



# THE REPUBLIC OF LIBERIA

## Bureau of Maritime Affairs

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Office of  
Deputy Commissioner  
of Maritime Affairs

5 January 2009

### MARINE OPERATIONS NOTE: 01/2009

#### SUBJECT: BUNKER CLC CERTIFICATE RENEWAL PROCEDURE

- References:
- a. International Convention on Civil Liability for Bunker Oil Pollution Damage 2001
  - b. Marine Operations Note: 02/2008

Dear Owner/Operator:

The purpose of this note is to provide information on the procedures for renewal of Bunker CLC Certificates issued by Liberia for Liberian flagged vessels and for vessels flagged in States that are not Parties to the Bunker Convention or are unable to issue certificates before 20 February 2009.

#### 1. Issuance and Renewal of Bunker (BCLC) Certificate for Liberian flagged vessels

For the purposes of issuance and renewal of Bunker CLC Certificates, affected vessel owners/operators are requested to provide the Liberian flag administration with the following documents not later than 30 days prior to the date the certificate is required:

**A. Bunker Blue Card**, in electronic format, issued by the vessel's P&I club recognized by the Liberian Administration emailed to [clc@liscr.com](mailto:clc@liscr.com). The P&I club Blue Card must be issued (and so stated thereon) in accordance with the provisions of Article 7 of the International Convention on Civil Liability for Bunker Oil Pollution Damage, 2001. The Blue Card must indicate the **Name and Address of the Principal Place of Business of ship owner**.

**B. Request letter** (email request) for Bunker CLC (BCLC) certificate, reflecting the name, official number and IMO number of the vessel along with the blue card/s issued by the P&I club. Kindly include/specify a **mailing address to send** the original Bunker CLC Certificate, if different than the address previously provided. The email request should specify "Bunker CLC" on the subject line.

**C. Payment** by check, wire transfer or credit card (Instructions and form attached/enclosed) for issuance fees, made payable to "**LISCR, LLC – Maritime**". The fee for a Bunker CLC certificate is \$200.00 (plus bank wire transfer fee, if applicable) and \$45.00 fee for each courier shipment. An invoice for courier charge will be generated later and forwarded for payment **if** the actual mailing cost exceeds \$45.00. Same applies for additional shipment.

Please submit the abovementioned documents to [clc@liscr.com](mailto:clc@liscr.com). If it is necessary to send documents by another method, our address is:

Liberian International Ship & Corporate Registry  
ATTN: Bunker CLC Applications  
8619 Westwood Center Drive, Suite 300  
Vienna, Virginia 22182, U.S.A.  
Email contact: [clc@liscr.com](mailto:clc@liscr.com)

Tel: +1 703 790 3434  
Fax: +1 703 790 5655

Timely submission of the required documents and payment will avoid delay in the processing and forwarding of the Bunker CLC Certificate's.

**Online Document Verification:** Each Bunker CLC certificate for Liberian flagged vessels will be issued with the Administration's Tracking Id (TID) number to enable port state officials and other parties to verify the validity of the Certificate at our website: [www.liscr.com](http://www.liscr.com). The Document Verification is available 24/7. Once issued, the original Bunker certificate with the Liberian Administration's TID Number must be carried on the vessel at all times and must be presented on demand to the authorities of any State party to the 2001 Bunker Civil Liability Convention while a certified vessel is within the jurisdiction of such State.

## **2. Issuance and Renewal of Bunker Certificate to NON-Liberian Flagged Vessels**

The Administration will issue Bunker CLC certificate to a vessel registered in non-Party States pursuant to provisions of the Bunker Convention, 2001. The above requirements for submission of request with the requisite P&I Club blue card applies. In addition, and for clarity, please also provide the information requested in the attached form (RLM-223C) for your non-Liberian registered vessel(s).

**Note: An application form is not required, if the vessel was previously issued a certificate by this Administration and the information provided in section #2 and #9 of the application is still valid. In such cases, submit only the relevant Blue Card and payment with request.**

Fees for initial, renewal and amended certificate:

- a. Initial issuance: \$450 (plus bank wire transfer fee, if applicable) and \$45 for each courier shipment. Fleet discounts are available.
- b. Renewals or amendments: \$200 per certificate, plus bank wire transfer fee and \$45 for each courier shipment.

