contract with an Iridium service provider approved by the Administration.
- 3.2 The approved Accounting Authority, SafetyLink Provider or if applicable, the approved Iridium service provider, pursuant to the terms of the contract, shall assume the maritime mobile and maritime mobile satellite radio services accounting obligation and may assume responsibility for obtaining the vessel's Ship Radio Station License.
- 3.3 Vessels equipped with both Inmarsat and Iridium service shall meet the respective requirements of each service.
- 4.0 The approved Accounting Authority, SafetyLink Provider or, if applicable, the approved Iridium service provider for the vessel shall be fully responsible for the payment of the radio and satellite communication charges including all activation, deactivation and change fees

prescribed in the respective Service Provider Authorization and Reporting Agreement. The approved Accounting Authority, Safety Link Provider and the approved Iridium service provider must give a guaranty to the Liberian Government that no charges will accrue to the account of the Liberian Government and ensure that the guaranty remains fully effective.

- 5.0 All shipowners, operators, and managers should ensure that all radio and satellite communication charges are sent to the approved Accounting Authority, SafetyLink Provider or, if applicable, the approved Iridium service provider only and not to any other third party. In the event that an approved Accounting Authority, SafetyLink Provider or, if applicable, the approved Iridium service provider does not remit proper and timely payments on behalf of the ship station licensee:
- 5.1 The ship station licensee will be responsible for making arrangements for another approved Accounting Authority, SafetyLink Provider or, if applicable, an approved Iridium service provider to perform future settlements;
- 5.2 The ship station licensee will settle any outstanding accounts due to radio stations or communications entities;
- 5.3 Neither the Administration nor its agent will be liable for any outstanding accounts due to radio stations, approved Accounting Authorities, SafetyLink Providers or approved Iridium service providers, or any other communications entities.
- 6.0 The list ([Reference \(d\)](#)) of radio service companies approved by the Administration as radio Accounting Authorities, the list ([Reference \(e\)](#)) of SafetyLink Providers and the list ([Reference \(f\)](#)) of Iridium service providers is listed on the Administration's website, www.liscr.com under 'Satellite Services' and will be updated periodically as entities are added or removed from the lists.
- 7.0 Entities that wish to become an approved Satellite Services Provider for Liberian flagged ships will need to complete the Satellite Services Provider Application form attached to this notice as Annex II and send the completed application to email: satelliteservices@liscr.com. Upon Satisfactory review of the application, a Service Providers Authorization and Reporting Agreement will be provided to the applicant for signature and acceptance.

If you have any questions on this Marine Notice, please contact SatelliteServices@liscr.com or call: +1 703 790 3434 and ask for the Satellite Communications Department.

* * * * *

ANNEX I

Rules for Authorization as a Satellite Services Provider.

PURPOSE: The following rules define the Republic of Liberia's requirements for Authorizing satellite services providers. All companies that carry out activations, deactivations and modification of Inmarsat via the SafetyLink system as well as all companies that provide respective Iridium service must be authorized by the Liberian Registry.

Section 1 Basic qualifications

Applicant organizations must:

a) To be Authorized as a SafetyLink Provider

1. Meet the requirements and conditions contained in these rules in order to be authorized as an Inmarsat SafetyLink Provider. No individual or other entity, including Accounting Authorities approved by this Administration or other Administrations, may act as an Authorized SafetyLink Provider, without executing an Inmarsat SafetyLink Service Provider Authorization and Reporting Agreement with the Office of the Deputy Commissioner of Maritime Affairs (DCO).
2. Be authorized to act as a Billing Party for Inmarsat Terminals within the SafetyLink System.
3. Have the ability to validate information supplied for SafetyLink system and have the technical ability to check installations and maintain Inmarsat equipment.

b) To be Authorized as an Iridium Provider

1. Meet the requirements and conditions contained in these rules in order to be authorized as an Iridium Service Provider. No individual or other entity, including Accounting Authorities approved by this Administration or other Administrations, may act as an Authorized Iridium Provider, without executing an Iridium Service Provider Authorization and Reporting Agreement with the Office of the Deputy Commissioner of Maritime Affairs (DCO)
2. Be an authorized Service Provider on the Iridium network

c) Provide formal documentation and proof of their ability to settle accounts.

d) Agree to pay the required fees prescribed in the Service Provider Authorization and Reporting Agreement.

Section 2 Application

- a) Applications must be made to the DCO on Republic of Liberia Form RLM 208AA, "Application for Certification and re-Certification as a Satellite Services Provider". Form RLM 208AA is attached to this Notice as Annex II.

