



Office of  
Deputy Commissioner  
of Maritime Affairs

**THE REPUBLIC OF LIBERIA**  
LIBERIA MARITIME AUTHORITY

**Marine Notice**

**ADM-008**  
**Rev. 06/12**

---

**TO: ALL SHIPOWNERS, OPERATORS, MASTERS AND OFFICERS OF MERCHANT SHIPS, AGENTS, LIBERIAN AUDITORS AND RECOGNIZED ORGANIZATIONS**

**SUBJECT: IMO Unique Company and Registered Owner Identification Number Scheme**

**Reference:**

- (a) [IMO Resolution MSC.160\(78\), 21 May 2004](#)
- (b) [IMO Resolution MSC.194\(80\), 20 May 2005](#)
- (c) [IMO Circular Letter 2554, 24 June 2004](#)
- (d) [SOLAS Chapter XI-1, Regulations 3-1 and 5](#)
- (e) [SOLAS Chapter IX, Regulation 1, the ISM Code](#)

**Supersedes: Marine Notice ADM-008, dated 3/09**

**PURPOSE:**

The purpose of this Notice is to provide guidance on new regulation XI-1/3-1 of SOLAS, 1978, as amended, that requires every Company and registered owner be provided with an identification number which conforms to the IMO Unique Company and Registered Owner Identification Number Scheme adopted by the International Maritime Organization. The IMO Unique Company and Registered Owner Identification Number Scheme was adopted to enhance maritime safety, security and environmental protection, and to facilitate the prevention of maritime fraud.

**APPLICABILITY:**

The regulation applies to Companies and/or registered owners operating ships of 100 gross tonnage and above engaged on international voyages.

**REQUIREMENTS:**

**1.0 Definitions**

1. "Company" has the same meaning as in SOLAS regulation IX/1.
2. "Registered owner" is the owner specified on a ship's Certificate of Registry issued by an Administration.

## **2.0 Entry in force**

The IMO Unique Company and/or Registered Owner Identification Numbers shall be inserted in the following documents when they are issued or renewed on or after **1 January 2009**:

1. Safety Management Certificate (SMC) – Company Number only,
2. Document of Compliance (DOC) – Company Number only,
3. International Ship Security Certificate (ISSC) – Company Number only, and
4. Continuous Synopsis Record (CSR) – Company and Registered Owner Numbers.

The regulations do not require that the documents be renewed for the sole purpose of inserting the IMO Unique Company and/or Registered Owner Identification Numbers.

## **MANAGING THE COMPANY AND REGISTERED OWNER IDENTIFICATION NUMBERS**

### **3.0 Management**

3.1 The IMO Unique Company and Registered Owner Identification Number Scheme is managed by Lloyd's Register-Fairplay (LR-F) in parallel with the IMO Ship Identification Number Scheme. The Number is a LR-F number, allocated at the time of issuance of the documents detailed in paragraph 2.0 or registration of a ship. The Number consists of seven digits and begins with the letters "IMO" followed by either "Company" or "Owner", then, followed by the Number.

3.2 Once assigned, the Number remains unchanged for a Company and/or registered owner. When Companies and/or registered owners merge, as a matter of general policy, LR-F assigns the Number of the larger company and/or registered owner to the new amalgamated entity, while the Number of the smaller entity is frozen and not re-used. LR-F will maintain a full history audit trail of changes to company and/or registered owner information, with the date of each change recorded.

3.3 Original information about a Company and/or registered owner will be collected by the Administration at the time of registration. The information collected is that which the Administration ordinarily collects during the registration process, namely:

1. company/registered owner name-styles;
2. country/State of incorporation (registration);
3. date of incorporation; and
4. full address (operational address) and contact details.

### **4.0 Obtaining Numbers**

4.1 New Companies and/or registered owners that will manage ships covered by the scheme are assigned a Number by LR-F when their ship is registered with a flag Administration or may obtain the Number by contacting LR-F at the address provided in paragraph 4.3 using the appropriate form attached in Appendix 1 and Appendix 2. In order to avoid delays in issuing the CSR, DOC, SMC and/or ISSC, Companies are strongly encouraged to obtain their Number at the earliest opportunity, as the time to process may take nearly three weeks.

- 4.2 Existing Companies and/or registered owners have in most cases already been assigned a Number, following the issuance or renewal of the documents detailed in paragraph 2.0.
- 4.3 LR-F has provided the following methods for obtaining Numbers on existing Companies and/or registered owners, for assigning a Number to Companies and/or registered owners that have not previously been assigned a Number and for communicating corrected company details on existing records, on an individual basis:
1. A free website ([www.imonumbers.lrfairplay.com](http://www.imonumbers.lrfairplay.com)) which allows registered users to look up Numbers, using the available “Search” facility. When the Companies or registered owners cannot be identified through the “Search” function, they should request the assignment of new Numbers or provide corrective information on existing records. The website has a free user registration system to enhance both the security of the site and the information.
  2. Submitting paper request forms provided in Appendix 1 and Appendix 2 to LR-F at the following address:

Lloyd’s Register – Fairplay Ltd  
Lombard House  
3 Princess Way, Redhill,  
Surrey, RH1 1UP, UK  
Telephone: (+44) 1737 379000  
Fax: (+44) 1737 379001  
Web: [www.imonumbers.lrfairplay.com](http://www.imonumbers.lrfairplay.com)  
EMAIL: [owners-data-feedback@lrfairplay.com](mailto:owners-data-feedback@lrfairplay.com)

LR-F will confirm updated Company information with the Administration.