For questions regarding this note please contact Michael Davies-Sekle at telephone +1 703 251 2407, or Sean Brett at telephone +1 703 251 2434, email: [clc@liscr.com](mailto:clc@liscr.com).

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## Bunker Certificate Request Form

### Additional Information for Non-Liberian Flag vessels for BCLC Request

Please complete this form and submit with your request:

**Note: An application form is not required, if the vessel was previously issued a certificate by this Administration and the information provided in section #2 and #9 of the application is still valid. In such cases, submit only the relevant Blue Card and payment with request.**

1. Name of Vessel:
2. Port of Registry:
3. IMO No.:
4. Distinctive Number or Letters:
5. Vessel Type:
6. Gross Tons:
7. Year Built (m/d/yyyy):
8. Managing Director/Designated Person Ashore (DPA):  
Name:  
Tel:  
Fax:  
Email:
9. Mailing Address where the Liberian issued BCLC Certificate(s) should be sent:  
Attention:  
Name of Company:  
Street:  
City: Postal Code:  
Country:  
Tel: Email:



**Please read new banking information below, before attempting to pay LISCR invoices!**

## **Notification of New Banking Information Effective October 1, 2006**

In order to make the payment of Seafarers & Maritime Operation invoices simpler and more efficient for our clients, we have changed and expanded our Banking affiliations. Please use the following instructions to submit all future payments for **Seafarers & Maritime Operation Invoices** only!

### **Wire Transfers**

#### **Option #1 - Wire Transfers from European Countries**

Bank Name: **Commerzbank Global Shipping, Hamburg  
Hamburg, Germany**

Swift/BIC Code: **COBADEFF208**

IBAN #: **DE40 2004 0050 0623 4546 02**

Account Name: **LISCR, LLC – Maritime  
8619 Westwood Center Drive, Suite 300  
Vienna, VA 22182**

Account Number: **623454602**

Special Instructions: **(Please provide Payer's name, Agent number, Invoice number)**

Amount: **(Amount must be remitted in U.S. Dollars)**

#### **Option #2 - Wire Transfers from Other Countries**

Bank Name: **Commerce Bank, N.A. (Comm BK Marlton)  
Cherry Hill, NJ, USA**

ABA Number: **054001725**

Swift Code: **CBNAUS33**

Account Name: **LISCR, LLC – Maritime Account VA  
8619 Westwood Center Drive, Suite 300  
Vienna, VA 22182**

Account Number: **3980106664**

Special Instructions: **(Please provide Payer's name, Agent number, Invoice number)**

Amount: **(Amount must be remitted in U.S. Dollars)**

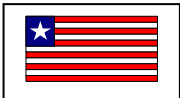
### **Checks/Bank Drafts**

The system for payment by Check/Bank Draft remains the same, but the account name has changed. Checks must be in **U.S. dollars and drawn on a bank located in the United States**, payable to **“LISCR, LLC – Maritime Account VA”**.

### **Credit Card Payments**

Please complete Credit Card form in the back and return it to LISCR for processing!

Should you need any further assistance, please do not hesitate to contact our accounting department at 1-703-251-2482 or email at [accounting@liscr.com](mailto:accounting@liscr.com)



# LISCR, LLC

## SEAFARERS & MARITIME OPERATION CREDIT CARD AUTHORIZATION FORM



PLEASE SEE INSTRUCTIONS FOR COMPLETION OF THIS FORM

Type of Payment: Seafarers  Maritime Operation

**Account Holder** (Person who signed on back of the card):

Name:	Signature:
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**Billing Address** (Address to which the credit card invoice/statement is mailed):

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

<b>Email Address of Account Holder:</b>
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**Contact Numbers of Account Holder:**

Telephone:	Fax:
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**Credit Card Information:** VISA  AMEX  MASTERCARD

Credit Card Number:																				
Security Code: (SEE INSTRUCTIONS)	Issue Number: (SEE INSTRUCTIONS)																			

**Expiration Date:**

Valid From (DDMMYY):																					Valid To (DDMMYY):																				
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**Payment Information:**

Agent Name:	Agent Number:										
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Invoice/Work Order Number	Vessel Name/Payment Description	Official Number	Amount
<b>Total Charge:</b>			<b>\$</b>

**Fax form to LISCR at +1-703-790-5655**