- b) All new applicants shall submit one signed copy of the form with a processing fee prescribed in the Service Provider Authorization and Reporting Agreement.
- c) The application shall be signed by the individual, partner or primary officer of a corporation who is legally able to obligate the entity for which he or she is a representative.
- d) Applications should be sent to: satelliteservices@liscr.com at least 30 days prior to scheduled commencement of settlement activities to allow time for the DCO to review the application.
- e) If it is determined by the DCO that the applying entity is acceptable for recognition as either a SafetyLink Provider or an Iridium Provider to provide services to Liberian flagged vessels, the entity will be sent an Service Provider Authorization and Reporting Agreement that must be signed by the individual, partner or primary officer of a corporation who is legally able to obligate the entity and the signed Agreement must be return to the DCO for countersigning and execution.
- f) Upon execution of the Service Provider Authorization and Reporting Agreement, the DCO shall issue the service provider a Certificate of Authorization. The Certificate is valid for two (2) years and upon expiration of the Certificate a new Application must be submitted requesting renewal of the Certificate.
- g) All applicants for renewal of their Certificate of Authorization shall submit one signed copy of the application form with a renewal processing prescribed in the Service Provider Authorization and Reporting Agreement.

Section 3 Approval

- a) The DCO will notify each applicant in writing as to whether the applicant has been approved as a service provider. A Certificate of Authorization will be issued to each approved applicant.
- b) The DCO will add the details of newly approved Satellite Service Providers on the Liberian Registry website.
- c) Authorization to act as a Satellite Services Provider for Liberian flagged ships may not be reassigned, sold, bartered or transferred and do not convey upon sale or absorption of a company or firm without the express written approval of the DCO.

Section 4 Operations

- a) All Satellite Service operations must be conducted in accordance with the applicable Provider Authorization and Reporting Agreement, the applicable Liberian Maritime Law, Rules and Regulations, the International Telecommunication Regulations (ITR), and other international rules, regulations, agreements, and, where appropriate, ITU-T Recommendations to which Liberia is a party.
- b) Shipowners are responsible for the selection of the Satellite services Provider of their choice provided that such Provider is recognized by the Republic of Liberia and is in good standing with the Liberian Administration.

Section 5 Settling Accounts

- a) All maritime telecommunications accounts should be timely paid in accordance with applicable ITU Regulations and ITU-R requirements. Satellite Service Providers are deemed to be responsible for remitting, in a timely manner, all valid amounts due to earth stations, other applicable communication administrations or their agents. Settlements must adhere to the standards set forth in these rules and must be in accordance with the ITU-R taking into account the applicable ITU-T Recommendations, Service Provider Authorization and Reporting Agreement, and other guidance that may be issued by the DCO.
- b) Service Providers must cooperate fully with the DCO in all respects concerning international maritime settlements issues, including the resolution of questions of fact or other issues arising as a result of settlement operations.
- c) Service providers must pay the Liberian Registry all DCO fees associated with activation, deactivation and other radio services prescribed in the Provider Authorization and Reporting Agreement within 30 days of the date of the invoice issued by the DCO for such fees.

Section 6 Annual Review

Satellite Service Providers accept their certifications on condition that their settlement activities may be audited with respect to Liberian vessels by the DCO or its duly authorized representative. Additionally, the DCO reserves the right to verify any statement(s) made or any materials submitted to the DCO under these rules. Failure to respond satisfactorily to any audit findings is grounds for forfeiture or suspension or cancellation of authority to act as an SafetyLink Provider for Liberian vessels.

Section 7 Retention of settlement records

Satellite Service Providers must retain, for the purpose of compliance with these rules, all settlement records for a period of at least five years following settlement of an account.

Section 8 Cessation of operations

- a) The DCO must be notified immediately should a Satellite Service Provider plan to relinquish its certification or cease to perform settlements as authorized.
- b) When an Satellite Service Provider is transferred, merged or sold, the new entity must apply for certification in its own right if it is interested in becoming an Satellite Service Provider to settle accounts for Liberian vessels.
- c) The applicant must certify acceptance of all accounts and must furnish a list of existing accounts to the DCO at the time of application.

Section 9 Complaint/inquiry resolution

Service Providers must maintain procedures for resolving complaints and/or inquiries from its contractual customers (vessels for which it performs settlements), the DCO, the ITU, and foreign Administrations or their agents. These procedures must be available to the DCO upon request.

Section 10 Notification of refusal to provide telecommunications service to Liberian registered vessel(s).

A service provider must inform the DCO immediately should it receive notice from any source that a communication facility is refusing or plans to refuse legitimate public correspondence or GMDSS services to or from any Liberian registered vessel.

Section 11 Notification of change in address

The DCO must be notified in writing within 15 days of any change in address. The provider must provide the DCO with all relevant new particulars including telephone, e-mail addresses, street addresses, and name of a contact person.

Section 12 Initial Inventory of Vessels.

Within 10 days after receiving final approval from the DCO the provider will submit an initial list of Liberian registered vessels for which it may have previously activated, deactivated or made changes, noting details of the type of service performed. Such a list shall be in the format stated in the agreement and shall be invoiced in accordance with the fees stated in the agreement.

Section 13 Barring of Terminals

The Satellite Services Provider that causes a mandatory barring to be raised on a maritime mobile earth station must:

- a) notify the Administration in advance that the maritime mobile earth station will be barred in 14 days
- b) in the case of an unpaid account, ensure the invoice is outstanding for at least three months
- c) implement the barring in such a way that the ability of a vessel to use distress communication, security alerts and transmitting LRIT Data is not impeded
- d) be prepared throughout the 24-hour day to be able to quickly unbar the mobile earth station if requested by an RCC either directly or through Inmarsat, to facilitate RCC response to a distress situation.