- 4.4 LR-F will also accept both paper and electronic request forms from Recognized Organizations (ROs) that undertake SMC and DOC audits, and from Recognized Security Organizations (RSOs) that undertake ISSC audits on behalf of the Administration, for Companies who have not previously been assigned a Number.
- 4.5 The Administration assumes no responsibility to examine, correct, change, alter, or modify information contained on the LR-F free website, or to notify LR-F of incorrect information contained on the website. The Administration shall also not be liable for mistakes or errors in the information on the LR-F free website.

\* \* \* \* \*

## Appendix 1

**REQUEST FOR IMO COMPANY (DOC)  
IDENTIFICATION NUMBER**

**LLOYD'S REGISTER & FAIRPLAY (LRF)  
Lombard House  
3 Princess Way, Redhill  
Surrey RH1 1UP  
UNITED KINGDOM  
Telephone +44 1737 379060  
International fax +44 1737 379040  
Email: owners-data-feedback@lrfairplay.com**

**TO ENABLE ASSIGNMENT OF A COMPANY IDENTIFICATION NUMBER, PLEASE PROVIDE THE FOLLOWING DETAILS:**

CURRENT COMPANY NAME\*  
FORMER NAME(S) (if known)

Please indicate if:

- This is correcting the details for an existing company on the LRF database
- This is a newly established company
- This is a change of company name (please give former names above)
- This is a company merger (please give former names of all companies above)

DATE OF REGISTRATION  
COUNTRY OF REGISTRATION  
OPERATIONAL ADDRESS\*

TOWN\*  
POSTAL/ZIP CODE\*  
COUNTRY\*  
TELEPHONE                      FAX  
E-MAIL                              WEBSITE  
IF KNOWN PARENT  
COMPANY  
IMO ship identification number(s) \*

If not available other ship details (please supply at least one IMO ship identification number in the current fleet. This helps in the identification of company records)

### **Company requesting IMO Number**

COMPANY NAME\*  
CONTACT NAME\*  
SENDER'S EMAIL\*  
SENDER'S FAX NUMBER\*

Items indicated with an asterisk (\*) are required and must be filled in before a number can be provided.

It is the policy of LRF to record the operational addresses of companies which have been issued with a Document of Compliance (DOC). The operational address can be the address of a head office or a branch office, or a care-of address for the manager or company which has been issued with a DOC and managing the ship for which communication details are provided.

The country of registration of the company which has been issued with a DOC is also recorded.

**For office use only.:  
IMO Company No.**

\*\*\*

Appendix 2

**REQUEST FOR IMO REGISTERED  
OWNER IDENTIFICATION NUMBER**

**LLOYD'S REGISTER - FAIRPLAY (LRF)**  
**Lombard House**  
**3 Princess Way,**  
**Redhill Surrey RH1 1UP**  
**UNITED KINGDOM**  
**Telephone +44 1737 379060**  
**International fax +44 1737 379040**  
**Email: owners-data-feedback@lrfairplay.com**

**TO ENABLE ASSIGNMENT OF A REGISTERED OWNER IDENTIFICATION NUMBER, PLEASE  
PROVIDE THE FOLLOWING DETAILS:**

CURRENT COMPANY NAME\*  
FORMER NAME(S) (if known)

Please indicate if:           This is correcting the details for an existing company on the LRF database  
                                      This is a newly established company  
                                      This is a change of company name (please give former names above)  
                                      This is a company merger (please give former names of all companies above)

DATE OF REGISTRATION  
COUNTRY OF REGISTRATION  
OPERATIONAL ADDRESS\*

TOWN\*  
POSTAL/ZIP CODE\*  
COUNTRY\*  
TELEPHONE                               FAX  
E-MAIL                                       WEBSITE  
IF KNOWN PARENT COMPANY  
IMO ship identification number(s)\*

If not available other ship details (please supply at least one IMO ship identification number in the current fleet. This helps in the identification of company records)

**Company requesting IMO Number**

COMPANY NAME\*  
CONTACT NAME\*  
SENDER'S EMAIL\*  
SENDER'S FAX NUMBER\*

This company has also been issued with a DOC for this fleet

Items indicated with an asterisk (\*) are required and must be filled in before a number can be provided.  
It is the policy of LRF to record the operational addresses of registered owners. The operational address can be the address of a head office or a branch office, or a care-of address for the manager or company which has been issued with a DOC and managing the ship for which communication details are provided.

LRF only records the Registered Address of Registered Owners when this information is received directly from Administrations in the XML schema described in section 2 of annex 4.

The country of registration of the registered owner is also recorded.

**For office use only:**  
**IMO Registered Owner No.**