



Office of  
Deputy Commissioner  
of Maritime Affairs

**THE REPUBLIC OF LIBERIA**  
LIBERIA MARITIME AUTHORITY

**Marine Notice**

**RAD-003**  
**Rev. 02/19**

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

**SUBJECT: Maritime Mobile and Maritime Mobile Satellite Radio Services Accounting Authority 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**

**Supersedes: Marine Notice RAD-003, dated 06/12**

**PURPOSE:**

This Notice explains the radio message accounting procedures 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 radio services Accounting Authorities. This Notice also provides a list of the Accounting Authorities approved by the DCO.

**APPLICABILITY:**

This Notice applies to all Liberian flag vessels equipped with ship radio stations and to all entities requesting approval or approved as an Accounting Authority.

**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.
- 2.0** It is mandatory that all international maritime radio traffic charges for radio communication from ship to shore, both terrestrial and satellite, shall be settled by an approved Accounting Authority which has the legal contract with the owner of the vessel.

- 3.0** 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 an Accounting Authority approved by the Administration. The approved Accounting Authority, 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.
- 4.0** The approved Accounting Authority for the vessel shall be fully responsible for the payment of the radio communication charges including all activation and deactivation fees. The approved Accounting Authority 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 traffic charges are sent to the approved Accounting Authority only, and not to any third party. In the event that an approved Accounting Authority does not remit proper and timely payments on behalf of the ship station licensee:
- (1) The ship station licensee will be responsible for making arrangements for another approved Accounting Authority to perform future settlements;
  - (2) The ship station licensee will settle any outstanding accounts due to radio stations or communications entities;
  - (3) Neither the Administration nor its agent will be liable for any outstanding accounts due to radio stations, approved Accounting Authorities, or any other communications entities.
- 6.0** The list Reference (d) of radio service companies approved by the Administration as Accounting Authorities will be updated periodically as entities are added or removed from the list.  
The list of approved Accounting Authorities is available on the Liberian Registry website: <https://www.liscr.com/maritime/inmarsat-activations>
- 7.0** The Office of the Deputy Commissioner of Maritime Affairs thru its agent is responsible for approving accounting authorities that wish to provide settlement services for Liberian registered ships. The Rules for certification are provided at Annex I of this Marine Notice. Entities that wish to become an approved accounting authority for the Liberian flagged ships will need to complete an application for certification, Annex II, and contact Inmarsat Activations at email: [inmarsatactivations@liscr.com](mailto:inmarsatactivations@liscr.com).

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# ANNEX I

## Rules for Certification of Maritime Mobile and Maritime Mobile Satellite Radio Services Accounting Authorities.

**PURPOSE:** The following rules delineate the Republic of Liberia's requirements for certifying and monitoring accounting authorities in the maritime mobile and maritime mobile-satellite radio services. Accounting Authorities settle accounts for public correspondence for messages transmitted at sea by or between maritime mobile stations located on board Liberian registered ships and utilizing coast and coast earth station facilities.

### Section 1 Basic qualifications

Applicant organizations must:

- a) Meet the requirements and conditions contained in these rules in order to be certified as an Accounting Authority (AA). No individual or other entity, including accounting authorities approved by other administrations, may act as a Liberian accounting authority and settle accounts of Liberian registered vessels in the maritime mobile or maritime mobile-satellite services without a certification from the Office of the Deputy Commissioner of Maritime Affairs (DCO).
- b) Provide formal documentation and proof of their ability to settle accounts.
- c) Be authorized as an AA by the Administration of their resident country and represent shipowners willing to register ships under the Liberian flag.
- d) Agree to pay the required fees prescribed herein.

### 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 an Accounting Authority". Form RLM 208AA is attached to this Notice as Annex II. Additional copies may be obtained from the DCO by sending an e-mail or fax request to the Inmarsat Activations Department, LISCR: email: [inmarsatactivations@liscr.com](mailto:inmarsatactivations@liscr.com) or fax +703 790 5655.
- b) All new applicants shall submit one signed copy of the form with a processing fee of US \$500.
- 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: [inmarsatactivations@liscr.com](mailto:inmarsatactivations@liscr.com) at least 30 days prior to scheduled commencement of settlement activities to allow time for the DCO to review the application.
- e) The Certificate is valid for three (3) years at which time a new Application must be submitted to renew the Certificate.
- f) All applicants for renewal of their Certificates shall submit one signed copy of the form with a renewal processing fee of US \$250.