Section 14 Confidentiality

All information provided by Satellite Service Providers will be considered confidential and will be only for the official use of the DCO and its authorized agent. All information provided is for the use of the Administration only and will not be released to any third party (other than the ship identification information needed by maritime safety and distress rescue agencies for the purposes of assisting in distress and safety missions).

ANNEX II

Application for Certification and Re-Certification as a Satellite Services Provider

INSTRUCTIONS: This application is to be used to apply to be certified as a Satellite Services Provider in accordance with the provisions of Liberian Marine Notice RAD-003, and to renew certification. The completed application should be sent together with a copy of any applicable Articles of Incorporation and/or Bylaws to:

REPUBLIC OF LIBERIA
OFFICE OF DEPUTY COMMISSIONER for MARITIME AFFAIRS
C/O Satellite Services Department
Liberian International Ship & Corporate Registry 22980 Indian Creek Drive,
Suite 200
Dulles, Virginia, 20166 USA
Email: satelliteservices@liscr.com

Failure to respond to all items may result in your application being returned. Please review the application carefully and ensure that the application is signed by the appropriate official(s) and that all required information is provided.

Upon satisfactory review of the application, a service and reporting agreement will be provided to the applicant for signature and acceptance. Upon receipt by the Administration of the service provider authorization and reporting agreement signed by the applicant and the processing fee as required by the service provider agreement, a Certificate of Authorization valid for two years will be issued to the Services Provider.

RENEWAL AND RECERTIFICATION: Approved Service Providers are required to renew their Certificate every two (2) years. The Service Provider must complete and submit an application requesting renewal of their certification. A processing fee in accordance with the service provider authorization and reporting agreement must be submitted with each request for renewal application.

All applicants for renewal of a Certificate of Acceptance must settle all unpaid DCO fees that 30 days or more overdue (measured from the date of the invoice for the fees) prior to DCO approval of the application for renewal.

Name of Applicant (Corporation):

Service: INMARSAT - SafetyLink Iridium

Purpose: Initial Application: Renewal Application:

Are you currently an Accounting Authority? Yes: No

If yes, enter current AAIC: _____

BUSINESS ADDRESS	ADDRESS WHERE SETTLEMENTS WILL ACTUALLY BE PROCESSED IF DIFFERENT FROM BUSINESS ADDRESS
-------------------------	--

Street Address:	Street Address:
City:	City:
State/Province:	State/Province:
Zip/Postal Code:	Zip/Postal Code:
Country:	Country:

Telephone Number (include area code):
Website:
E-Mail Address:
Normal Business Hours:

<p>Will you be settling accounts for other Registered vessels for other jurisdictions? If yes, list these jurisdictions.</p>

<p>Structure of Company or Corporation <i>(Use additional sheets if necessary)</i> Please provide a brief summary describing the structure of your settlement operation as it relates to your overall company or corporate structure. Provide a copy of your Articles of Incorporation, and/or Bylaws, or equivalent documents.</p>
--

<p>Qualifications Detail any prior qualifying experience as well as how you plan to conduct settlements. Your statement should provide sufficient information for the DCO to determine if you are qualified to perform settlements, and issue Certification on behalf of Liberia. Note: provide evidence from the respective network that you are an authorized provider of the satellite service you are applying to act on behalf of.</p>

<p>Evidence of Financial Responsibility <i>(Use additional sheets if necessary)</i> All applicants who intend to settle accounts for ship's radio station licenses on Liberian Registered ship must provide letter of financial responsibility from a financial institution or equivalent documentation.</p>

By virtue of my signature below, I hereby make application to the Republic of Liberia to become an authorized Satellite Services Provider. I have responded to all items on this application honestly and completely. I understand that should I be approved to be a Satellite

Services Provider, I must adhere to all applicable Liberian Maritime laws, rules and regulations, the International Telecommunications Regulations (ITR), and other rules, regulations, agreements, and where applicable, ITU-T Recommendations.

I also acknowledge that I will submit to the Office of the Deputy Commissioner (DCO) all required information reports and fees in a timely manner and that I will meet all financial responsibility requirements. I also agree to pay the Liberian Registry all DCO fees associated with activation, deactivation and other radio services within 30 days of the date of the invoice issued by the DCO for such fees. I acknowledge that failure to pay the DCO fees within 30 days of the invoice date may result in the suspension or revocation of my Certificate of Acceptance.

I further acknowledge that I may not trade, reassign, sell or otherwise transfer my authority to act as a provider without the express approval of the DCO. I agree to maintain my processing operation within the country stated above and notify the DCO of any changes. Should I cease to function as a service provider, I agree to notify the DCO immediately.

I agree to maintain acceptable complaint resolution procedures and to notify the DCO immediately should I receive notice of any refusal of a foreign administration/facility to handle legitimate telecommunications between Liberian registered ships, licensed vessels, and the foreign entity providing services.

I acknowledge that I am familiar with the Liberia rules and regulations concerning sanctions and grounds for forfeiture or suspension or cancellation of my certification.

Signed: _____

Date:

Name: _____

Title: _____