### Section 3 Approval

- a) The DCO will notify each applicant in writing as to whether the applicant has been approved as an accounting authority. A Certificate of Authorization will be issue to each approved applicant.

- b) The DCO will notify the International Telecommunication Union (ITU) and other applicable authorities within 30 days of any changes to its approved list of accounting authorities.

#### **Section 4      Accounting Authority Identification Code (AAIC)**

- a) A certified Accounting Authority maintaining settlement operations outside the Republic of Liberia will be assigned the same AAIC as that originally assigned to such entity by the administration of the country of operation. However, in no case will an entity be certified as an accounting authority for settlement of Liberian licensed vessel accounts unless the entity has already been issued an AAIC by another administration.
- b) AAs with settlement operations within Liberia will be assigned the AAIC of the Republic of Liberia and will not be subject to paragraph (a)
- c) No entity will be entitled to or assigned more than one AAIC.
- d) AAICs 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. The DCO will not unduly deny such a request.

#### **Section 5      Operations**

- a) All Accounting Authority operations must be conducted in accordance with 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 AA of their choice provided that such AA is recognized by the Republic of Liberia.

#### **Section 6      Settling Accounts**

- a) All maritime telecommunications accounts should be timely paid in accordance with applicable ITU Regulations and ITR requirements. Accounting Authorities 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 ITR taking into account the applicable ITU-T Recommendations and other guidance issued by the DCO.
- b) Accounting Authorities 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.

#### **Section 7      Annual Review**

Accounting Authorities 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 Accounting Authority for Liberian vessels.

## **Section 8      Retention of settlement records**

Accounting Authorities 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 9      Cessation of operations**

- a) The DCO must be notified immediately should an Accounting Authority plan to relinquish its certification or cease to perform settlements as authorized.
- b) When an Accounting Authority is transferred, merged or sold, the new entity must apply for certification in its own right if it is interested in becoming an Accounting Authority 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 10     Complaint/inquiry resolution**

Accounting Authorities 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 11     Notification of refusal to provide telecommunications service to Liberian registered vessel(s).**

An Accounting Authority 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 12     Notification of change in address**

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

## **Section 13     Reports**

- a) Initial Inventory of Vessels.

Within 30 days after receiving final approval from the DCO to be an Accounting Authority, each certified Accounting Authority must provide to the DCO an initial list of Liberian registered vessels for which it is performing settlements. Such list shall be in the general format of the following and provide the information shown:

**Vessel Name, IMO Number, Call Sign, INMARSAT I.D. Number(s) and Effective Date**

- b) Annual Statistical Report of Settlement Operations.

By January 31st of each year, each Accounting Authority settling accounts for Liberian registered vessels must submit to the DCO an Annual Statistical Report, which details for each vessel the number of settlements, by foreign administration, earth stations, or other communications entities or their agents as applicable, during the preceding twelve months. Information contained in this

report provides statistical data that will enable the DCO to monitor operations to ensure adherence to these rules and to appropriate international settlement procedures. This report will be kept confidential as noted in Sec. 16 below.

#### **Section 14     Barring of Terminals**

The Accounting Authority that causes a mandatory barring to be raised on a maritime MES must:

- a) notify the Liberia PSA in advance that the MES 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 and transmitting LRIT Data is not impeded
- d) be prepared throughout the 24 hour day to be able to quickly unbar the MES if requested by an RCC either directly or through Inmarsat, to facilitate RCC response to a distress situation.

#### **Section 15     DCO Responsibilities**

The DCO will be responsible for the following:

- (1) Providing COSPAS/SARSAT with a list of Liberian flag vessels along with their call signs and MMSI numbers
- (2) Issuance of the applicable radio station licenses
- (3) Maintaining a database of radio telecommunication data containing information on the radio and communications systems on Liberia vessels
- (4) Provide the necessary reports to the ITU and applicable organizations
- (5) Maintain a public list of Accounting Authorities as approved by the DCO

#### **Section 16     Confidentiality**

All information provided by the accounting authorities 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).

#### **Section 17     Investigations and Penalties**

- b) The DCO may investigate any complaints made against Accounting Authorities to ensure compliance with all applicable DCO rules, ITU Regulations and other international maritime accounting procedures which Liberia recognizes.
- c) The DCO may issue written warnings or forfeitures to Accounting Authorities which are found not to be operating in accordance with established rules and regulations. Warnings will generally be issued for violations that do not seriously or immediately affect settlement functions or international relations. Continued or unresolved violations may lead to further enforcement action by the DCO, including suspension or cancellation of the Accounting Authority certification.
- d) The DCO may take further enforcement action, including suspension or cancellation of an Accounting Authority certification, if it is determined that the Republic of Liberia's or ship

owners interest so requires. Reasons for which such action may be taken include but are not limited to:

- (1) Illegal activity or fraud;
  - (2) Non-payment or late payment to a foreign administration or agent;
  - (3) Failure to follow ITR requirements and procedures that Liberia recognizes;
  - (4) Failure to take into account ITU-T Recommendations which Liberia recognizes;
  - (5) Bankruptcy or liquidation;
  - (6) Providing false or incomplete information to the DCO or failure to comply with or respond to
  - (7) requests for information; or
  - (8) Failure to pay DCO fees.
- e) Prior to taking any of the enforcement actions listed in this section, the DCO will give notice of its intent to take the specified action and the grounds therefore, and afford a 30-day period for a response in writing; however, where the interest of the ship owners or the Republic of Liberia so requires, the DCO may temporarily suspend a certification pending completion of these procedures.

#### **Section 18      Liability for payment**

- a) In the event that an accounting authority does not remit proper and timely payments on behalf of the ship station licensee:
  - (1) The ship station licensee will be responsible for making arrangements for another accounting authority to perform future settlements.
  - (2) The ship station licensee will settle any outstanding accounts due to radio stations or communications entities.
- b) The DCO will, upon request, take all possible steps, within the limits of applicable national law and maritime regulations, to ensure settlement of the accounts of the ship station licensee.
- c) The Republic of Liberia, the DCO or its agent(s), will be not liable for any outstanding accounts due to radio stations, Accounting Authorities, or any other communications entities.
- d) The AA will be responsible for indemnifying the Republic of Liberia and its agent against all settlement claims arising from the failure to fully settle accounts.

## ANNEX II

### Application for Certification and Re-Certification as an Accounting Authority

INSTRUCTIONS: This application is to be used to apply to be certified as an Accounting Authority in accordance with the provisions of Liberian Marine Notice RAD-003, Maritime Mobile and Maritime Mobile Satellite Radio Services accounting procedures 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 Inmarsat Department  
Liberian International Ship & Corporate Registry  
22980 Indian Creek Drive,  
Suite 200  
Dulles, Virginia, 20166 USA  
Email: [inmarsatactivations@liscr.com](mailto:inmarsatactivations@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.

A processing fee of US\$500 must be submitted with the initial application.

Approved Accounting Authorities are required to renew their Certificate every three (3) years.

A processing fee of US\$250 must be submitted with each request for renewal application.

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**Name of Applicant – (Corporation):**

**Purpose:**            **Initial**                       **Renewal**

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**Are you currently an Accounting Authority?**                       **Yes**                       **No**

**If yes, enter current AAIC :** [ \_ \_ \_ \_ \_ ]

**BUSINESS ADDRESS**

**ADDRESS WHERE SETTLEMENTS  
WILL ACTUALLY BE PROCESSED:**

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**STREET ADDRESS:**

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**STREET ADDRESS:**

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**CITY:**

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**CITY:**

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**STATE:**

**ZIP CODE:**

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**STATE:**

**ZIP CODE:**

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**COUNTRY:**

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**COUNTRY:**

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**NORMAL BUSINESS HOURS:**

**TELEPHONE NUMBER (include area code):**

**E-MAIL ADDRESS:**

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**Will you be settling accounts for Registered vessels of other jurisdiction?**       Yes       No

If yes, list these jurisdictions.

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**Structure of Company or Corporation** *(Use additional sheet if necessary):*

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.

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**Qualifications:** (Only required if not currently a recognized Accounting Authority):

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 of maintenance on behalf of Liberia.

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**Evidence of Financial Responsibility:** All applicants who intend to settle accounts for Liberian Registered ship radio stations must provide letter of financial responsibility from a financial institution or equivalent documentation.

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By virtue of my signature below, I hereby make application to the Republic of Liberia to become an Accounting Authority. I have responded to all items on this application honestly and completely. I understand that should I be approved to be an Accounting Authority, 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 further acknowledge that I may not trade, reassign, sell or otherwise transfer my authority to act as an Accounting Authority without the express approval of the DCO and that I may not be assigned more than one Accounting Authority Identification Code. 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 an Accounting Authority, 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 an Accounting Authority certification.

*Signed and Dated this  
Day:*

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*Date:*

\_\_\_\_\_

*Date:*

\_\_\_\_\_

*Date:*

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